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|---|------|--|--|---|--|--|--|
| SOLICITATION, OFFER AND AWARD | | | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) | | RATING | PAGE OF PAGES 1 125 | |
| 2. CONTRACT NO. | | 3. SOLICITATION NO. W9133L-18-R-0008 | | 4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP) | 5. DATE ISSUED 20 Feb 2018 | | 6. REQUISITION/PURCHASE NO. |
| 7. ISSUED BY NGB-AQ - W9133L 111 SOUTH GEORGE MASON DR BLDG. 2, 4TH FLOOR ARLINGTON VA 22204-1373 TEL: 703 604-4186 FAX: 703-607-1742 | | | CODE W9133L | 8. ADDRESS OFFER TO See Item 7 | | (If other than Item 7) | CODE 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 COLE P. COOK | | B. TELEPHONE (Include area code) (NO COLLECT CALLS) 703 607-0163 | | C. E-MAIL ADDRESS cole.p.cookciv@mail.mil | |
| 11. TABLE OF CONTENTS | | | | | | | |
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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) | | | | | | | |
| 14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated): | | | | AMENDMENT NO. | | DATE | |
| | | | | | | | |
| | | | | | | | |
| 15A. NAME AND ADDRESS OF OFFEROR | | CODE | FACILITY | | 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) | | |
| 15B. TELEPHONE NO (Include area code) | | 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. | | 17. SIGNATURE | | 18. OFFER DATE | |
| | | <input type="checkbox"/> | | | | | |
| 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 ITEM (4 copies unless otherwise specified) | | |
| 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 B - Supplies or Services and Prices

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|--------|------------|---------|
| 0001 | LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 0009) or additional surge labor in response to contingencies (CLIN 0002). FOB: Destination | 12 | Months | | |
| | | | | | <hr/> |
| | | | | | NET AMT |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|------------|----------------|
| 0002 | LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 0001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination | | | | |
| | | | | | ESTIMATED COST |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|------------|----------------|
| 0003 | OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination | | | | |
| | | | | | ESTIMATED COST |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 0004 | <p>ACQUIRED EQUIPMENT & INVENTORY COST</p> <p>Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 0006) for equipment, inventory, or repairs.</p> <p>FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 0005 | <p>ACQUIRED SPECIALIZED & INVENTORY REPAIRS COST</p> <p>Actual unburdened cost (excluding shipping expense, CLIN 0006) of specialized equipment repairs not already included in any previous contract line item.</p> <p>FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 0006 | <p>SHIPPING EXPENSE COST</p> <p>Actual unburdened cost for shipping of inventory, equipment, and repairs.</p> <p>FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 0007 | TRAVEL & TRAINING COST Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2. FOB: Destination | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|------------|--------|
| 0008 | CONTRACT MANPOWER REPORTING (CMRA) FFP The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: https://www.ecmra.mil/ Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: https://www.ecmra.mil/ FOB: Destination | 1 | Each | | |
| | | | | | |
| | | | | NET AMT | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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| 0009 | LABOR - TRANSITION PERIOD COST Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination | | | ESTIMATED COST | |
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| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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| 1001 | LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 1009) or additional surge labor in response to contingencies (CLIN 1002). FOB: Destination | 12 | Months | | |
|------|--|----|--------|--|--|

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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|------|---|--|--|----------------|--|
| 1002 | LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 1001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination | | | ESTIMATED COST | |
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| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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1003

OPERATIONS - OTHER COSTS
COST

Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN).

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

1004

ACQUIRED EQUIPMENT & INVENTORY
COST

Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 1006) for equipment, inventory, or repairs.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

1005

ACQUIRED SPECIALIZED & INVENTORY REPAIRS
COST

Actual unburdened cost (excluding shipping expense, CLIN 1006) of specialized equipment repairs not already included in any previous contract line item.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

1006

SHIPPING EXPENSE
COST

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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1007

TRAVEL & TRAINING
COST

Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2.
FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
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1008

1

Each

CONTRACT MANPOWER REPORTING (CMRA)
FFP

The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <https://www.ecmra.mil/> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: <https://www.ecmra.mil/>
FOB: Destination

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
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| 1009 | LABOR - TRANSITION PERIOD COST | | | | |
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| | Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination | | | | |
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| | | | | ESTIMATED COST | |
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| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
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| 2001 | LABOR - CORE LOGISTICS SUPPORT SERVICES FFP | 12 | Months | | |
|------|--|----|--------|--|--|

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| | Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 2009) or additional surge labor in response to contingencies (CLIN 2002). FOB: Destination | | | | |
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| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
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| 2002 | LABOR - SURGE LOGISTICS SUPPORT COST | | | | |
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| | Contractor services in addition to CLIN 2001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination | | | | |
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|--|--|--|--|----------------|--|
| | | | | ESTIMATED COST | |
|--|--|--|--|----------------|--|

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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2003

OPERATIONS - OTHER COSTS
COST

Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN).
FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

2004

ACQUIRED EQUIPMENT & INVENTORY
COST

Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 2006) for equipment, inventory, or repairs.
FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

2005

ACQUIRED SPECIALIZED & INVENTORY REPAIRS
FFP

Actual unburdened cost (excluding shipping expense, CLIN 2006) of specialized equipment repairs not already included in any previous contract line item.
FOB: Destination

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

2006

SHIPPING EXPENSE

COST

Actual unburdened cost for shipping of inventory, equipment, and repairs.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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2007

TRAVEL & TRAINING

COST

Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

2008

1

Each

CONTRACT MANPOWER REPORTING (CMRA)

FFP

The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: <https://www.ecmra.mil/> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at:

<https://www.ecmra.mil/>

FOB: Destination

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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2009

LABOR - TRANSITION PERIOD

COST

Contractor services during a contractor transition period in response to a phasein/phase-out Task Order.

FOB: Destination

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|--------|------------|--------|
| 3001 | LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 3009) or additional surge labor in response to contingencies (CLIN 3002). FOB: Destination | 12 | Months | | |

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|------------|--------|
| 3002 | LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 3001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination | | | | |

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|------------|--------|
| 3003 | OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination | | | | |

ESTIMATED COST

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 3004 | <p>ACQUIRED EQUIPMENT & INVENTORY COST</p> <p>Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 3006) for equipment, inventory, or repairs.</p> <p>FOB: Destination</p> | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 3005 | <p>ACQUIRED SPECIALIZED & INVENTORY REPAIRS COST</p> <p>Actual unburdened cost (excluding shipping expense, CLIN 3006) of specialized equipment repairs not already included in any previous contract line item.</p> <p>FOB: Destination</p> | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 3006 | <p>SHIPPING EXPENSE COST</p> <p>Actual unburdened cost for shipping of inventory, equipment, and repairs.</p> <p>FOB: Destination</p> | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 3007 | TRAVEL & TRAINING COST Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2. FOB: Destination | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|------------|--------|
| 3008 | CONTRACT MANPOWER REPORTING (CMRA) FFP The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: https://www.ecmra.mil/ Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: https://www.ecmra.mil/ FOB: Destination | 1 | Each | | |

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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|------|--|--|--|----------------|--|
| 3009 | LABOR - TRANSITION PERIOD COST Contractor services during a contractor transition period in response to a phasein/phase-out Task Order. FOB: Destination | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
|---------|-------------------|----------|------|------------|--------|

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| 4001 | LABOR - CORE LOGISTICS SUPPORT SERVICES FFP Contractor services (including specialized subcontractor labor) for CoMSupCen operations in accordance with the PWS . Does not duplicate labor for transition periods (CLIN 4009) or additional surge labor in response to contingencies (CLIN 4002). FOB: Destination | 12 | Months | | |
|------|--|----|--------|--|--|

NET AMT

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|-------------------|----------|------|------------|--------|
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|------|---|--|--|----------------|--|
| 4002 | LABOR - SURGE LOGISTICS SUPPORT COST Contractor services in addition to CLIN 4001 core services required for CoMSUPCEN operations in accordance with the PWS for work during contingency operations in response to individual Task Orders. Payment of any overtime rates must be specifically authorized on Task Orders. FOB: Destination | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 4003 | <p>OPERATIONS - OTHER COSTS COST Other Direct and Indirect Operational Costs not already captured in any other Contract Line Item (CLIN). FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 4004 | <p>ACQUIRED EQUIPMENT & INVENTORY COST Actual cost of items acquired by the contractor on behalf of the Government, whether for warehouse inventory replenishment or for dropshipment directly from the supplier to remote units. Does not include the shipping expense (see CLIN 4006) for equipment, inventory, or repairs. FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 4005 | <p>ACQUIRED SPECIALIZED & INVENTORY REPAIRS COST Actual unburdened cost (excluding shipping expense, CLIN 4006) of specialized equipment repairs not already included in any previous contract line item. FOB: Destination</p> | | | | |
| | | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|---|----------|------|----------------|--------|
| 4006 | SHIPPING EXPENSE COST Actual unburdened cost for shipping of inventory, equipment, and repairs. FOB: Destination | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|----------------|--------|
| 4007 | TRAVEL & TRAINING COST Actual unburdened cost for training (including any subcontractor training) and travel, as ordered on individual Task Orders. All travel will be in accordance with FAR Supart 31.2. FOB: Destination | | | ESTIMATED COST | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---------|--|----------|------|------------|--------|
| 4008 | <p>CONTRACT MANPOWER REPORTING (CMRA)</p> <p>FFP</p> <p>The Contractor shall use the Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) IAW AFARS 5137.910. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collectionsite. The Contractor is required to completely fill in all required data fields using the following web address: https://www.ecmra.mil/ Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. If your contract overlaps two or more fiscal years, please enter the data separately for each year. You may divide the labor hours and labor dollars proportionally based on the length of time spent in each fiscal year. Contractors may direct questions to the help desk at: https://www.ecmra.mil/</p> <p>FOB: Destination</p> | 1 | Each | | |
| NET AMT | | | | | |

| ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|----------------|--|----------|------|------------|--------|
| 4009 | <p>LABOR - TRANSITION PERIOD</p> <p>COST</p> <p>Contractor services during a contractor transition period in response to a phasein/phase-out Task Order.</p> <p>FOB: Destination</p> | | | | |
| ESTIMATED COST | | | | | |

CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum

quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

| MINIMUM QUANTITY | MINIMUM AMOUNT | MAXIMUM QUANTITY | MAXIMUM AMOUNT |
|---------------------|-------------------|---------------------|-------------------|
| | \$1,000,000.00 | | \$240,000,000.00 |

DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND ORDER VALUE

The minimum quantity and order value for each Delivery/Task Order issued shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for each Delivery/Task Order issued shall not exceed the maximum quantity and order value stated in the following table.

| MINIMUM QUANTITY | MINIMUM AMOUNT | MAXIMUM QUANTITY | MAXIMUM AMOUNT |
|---------------------|-------------------|---------------------|-------------------|
| | \$15,000.00 | | \$40,000,000.00 |

CLIN DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND CLIN ORDER VALUE

The minimum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not exceed the maximum quantity and order value stated in the following table.

| CLIN | MINIMUM QUANTITY | MINIMUM AMOUNT | MAXIMUM QUANTITY | MAXIMUM AMOUNT |
|------|---------------------|-------------------|---------------------|-------------------|
| 0001 | | \$ | | \$ |
| 0002 | | \$ | | \$ |
| 0003 | | \$ | | \$ |
| 0004 | | \$ | | \$ |
| 0005 | | \$ | | \$ |
| 0006 | | \$ | | \$ |
| 0007 | | \$ | | \$ |
| 0008 | | \$ | | \$ |
| 0009 | | \$ | | \$ |
| 1001 | | \$ | | \$ |
| 1002 | | \$ | | \$ |

| | | |
|------|----|----|
| 1003 | \$ | \$ |
| 1004 | \$ | \$ |
| 1005 | \$ | \$ |
| 1006 | \$ | \$ |
| 1007 | \$ | \$ |
| 1008 | \$ | \$ |
| 1009 | \$ | \$ |
| 2001 | \$ | \$ |
| 2002 | \$ | \$ |
| 2003 | \$ | \$ |
| 2004 | \$ | \$ |
| 2005 | \$ | \$ |
| 2006 | \$ | \$ |
| 2007 | \$ | \$ |
| 2008 | \$ | \$ |
| 2009 | \$ | \$ |
| 3001 | \$ | \$ |
| 3002 | \$ | \$ |
| 3003 | \$ | \$ |
| 3004 | \$ | \$ |
| 3005 | \$ | \$ |
| 3006 | \$ | \$ |
| 3007 | \$ | \$ |
| 3008 | \$ | \$ |
| 3009 | \$ | \$ |
| 4001 | \$ | \$ |
| 4002 | \$ | \$ |
| 4003 | \$ | \$ |

| | | |
|------|----|----|
| 4004 | \$ | \$ |
| 4005 | \$ | \$ |
| 4006 | \$ | \$ |
| 4007 | \$ | \$ |
| 4008 | \$ | \$ |
| 4009 | \$ | \$ |

Section C - Descriptions and Specifications

PWS

Performance Work Statement (PWS)
CONSEQUENCE MANAGEMENT SUPPORT CENTER
CoMSupCen - Contract 2017
2/6/2017
Version 17.0

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**Performance Work Statement (PWS)
CoMSupCen - Contract 2017****1.0 Background**

The potential for a terrorist-related activity or other exposure to chemical, biological, radiological, nuclear, and high-yield explosives (CBRN) threats within the United States has become increasingly probable. In response to those threats, Congress provided funding to the Department of Defense (DoD) to train, organize, and equip the National Guard Bureau (NGB) to develop a national capability to meet the pressing demands of this emerging homeland defense threat.

The Defense Against Weapons of Mass Destruction Act of 1996 mandated the enhancement of domestic preparedness and response capability for terrorist attacks involving nuclear, radiological, biological, and chemical weapons. The Act provided funding to improve the capability of the Federal, State and local emergency response agencies to prevent and, if necessary, respond to domestic terrorist incidents involving Weapons of Mass Destruction (WMD).

In addition, the NGB was tasked with disaster preparedness and disaster response missions arising from natural disasters and other non-terrorist emergencies.

2.0 Definitions and Acronyms**2.1 Definitions****2.1.1 Contractor**

For the purpose of this contract, the term "contractor applies to all operations under this contract, whether those operations are performed by the prime contractor or by a subcontractor. 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. The terms "contractor personnel" or "contractor employees" apply to all contractor and subcontractor personnel performing work on this contract. The contractor shall provide fully trained and experienced technical and lead personnel required for performance. The contractor shall maintain the current work force in such a manner as to ensure that personnel remain fully qualified.

2.1.2 Defective Service

A service output that does not meet the standard of performance associated with the Performance Work Statement (PWS).

2.1.3 Deliverable

Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel

Contractor personnel that are evaluated in a source selection process and will be required to be used in the performance of a contract. 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.

2.1.5 Physical Security

Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance

Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Control

All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.8 Subcontractor

One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms

| | |
|-----------|--|
| ACO | Administrative Contracting Officer |
| AEI | U.S. Army Enterprise Infrastructure |
| AF | Air Force |
| AFARS | Army Federal Acquisition Regulation Supplement |
| AKO | Army Knowledge Online |
| ALS | Analytical Lab Suites |
| AOR | Area of Responsibility |
| AR | Army Regulation |
| ASL | Authorized Stockage List |
| AT | Antiterrorism Awareness Training |
| ATCTS | Army Training Certification Tracking System |
| AUP | Acceptable Use Policy |
| BGS | Bluegrass Station |
| BI | Background Investigation |
| CAC | Common Access Card |
| CAD | Computer Aided Designs |
| CALS | Common Analytical Lab Suites |
| CCP | Configuration Change Proposals |
| CDL | Commercial Driver's License |
| CBRN | Chemical, Biological, Radiological, Nuclear, and high-yield Explosives |
| CDR | Contract Deficiency Report |
| CERFP | Chemical, Biological, Radiological, Nuclear, Enhanced Response Force Package |
| CFR | Code of Federal Regulations |
| CLIN | Contract Line Item Number |
| CMRA | Contractor Manpower Reporting Application |
| CMS | Configuration Management Systems |
| COMSEC | Communications Security |
| CoMSupCen | Consequence Management Support Center |
| CONUS | Continental United States (excludes Alaska and Hawaii) |
| COOP | Continuity of Operations Planning |
| COR | Contracting Officer's Representative |
| COTS | Commercial-Off-the-Shelf |
| CPARS | Contractor Performance Assessment Reports System |
| CST | Civil Support Team |
| DA | Department of the Army |
| DCAA | Defense Contract Audit Agency |
| DD250 | Department of Defense Form 250 (Receiving Report) |
| DD254 | Department of Defense Contract Security Requirement List |
| DEERS | Defense Enrollment Eligibility Reporting System |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DISA | Defense Information Systems Agency |
| DOD | Department of Defense |
| DODD | Department of Defense Directive |
| DoDM | Department of Defense Manual |

| | |
|-----------|---|
| DMLSS | Defense Medical Logistics Standard Support |
| DPAS | Defense Priorities and Allocation System |
| DSO | Direct Support Operations |
| DTM | Directive Type Memorandum |
| ECP | Engineering Change Proposals |
| EEO | Equal Employment Opportunity |
| FAD | Force / Activity Designator |
| FAR | Federal Acquisition Regulation |
| FAST | Forward Area Support Team package |
| FEMA | Federal Emergency Management Agency |
| FIPR | Financial In-Process Review |
| FLIPL | Financial Liability Investigation for Property Loss (Form DD 200) |
| FOUO | For Official Use Only |
| FPCON | Force Protection Condition |
| FSO | Corporate Facility Security Officer |
| FSRT | Fatality Search & Recovery Team |
| FSS | Federal Supply Schedule |
| FY | Fiscal Year |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| GSA | General Services Administration |
| HAZMAT | Hazardous Material |
| HRF | Homeland Response Force |
| HTML | Hypertext Markup Language |
| IA | Information Assurance |
| IAR | Inventory Adjustment Report |
| ICS | Incident Command System |
| ID | Identification (Refers to a Federal or State issued identification with picture) |
| IPR | In-Process Review |
| IRAPT | Invoicing, Receipt, Acceptance and Property Transfer (formerly Wide Area Work Flow) |
| IS | Information System(s) |
| ISO | International Organization for Standardization |
| IT | Information Technology |
| JTR | Joint Travel Regulation |
| KO | Contracting Officer |
| LAN | Local Area Network |
| LCSM | Life-Cycle Sustainment Management |
| MCSE | Microsoft Certified Solutions Expert |
| MIS | Management Information System |
| MTBF | Mean Time Between Failure |
| NACI | National Agency Check with Inquiries |
| NDI | Non-Developmental Items |
| NGB | National Guard Bureau |
| NGB-ZC-AQ | NGB operational Contracting Division |
| NLT | Not Later Than |
| OCI | Organizational Conflict of Interest |
| OCONUS | Outside the Continental United States |
| ODC | Other Direct Costs |
| OEM | Original Equipment Manufacturer |
| ODBC | Open Database Connectivity |
| OFPP | Office of Federal Procurement Policy |
| OIPR | Operational In-Process Review |
| OPM | Office of Personnel Management |
| OPSEC | Operational Security |
| OSHA | Occupational Safety & Health Administration |
| PCO | Procuring Contracting Officer |

| | |
|---------|--|
| PCS | Property Control System |
| PII | Personally Identifiable Information |
| PIPO | Phase In/Phase Out |
| PIV | Personal Identity Verification |
| POC | Point of Contact |
| PoP | Period of Performance |
| PPE | Personal Protection Equipment |
| PRS | Performance Requirements Summary |
| PSIP | Personnel Security Investigation Portal |
| PWS | Performance Work Statement |
| QA | Quality Assurance |
| QAP | Quality Assurance Program |
| QASP | Quality Assurance Surveillance Plan |
| QC | Quality Control |
| QCP | Quality Control Program |
| RAPIDS | Real-Time Automated Personnel Identification System |
| ROD | Report of Discrepancy |
| SAM | System for Award Management (www.sam.gov) |
| SCA | Service Contract Act |
| SD | Site Director |
| SDR | Supply Discrepancy Report |
| SME | Subject Matter Expert |
| SOG | Standard Operating Guidelines |
| SQL | Structured Query Language |
| TASS | Trusted Associate Sponsorship System |
| TASS TA | TASS Trusted Agent |
| TCO | Termination Contracting Officer |
| TE | Technical Exhibit |
| TF | Task Force |
| TO | Task Order |
| VIN | Vehicle Identification Number |
| WAN | Wide Area Network |
| WMD | Weapons of Mass Destruction |

3.0 Consequence Management Support Center Mission

3.1 National Guard Operational Mission

In responding to the CBRN threat, the NGB organized and equipped various types of teams of personnel throughout the DoD Area of Responsibility (AOR) to respond to natural disaster, man-made threats or other incidents. These teams include:

1. Weapons of Mass Destruction Civil Support Teams (CST) to assess events, advise civilian agency responders, and facilitate requests for assistance, prevent human suffering and mitigate major property damage. The 57 CST teams (each consisting of about 22 military personnel) perform command, operations, administrative/logistics, medical, and survey functions. NGB anticipates that there will be 2-5 additional teams added requiring logistical support during this contract period.
2. Chemical, Biological, Radiological, Nuclear, Enhanced Response Force Package (CERFP): 17 teams (each with about 203 military personnel per team) to respond to a CBRN incident by assisting other agencies in personnel decontamination, emergency Medical Services, Fatality Search & Recovery Teams (FSRT), casualty search and extraction and limited security. The Medical & FSRT Teams are supported separately from the CERFP Task Force (TF) for

accountability.

3. Homeland Response Force (HRF) contains a CERFP with additional brigade and battalion level command and control with additional security, search/extraction, decontamination, and medical triage capabilities. There are 10 HRFs with approximately 589 military personnel per team. The Medical & FSRT Teams are supported separately from the HRF TF for accountability.

3.2 Contractor Mission

NGB established the Consequence Management Support Center (CoMSupCen) in Lexington, Kentucky, to support the four types of geographically-dispersed teams. The CoMSupCen contractor provides a full range of contractor logistics support for the supply support, maintenance support, purchasing, training, and help desk support to the teams discussed above. Items maintained in the CoMSupCen warehouse or shipped directly from suppliers to the teams are primarily Commercial Off-the-Shelf (COTS) equipment and other specialized items. (CoMSupCen does not issue, store, or handle ammunition, military weapons, or explosives.)

The contractor charged with operating CoMSupCen is responsible for developing and executing a logistics support system customized to meet the operational requirements of the NGBs specific homeland defense mission in the areas described above, with the capability to support contingency operations (i.e., major exercises and national security events) 24 hours a day, 7 days a week when ordered. The contractor is to operate a logistics support center compliant with all governing DoD, Army, and NGB regulations.

The contractor logistics support services provided to the nation by the CoMSupCen are vital to protect public health and safety, restore essential Government services, and provide emergency relief to communities and individuals impacted by unforeseen national threats or disasters. Examples of some CoMSupCen events have included:

- Chemical Spills
- Natural Disasters (e.g., Hurricane & Mud Slide Relief Efforts)
- Major National Political Events (e.g., Political Party Conventions)
- Olympics
- The Global War on Terror (respond as required)

4.0 Contract Scope

The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform CoMSupCen Services, as defined in this PWS.

4.1 Period of Performance (PoP):

The Period of Performance shall be one Base Year of 12 months and four (4) 12-month option years.

4.2 Concept of Contractor Support

4.2.1 Major Tasks

The CoMSupCen overall concept of operations is based on carrying out these major support areas to NGB's CBRN Enterprise:

1. Logistical Operations
2. Maintenance
3. Purchasing
4. Information Technology (IT)

5. Facility Operations

In addition, the contractor provides supply support, equipment maintenance support (above the operator-level maintenance level), training, and help desk support toward a mission goal greater than 90% operational readiness rate for COTS equipment as defined in Attachment 3 – Mission Essential COTS items.

The logistics support contractor is tasked with ensuring all systems perform at levels meeting or exceeding the original system requirement as defined in the Original Equipment Manufacturer (OEM) manuals and performance requirements.

The contractor provides the trained, qualified, and (where required) OEM-certified personnel to provide supply, maintenance, training and Subject Matter Expert (SME) support.

4.2.2 Place and Performance of Services

The CoMSupCen facility is located on Bluegrass Station (BGS) at 5751 Briar Hill Road, Bldg. 415, Lexington, KY 40516. It is a Government-leased building that includes a warehouse (approximately 150,000 square feet) and office space (approximately 50,000 square feet) available without charge to the contractor.

The contractor shall provide services between the duty hours of 0700-1730 EST Monday through Friday, except on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings.

It is the contractor's responsibility to maintain an adequate work schedule / personnel for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential. The contractor must arrange the work schedules of its employees to cover the hours of the normal daily period of operation. The working hours cover responsibilities to teams inside and outside of the continental US (e.g., Alaska, Hawaii, and Guam). Telecommuting for personnel shall be approved in advance by the Contracting Officer Representative (COR).

When required, the contractor shall operate the CoMSupCen on an expanded schedule up to and including 24 hours per day, 7 days per week, which will be billed against a surge Contract Line Item Number (CLIN). The contractor shall be available to respond to critical mission requirements which occur outside of the duty days/hours. In addition to business hours, the contractor shall provide emergency support to critical items and provide support during pre-planned special events and/or training exercises.

The contractor shall provide to the COR, by contract start date, emergency telephone numbers for contacting key personnel. The contractor shall respond to emergency situations and report to work within two hours of notification if required.

4.2.3 Key Personnel:

The following personnel are considered key personnel: Site Director, Contracts Manager and IT Manager. The key personnel will work on-site at the CoMSupCen facility. Resumes will be submitted to the COR prior to contract performance for approval. The Government will review the resumes for these key personnel and their replacements, if any. Any changes of key personnel require Government approval. All personnel require SECRET clearances.

Minimum qualifications for key personnel are listed below:

Site Director (SD):

Serves as the primary interface with the Government and has overall responsibility for overseeing and coordinating all aspects of the contract effort, including cost, schedule, and technical performance of programs/projects. Leads customer program reviews and coordinates personnel, technical, and financial resources as required to meet contract requirements.

15 years of proven successful senior management and supervisory experience

Master's Degree or equivalent experience

Contracts Manager:

Assists SD in management of all financial resources. May also be assigned the support and advisory functions for logistics and/or personnel accounting to the senior management official. Will ensure the maintenance of applicable tracking documents and records in support of large programs and projects. Shall track all resources from program/project start through its finish. Arbitrates claims or complaints occurring in performance of contracts.

10 years of experience in a related field, including supervisory or management experience.

Bachelor's degree in associated discipline or equivalent years in experience.

IT Manager:

Responsible for all IT related processes and equipment. Responsible for keeping the website and local area network operational at all times except for scheduled server maintenance. Also responsible for overall operation and integration of hardware and software furnished by the Government under the contract. Acts as the senior database administrator.

10 years' experience in IT systems architecture with technical responsibility for websites, databases, and networks.

Network Operating System: Microsoft Certified Solutions Expert (MCSE) certification plus experience with Microsoft Server 2008 and 2012 R2 and Active Directory.

Database: Experience with Microsoft Structured Query Language (SQL) required, certification preferred.

Website: Current website uses asp.net C # coding. Web creation skills using raw Hypertext Markup Language (HTML) coding required. The enhanced Website is being built on .Net MVC using C# and SQL server Entity Framework.

Architecture: Local Area Network (LAN) / Wide Area Network (WAN) skills using Cisco switches and routers required as well as experience with DHCP, DNS, and Domain Controllers required.

Bachelor's Degree with 4 years of experience or minimum 10 years of experience as a Network Administrator.

4.2.4 Types of Services Included:

In providing contractor logistics support at the CoMSupCen facility, the contractor provides support services such as the following general types - each explained more fully in this PWS:

- Program Management
- Life Cycle Management
- Supply Support Activity
- Preparing Forward Area Support Team (FAST) packages
- Warranty Management
- Management of Modifications to Government Vehicles
- Industrial Operations
- Training
- Help Desk
- Integrated Logistics
- Fielding of New Equipment/Systems/Kits
- Purchasing
- Subject Matter Experts
- Vehicle and Trailer Modifications
- Repair & Return
- Transportation
- Website and Database Development
- Support Operations

4.2.5 Additional required functions:

In carrying out the preceding broad functions, the contractor is responsible for the following types of functions, as discussed in more detail in this PWS: [Note: This list is provided to help define the contract requirements with some examples of in-scope work. Other examples of contractor work within the scope of contemplated task orders are shown in Exhibit D.]

- Receive, inspect, establish accountability, store, and issue supplies and equipment in the support of teams
- Support all COTS and Non-Developmental Items (NDI) equipment and provide consumable materials. Mission-essential COTS items are shown in Attachment 3.
- Receive, store, and issue warehouse float stock estimated at 15% of the total fielded equipment.

- When directed by the COR or KO, operate a 24-hour Response Center.
- Provide sustainment support for the NGB-unique items of fielded equipment.
- Operate a help desk (technical) to include after-hours. Provide on-call technical support to the teams. Coordinate maintenance of fielded equipment and sustain a maintenance management system compliant with DoD, Army, and NGB regulations.
- Manage a Direct Support section focusing on logistical and supply support operations.
- Maintain web-based Open Database Connectivity (ODBC)-compliant databases. Upgrade the system as new technologies are developed to provide quality, real-time logistics support to the supported teams. Monitor systems functionality to ensure system reliability.
- Purchase and maintain operational stocks. Replenish the Authorized Stockage List (ASL) items (Attachment 4), training sets, and FAST packages.
- Establish, operate, manage, and coordinate a facility providing shipments in support of maintenance and calibration of equipment.
- Establish and deploy pre-prepared FAST packages (with personnel) to incident sites.
- Perform warranty management.
- Maintain accountability for standard and non-standard commercial equipment, vehicles, and other ground mobility systems. Provide repair support for communications, electronic devices and other equipment.
- Ensure that vehicles requiring a Commercial Driver's License are only driven by CDL certified personnel
- Manage, maintain and perform training on General Service Administration (GSA) vehicles that are rotated in and out of the fleet kept at the CoMSupCen
- Manage, maintain, license if required, and perform training on the trailers, etc. that are rotated in and out of the fleet kept at the CoMSupCen
- Review, revise and update established Standard Operating Guidelines (SOGs) for all users.

4.2.6 Telework

The Government may permit telework by contractor employees when determined to be in the best interest of the Government in meeting work requirements. The contractor shall have an established telework program subject to review by the Government. All telework agreements shall be authorized and approved by the COR and include the date, time, and description of the tasks to be performed. In furtherance of Continuity of Operations Planning (COOP), a telework program may be enacted to ensure the Government's mission-critical operations stay operational during times of National Emergency or incidents of National Significance. The COR(s) must identify to the Contracting Officer any tasks that are required to ensure continuity of critical supplies and services and at what level those supplies and services must be delivered. Telework shall be at no additional cost to the Government.

4.3 Security Requirements

Favorable background checks shall be obtained for all personnel prior to contract performance start date. Requests for security clearances will be validated by the COR. All contractor personnel shall obtain and maintain a favorable security investigation to support a SECRET clearance in order to work under this contract. Only US Citizens are authorized to work on this effort. Contractor personnel shall be familiar with Government security regulations and experienced in handling/working with secure systems/secure environment.

The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from BGS Security. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DOD, Department of the Army (DA), and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

4.3.1 COMSEC/IT

All communications with DOD organizations are subject to communications security (COMSEC) review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DOD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls

originating from, or terminating at, DOD organizations. Therefore, the contractor is advised that any time contractor place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DOD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

4.3.2 Use of Government Information Systems (IS)

Use of Government Information Systems (IS) and access to Government networks is a revocable privilege, not a right. Users are the foundation of the DoD strategy and their actions affect the most vulnerable portion of the U.S. Army Enterprise Infrastructure (AEI). Contractor employees shall have a favorable background investigation or hold a security clearance and access approvals commensurate with the level of information processed or available on the system. Contractor employees shall:

- a. Comply with the command's Acceptable Use Policy (AUP) for Government owned IS and sign an AUP prior to or upon account activation.
- b. Complete initial and/or annual Information Assurance (IA) training at the Cyber Security Training Center of Excellence at Fort Gordon, GA. (<https://ia.signal.army.mil/DoDIAA/default.asp>)
- c. Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.
- d. Protect IS and IS peripherals located in their respective areas in accordance with physical security and data protection requirements.
- e. Practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network.

4.3.3 Protection of Personally Identifiable Information (PII).

The contractor will ensure all Personally Identifiable Information (PII) encountered in the performance of services in accordance with DFARS 224.103 and DoDD 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R. If a PII breach results from the contractors violation of the aforementioned policies, the contractor shall bear all notification costs, call-center support costs, and credit monitoring service costs for all individuals whose PII has been compromised.

4.3.4 CAC Requirements

The Common Access Card (CAC) is the Department of Defense (DOD) Federal Personal Identity Verification (PIV) credential. In accordance with Directive Type Memorandum (DTM) 08-003, December 1, 2008, incorporating Change 5, October 8, 2013, Initial issuance of a CAC requires at a minimum, the completion of FBI fingerprint check with favorable results reflecting "No Record" and submission of a National Agency Check with Inquiries (NACI) to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. The issuance of a CAC will be based on four criteria; (a) eligibility for a CAC; (b) verification of DoD affiliation from an authoritative data source; (c) completion of background vetting requirements according to the Federal Information Processing Standards Publication 201-1, Personal Identity Verification (PIV) of Federal Employees and Contractors, March 2006, and DOD Regulation 5200.2-R, Department of Defense Personnel Security Program, January 1987, and (d) verification of a claimed identity. CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associate Sponsorship System (TASS).

4.3.5 Background Investigation Requirements

The contractor ensures Common Access Cards (CACs) are obtained by all contract or subcontract personnel assigned to work on the Government site and by personnel requiring access to a DoD network (and other eligible populations as specified in DTM-08-003 Attachment 3, paragraph 3a.) are required to, at a minimum, have received a favorable FBI fingerprint check and must have submitted a National Agency Check with Inquiries (NACI) or equivalent/higher investigation. It is the responsibility of the contractor to ensure that all employees complete a Personnel Security Investigation Portal (PSIP) form. The contractor shall ensure all instructions regarding background investigation processing, including those provided verbally, by e-mail or via a Government system are complied with immediately. The contractor is cautioned that the entire process from submittal of the PSIP form to

return of the FBI fingerprint check may routinely take from 2-6 weeks and shall factor this lead time into its hiring/placement process. The contractor shall make all reasonable efforts to ensure that contractor employees meet CAC eligibility standards upon assignment to the contract and shall be held responsible for delays, failure to meet performance requirements or decreases in efficiency in accordance with the applicable inspection clause.

4.3.6 Trusted Associate Sponsorship System (TASS)

The contractor is responsible for processing applications for Common Access Cards (CAC) for every contractor employee who deploys with the military force OR who has need to access any government computer network in accordance with FAR 52.204-9, "Personal Identity Verification of Contractor Personnel."

The contractor is responsible for managing requests for new or renewal CAC cards in sufficient time to ensure that all contractor employees have them when needed to perform work under this contract.

If needed, the contractor will obtain an Army Knowledge Online (AKO) address for each applicant, including subcontractors, who may be deployed or require logical access to a government computer network. This can be done by going to: <http://www.us.army.mil> and register as an "Army Guest," with the sponsor being the COR or a COR designated individual if the COR is ineligible to Serve as an AKO Sponsor. Note: If an employee of a contractor loses the Privilege to access AKO, they lose the ability to renew their CAC. Therefore it is critical that contractor employees maintain their AKO accounts.

A "Corporate Facility Security Officer" (FSO) shall be designated to serve as your firm's single point of contact for Background Investigation (BI), the TASS application process and other CAC and security related matters.

All contractor CAC applications must be processed through the TASS. The contractor's FSO will submit requests for a CAC via email to the designated TASS Trusted Agent (TA) before accessing the TASS website.

The Government will establish a TASS application account for each CAC Request and will provide each contractor employee a USER ID and Password. The contractor employee will access the TASS account and complete the CAC application (entering/editing contractor information as applicable) at: <https://www.dmdc.osd.mil/tass/>.

A CAC cannot be issued without evidence that the FSO has initiated a National Agency Check with Written Inquires (NACI).

The government will inform the contractor's applicant of one of the following:

a. Approved.* Upon approval, the information is transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database and an email notification is sent to the contractor with instructions on obtaining their CAC. The contractor proceeds to a Real-Time Automated Personnel Identification System (RAPIDS) station (RAPIDS Site Locator: <http://www.dmdc.osd.mil/rsl/>).

b. Rejected.* The Government, in separate correspondence, will provide reason(s) for rejection.

c. Returned. Additional information or correction to the application required by the contractor employee.

*The contractor shall maintain records of all approved and rejected applications.

At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor by SSN and two forms of identification. Identity source Documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, "Employment Eligibility Verification." Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID).

The Identity documents will be inspected for authenticity and scanned and stored in the DEERS upon issuance of an ID. The photo ID requirement cannot be waived, consistent with applicable statutory requirements. The Verification Officer will capture primary and alternate fingerprints, picture, and updates to DEERS and will then issue a CAC. Issued CACs shall be for a period of performance not longer than three (3) years or the individual's contract end date (inclusive of any options), whichever is earlier.

The contractor shall return issued CAC's to the COR upon departure or dismissal of each contractor employee.

4.3.7 Level 1 Antiterrorism Awareness Training (AT)

All contractor employees requiring access to Army Installations, facilities, and controlled access areas shall complete Level 1 AT within 30 calendar days after contract start date and within 30 calendar days of new employees commencing performance. Training must be recertified on an annual basis. The contractor shall submit certificates of completion for each contractor and subcontractor employee, to the COR, within 15 calendar days after completion of training. Level 1 AT is available at <https://atlevel1.dtic.mil/at/>.

4.3.8 Information Assurance (IA)/Information Technology (IT) Training

All contractor employees shall complete the DoD Cyber Awareness Challenge training before issuance of network access and annually thereafter. All contractor employees performing services involving IA/IT functions shall comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of the start of contract performance. In accordance with DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, contractor employees performing services supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M shall be completed upon contract award.

4.3.9 Information Awareness

All contractor employees with access to a government information system shall be registered in the Army Training Certification Tracking System (ATCTS) (<https://atc.us.army.mil/iastar/>) prior to commencement of services and shall successfully complete the DoD Cyber Awareness Challenge training prior to access to the IS and then annually thereafter. (<https://ia.signal.army.mil/DoDIAA/>).

4.3.10 iWATCH Training

The contractor with an area of performance within an Army-controlled installation, facilities or area shall brief all employees on the local iWATCH program. 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 or the KO. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance. The contractor shall report completion for each affected contractor employee and subcontractor employee, to the COR, or to the KO if a COR is not assigned, within 15 calendar days after completion of training. iWatch Training is available at <http://www.myarmyonesource.com/familyprogramsandservices/iwatchprogram/default.aspx>

4.3.11 Operations Security (OPSEC) Training

In accordance with AR 530-1, Operations Security, new contractor employees shall complete Level I OPSEC training within 30 calendar days of their reporting for duty and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee, to the COR, within 15 calendar days after completion of training. Level I OPSEC training is available at <http://cdsetrain.dtic.mil/opsec/>.

4.3.12 Combating Trafficking in Persons

The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in any form of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The Contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17. Combating Trafficking in Persons Training is available at <http://jko.jten.mil/>.

4.3.13 Non-Disclosure of Information

All information or data developed under this contract belongs to and is the property of the Government and shall be classified For Official Use Only (FOUO) unless otherwise classified. The contractor shall not release any information or data without the express written approval of the COR. Non-Use and Non-Disclosure Agreements are required of all contractor personnel performing under this contract. The contractor shall abide by all DoD and Army rules, procedures and standards of conduct. The contractor employees will be required to obtain a Common Access Card (CAC).

4.3.14 Organizational Conflict of Interest (OCI)

The contractor and subcontractor personnel performing services 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 OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO 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 KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect 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.

4.3.15 Personnel Security Incidents and Violations:

The contractor will immediately notify the COR of any actual or suspected security violation, loss of security clearance, security incident, or potential unauthorized disclosure or compromise of FOUO information. The contractor shall monitor and report to the COR any unauthorized attempts to access contractor-supported technical systems.

4.3.16 Vehicles on Post & Unscheduled Gate Closures

Vehicles operated by contractor personnel must be registered with BGS Security - who will issue an on-post sticker. All vehicles are subject to search pursuant to applicable regulations. Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

4.3.17 Contractor's employees

The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance.

4.3.18 Emergency Notification Procedures

Contractor personnel witnessing a fire, accident, criminal act, hazardous material release, or threatening act or condition shall notify the local first responder agency by dialing 9-911. The COR will be notified immediately after the 9-911 call or at the first opportunity when it is safe to make that notification.

5.0 General Work Requirements

5.1 Transition Planning

The contractor shall attend phase-in and phase-out hand-receipt-holder meetings with the Contracting Officers Representative (COR) which will be scheduled by the Government approximately three weeks prior to contract full performance start and three weeks prior to contract expiration or termination dates.

This should be a ramp up process for the new contractor and a ramp down process for the existing contractor. For this reason, all personnel salaries will be by-name billed by each Contractor as they leave the old contractor and transition to the new one upon an agreed upon schedule by both contractors. If there are any issues/concerns, these can be resolved by either the COR or KO as required.

The contractors shall conduct a phase-in/phase-out 100% joint inventory in accordance with AR 710-2, Supply Policy; DA Pam 710-2-1, Using Unit Supply System; and AR 735-5, Policies and Procedures for Property Accountability. This inventory shall include: Government Furnished Equipment (GFE, Attachment 5), keys, warehouse stock inventory, repair parts, equipment, and materiel items of work in progress such as equipment on active maintenance work orders.

5.1.1 Phase-In Responsibilities:

During phase-in, the contractor shall prepare to assume full responsibility for areas of operation in accordance with the terms and conditions of this contract. The contractor shall take actions necessary for a smooth transition of the contracted operations, including coordinating phase-in efforts with the incumbent contractor to ensure there is no disruption to mission accomplishment during the phase-in period. During the phase-in period, the Government and the incumbent contractor will gradually make facilities, data, and equipment available to the contractor for observation and for execution of the incoming contractor's phase-in plan. Phase-in must include at a minimum establishing the contractor's project management, recruiting and hiring necessary personnel, obtaining all required certifications and security clearances, participating in joint inventories and signing for GFE, developing and submitting required contract deliverables, and accomplishing necessary training to support the functions listed in the PWS. The contractor agrees to attend any post award conferences convened by the Government office in accordance with FAR Subpart 42.5.

5.1.2 Phase-Out Responsibilities.

No less than 60 days prior to contract expiration or termination the contractor shall develop a Phase-Out plan to effect a smooth and orderly transfer of contract responsibility to a successor. The contractor shall provide an update to the COR NLT 30 days prior to expiration or termination of the contract. The content of this plan is described in PWS Section 5.4.11.

The contractor shall plan and execute a joint comprehensive inventory of all in-place equipment and supplies, including all GFE, with the successor contractor. The contractor's phase-out actions at a minimum will include reconciliation of all property accounts, clean-up of contractor work areas, provision for training of the successors personnel on automated systems used in performance of this contract, and any required security debriefings.

During the phase-out period, the contractor shall allow the successor to observe the contractors performance for a period of at least ten working days prior to the full performance start date of the successor and coordinate a proposed phase-out plan and schedule milestones with the COR to ensure a complete and seamless transition.

The contractor shall provide sufficient information on work remaining that will transfer to the successor to allow for an efficient, uninterrupted flow of work products. The outgoing contractor shall, as a final deliverable, produce complete information which will permit a successor contractor to continue performance through completion of all in-process tasks without repeating previous efforts.

5.2 Project Management & Supervision.

5.2.1 Designation of a Site Director. The contractor shall have a Site Director present on the phase-in start date and throughout the term of the contract and a designated alternate available in the event the Site Director is absent. The Site Director or designated alternate shall be on duty at the worksite and available during normal operational hours and at least one of them shall be available for contact with the Government during all other times. The Site Director shall act as a central point of contact with the Government. The Site Director or designated alternate shall attend briefings, conferences, and other Government-designated meetings. The designated Site Director shall ensure performance under this contract. The name of this person, and an alternate (or two) who shall act for the contractor when the Site Director is absent, shall be designated in writing to the KO. The Site Director or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The Site Director shall work through the COR to resolve issues, receive technical instructions, and ensure adequate performance of services. The Site Director shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The Site Director shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

5.2.2 Designation of Managers and Supervisors. The contractor shall identify in writing on or before contract performance start date the managers and supervisors and their alternates, for each major function and sub-function listed in this PWS. The contractor shall ensure that sufficient managers and supervisors, consistent with the supervisory requirements of each particular operation, shall be on duty during all operating hours for each major functional area.

5.3 Contractor and Contractor Personnel.

5.3.1 Terminology. For the purpose of this contract, the term “contractor” applies to all operations under this contract, whether those operations are performed by the prime contractor or by a subcontractor. The terms “contractor personnel” or “contractor employees” apply to all contractor and subcontractor personnel performing work on this contract. The contractor shall provide fully trained and experienced technical and lead personnel required for performance. The contractor shall maintain the current work force in such a manner as to ensure that personnel remain fully qualified.

5.3.2 Identification of Contractor Employees. Contractor personnel shall each wear a CoMSupCen identification badge in a conspicuous place on exterior clothing except when safety or health reasons prohibit. This badge, of a design approved by the COR, shall include “CoMSupCen, company name, employee name, color photograph, badge number, date issued, and expiration date (not to exceed the end of the final option year).

All contractor 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 that they are Government employees. The contractor's status as a “contractor” shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. The contractor shall retrieve all identification media (including vehicle passes) from their employees who depart employment for any reason. All identification media shall be returned to the CoMSupCen security personnel for destruction.

5.4 Contractor Planning Documents. Within 30 days after the start of contract performance (unless otherwise specified in this section), the contractor shall develop, submit to the COR, and (after COR approval) implement the following planning documents. In addition, the contractor shall review and update these documents annually within 30 days of the date of each option exercise.

5.4.1 Contingency and Surge Plan. The contractor's plan shall address detailed procedures, personnel, and the means to accomplish mission requirements without delay in the event of sudden or unusual events that could impact the contractor's performance and contract requirements such as mobilization, terrorism, natural disaster, severe weather, or utility outages.

The plan shall also address in detail the procedures, personnel, and means the contractor will use to rapidly increase the operational tempo and delivery schedules in all PWS areas affected by rapid or abrupt escalations as a result of contingencies. The plan will specifically detail the contractor's procedures to smoothly transition from weekday-only service (Labor CLIN) to providing service 24 hours a day, 7 days a week (Surge / Overtime CLIN). The plan shall address how the contractor will sustain the increased operational activity necessary to support the surge effort. The Government will not supplement the contractor's work force with Government personnel, military or civilian. This plan will also address contingency, emergency response, and continuity of operations planning for Information Technology (IT) resources. Backup, restoration, and response plans for the website, network, and databases will be discussed. The plan for IT continuity of operations shall be exercised quarterly for not less than either one full afternoon or one full morning period to ensure its functionality. Any action items and lessons learned will be identified and a plan for corrective action submitted to the COR.

5.4.2 Property Control System Plan. The contractor shall develop and implement a plan describing how Government-Furnished Equipment (GFE) and warehouse stock inventory, will be managed throughout the duration of this contract. This plan, compliant with FAR Part 45 requirements, shall contain methods of communication between the contractor and the COR, including specific surveillance techniques and procedures for accounting, utilization, protection, maintenance, storage, and disposal of GFE. Inventory and reporting requirements for unique, specialized, and sensitive hand-receipt property shall also be included in the plan. The plan shall also address the complete documentation of inventories, inspections, and corrective actions; and address preventive measures and corrective action related to instances of fraud, waste, and abuse of GFE in the contractor's custody.

5.4.3 Security Plan. The plan shall address (a) physical security, (b) key and lock control, (c) personnel security, and (d) information systems security including at a minimum, the following:

a) Physical Security - The plan shall describe how the contractor will prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and arson directed toward the facility and GFE, and provide for internal safeguards for

security of GFE. The contractor and all associated sub-contractor employees shall comply with applicable facility access and local security policies. The contractor workforce shall comply with all personal identity verification requirements as directed by facility policy. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

b) Key and Lock Control - The contractor shall establish and implement methods of ensuring all keys/key cards issued are not lost or misplaced and are not used by unauthorized persons.

NOTE: All references to keys include key cards. No keys issued shall be duplicated. The contractor shall include procedures covering key control in the Quality Control Program (QCP). 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 duplicated keys/key cards to the COR.

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

The contractor shall prohibit the use of keys/key cards by any persons other than the contractor's employees and individuals designated by the Government.

The contractor shall establish and implement methods to ensure 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 QCP.

c) Personnel Security - The contractor shall address personnel security aspects associated with contract performance including: how the SECRET clearances for all personnel will be obtained/maintained, and how the contractor will accomplish turn-in of any vehicle passes, badges, and CACs upon termination of employment.

d) Information Systems Security - The contractor shall address information systems security aspects associated with contract performance including: (a) physical and system protections against unauthorized access to IT resources, (b) control of unclassified and unclassified but sensitive information (FOUO); (c) system password deletions within one working day of personnel changes and system-required periodic password changes; and (d) annual completion of DoD Information Awareness (IA) training before access to any Government IT hardware. The Government's intent is to eventually move the current information systems to a dot-mil compliant platform. It is anticipated that there will be additional training and certifications required in preparation for this change.

5.4.4 Quality Control Program (QCP). The contractor shall formulate and implement a quality control program including a quality control policy that outlines the contractor's goals, objectives and standards. The program shall detail the methods, procedures, and processes used to meet PWS, regulatory, and contractor's quality processes requirements. The program shall emphasize deficiency prevention over deficiency detection, be compliant with all elements of the International Organization for Standardization (ISO) 9001:2015, and encompass the entire contract scope.

The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. This program shall encompass work ranging from scheduled routine maintenance of standard material to unscheduled maintenance of unique material that exists only in small numbers. The contractor's QCP shall be flexible enough to accommodate widely varying requirements. The QCP shall address at a minimum the following requirements:

- 1) A detailed description of the inspection system that will be used to assess the quality of all major services and deliverables. The description shall address specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the qualifications of inspectors.
- 2) A description of the methodologies and procedures to be used for identifying, preventing and correcting defects in quality of services.
- 3) A description of the methodologies and metrics that will be implemented as part of the QCP by PWS task areas. For example, the cost of rework, repair, scrap and other aspects of cost control shall be included as a primary metric.
- 4) A detailed description of the responsibilities in quality control to be shared jointly with the Government and/or related to governmental functions.
- 5) A description of the methodologies and metrics that will be used to assess the performance of subcontractors, suppliers, their furnished end products, and their finished work.

6) A description of the records that will be kept to document inspections and corrective or preventative actions taken. Inspection and test records shall, at a minimum, indicate the test parameters used to obtain the test results and the number and type of deficiencies detected.

7) A description of the control methodologies and procedures to be used to prevent contractor performance of any contract work closely associated with inherently governmental functions, in compliance with OFPP Policy Letter 11-01.

At a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS).

5.4.5 Quality Assurance (QA). The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must 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 acceptable quality level(s) (defect rate(s)).

5.4.6 Deliverables and Delivery Schedule: The acceptance of deliverables and satisfactory work performance shall be based on the timeliness, accuracy and standards delineated in this PWS.

Only Government employees have the authority to inspect, accept or reject contract deliverables.

5.4.7 Environmental Protection and Hazardous Material Plan. The contractor shall comply with all applicable Federal, State, local and military environmental laws and regulations. The contractors plan shall include hazardous material handling and disposal. The plan shall reflect how the contractor will comply with the requirement for regulatory compliance. The Government's review and approval of the contractors plan, in no way relieves the contractor of its responsibility as stated in the first sentence of this section.

5.4.8 Safety and Emergency Response Plan. The contractors plan shall fully comply with AR 385-10, Army Safety Program; DA Pam 385-10, Army Safety Program; DA Pam 385-40, Army Accident Investigations and Reporting; OSHA rules, Code of Federal Regulations (CFR) Title 29, Workmen's Compensation; and any other applicable laws or regulations. The contractors plan shall completely define the processes, procedures, inspection methods and instructions for preventing and mitigating accidents and personnel injury, eliminating or minimizing work center health and safety risks to personnel, and accident reporting.

5.4.9 Purchasing System Plan. The contractor shall develop a purchasing system for acquiring services, equipment, parts, and supplies to satisfy contract requirements. The purchasing system shall comply with the Federal Acquisition Regulation (FAR) as supplemented by DoD and Army FAR supplements, and AR 710-2, Supply Policy. The plan shall detail how the contractors purchase procedures will maximize competition; describe how the contractor will establish a fair and reasonable price; describe the controls employed to assure timeliness, quality and accountability of all purchasing efforts; describe how the contractor will ensure all the requirements found in the Purchasing section of this PWS are met; and describe procedures for market research and sole- source justifications. Include in this plan a description of the specific purchasing procedures to be used to prevent performance of work closely associated with inherently governmental functions (OFPP Policy Letter 11-01).

5.4.10 Other Standard Operating Guidelines (SOGs). The contractor shall develop internal and external Standard Operating Guidelines (SOGs) for management and functional areas under this contract. The SOGs shall contain procedures that are in accordance with all applicable regulations, particularly the regulations cited in this PWS. The contractor shall review and update all SOGs annually or when changes are necessary, and submit revised SOGs to the COR for review and acceptance.

5.4.11 Phase Out Plan. The plan (with milestones) shall fully describe how the contractor will approach issues such as employee notification, retention of key personnel, turn-over of work in progress, turnover of material and repairs in-transit and in-progress, turn-in of excess equipment, joint inventories, turn-over of GFE, removal of contractor property, data and information transfer, deletion of password access to Government systems, installation clearance actions including turn-in of badges, car decals, and controlled access cards (CAC), and any other actions required to ensure continuity of operations and seamless turnover from one contractor to another. The incumbent contractor shall identify all employees by labor category and provide individual background information on their work experience and skill level.

The plan shall be submitted to the COR at least 60 before contract expiration or termination.

5.5 Training for Contractor Employees.

5.5.1 Contractor Training Program. The contractor shall develop a training program addressing both Government training and contractor-provided training to ensure contractor personnel are trained to accomplish the requirements of this contract. Attendance by contractor personnel at cost-reimbursable seminars, symposiums, or conferences shall be justified by the contractor. The COR may approve such a request if attendance is mandatory for the performance of a specific task order requirement. Government-provided training at no cost to the contractor may be authorized by the COR.

The contractor shall maintain and keep records of contractor personnel certifications, licenses, training, or qualifications, including the type and date of certification and license held by each employee along with expiration date, and shall provide proof of training, certification, recertification and licensing.

Contractor employees assigned to operate Government-owned or Government-leased equipment in the performance of this contract shall be certified as being fully qualified to operate the vehicles or equipment to which they are assigned. The contractor shall document all operator qualifications and provide this documentation to the COR before any contractor employee engages in any mode of equipment operation.

The contractor shall conduct training related to contractor-maintained equipment and CoMSupCen routine operations. The Army Safety Driving Course is required for all drivers of equipment. These training products and/or training delivery may cover a wide range of tasks dealing with issues such as workplace safety, forklift operation, HAZMAT precautions, equipment, equipment maintenance and setup, and other training as required. All materials developed for any training are Government property and cannot be sold or distributed without Government approval.

The contractor shall provide orientation training to its employees within five working days after assignment to any functional area. Training shall be relevant to the respective functional area and may be conducted during duty hours. The contractor shall familiarize its personnel with applicable rules such as Occupational Safety & Health Administration (OSHA) and environmental regulations; safety procedures; emergency procedures; hazardous material handling, specifically HAZMAT 29 & 49 certifications; the contractor's Standard Operating Guidelines (SOGs); conflicts of interest, ethics, and prevention of fraud, waste, and abuse; Equal Employment Opportunity (EEO) and sexual harassment policies; and severe weather delay and facility closure reporting responsibilities.

5.5.2 Special Qualifications. The contractor shall ensure employees possess all required licenses and certifications for operating and repairing machinery and equipment used in performance of this contract. See attachment 9 for listing of current certification. (NOTE: The Government does not provide training to contractors. Contractors must ensure that any personnel performing under a contract are fully trained, licensed, certified and qualified to provide services.)

5.6 Non-Exclusive Contract. This is not a requirements contract. The Government may award or have awarded other contracts for any of the services covered by this contract or perform any of those services with its own personnel, either military or civilian. The contractor shall fully cooperate with the other contractors and with Government personnel. The contractor may be required to provide support services to other contractors within the scope of this contract as directed by the KO / COR. The contractor shall refer unresolved disputes with other contractors to the COR within two hours from the time the dispute occurs.

5.7 Data and Information

5.7.1 Format. The contractor shall present data and information to the Government utilizing Microsoft Office products that shall not require further manipulation for printing or reasonably easy reading purposes. For example, documents provided by the contractor shall include appropriate title headers and footers with page numbers, font sizes shall be sufficiently large, charts and spreadsheets shall normally be presented with landscape orientation,

margins shall normally be one inch, controlled page breaks shall not normally be used, paper size shall be accurately set as letter or legal, and unnecessary blank pages shall be eliminated.

The Government has the right to remove any company-specific names or logos from any documents/materials produced under this contract. This includes PowerPoint presentations, PDFs, Computer Aided Designs (CAD), architectural drawings, or other informational material. The Government generally views negatively any contractor requests to include company names or logos on material used in briefings, reports, information papers, and presentations.

5.7.2 Data Rights. The Government has unlimited rights to all documents, materials and software (including source codes) that are purchased and/or developed by the Government as a result of this contract. These items will be deemed Government owned and therefore 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.

Materials & data bases must be provided in an industry standard electronic format which can be used by the current version of the Microsoft Office used by the CoMSupCen.

5.7.3 Release Controlled. The Contractor shall obtain COR approval before releasing any information related to this contract that is input, stored, generated, or archived to the contractors corporate or other off-site offices, to other Government activities or agencies, other contractors, or private parties.

5.8 Regulations, Manuals and Technical Documents. Availability of Regulations. The contractor shall obtain electronic regulations, manuals and technical documents required by the contract. DoD and Army Regulations referenced in the PWS may be found at the following websites:

<http://www.defense.gov/pubs/>

<http://www.apd.army.mil/>

If electronic documents are not available, the Government will provide copies. At the end of this contract, the contractor shall turn over to the Government or the successor contractor all such materials.

5.9 Workload. The contractor is fully responsible for performance under the terms of the contract for all work ordered. Work may be performed at multiple sites or within the CoMSupCen area of responsibility, as identified by the Government. It is anticipated that during the course of this contract there will be workload increases, decreases, and strategic priority shifts that could require work be accomplished at times other than the normal weekday operating days/hours. The contractor shall anticipate, plan, and deploy operational contingency strategies and organizational changes to align and reallocate resources to reduce the impacts of these changes and enhance material readiness, using existing facilities and equipment.

The CoMSupCen workload is comprised of planned and unplanned requirements and workload fluctuations. Recent historical workload is presented in Attachment 7. Actual workload during the contract is expected to increase from the historical figures, especially in the training requirements for the course developer position/s and the Subject Matter Experts areas.

The Government anticipates a potential increase requirement in two areas during this contract:

- Storage and sustainment requirement for Title 10 Personal Protection Equipment (PPE)
- Common Analytical Lab Suites (CALS) sustainment DoD AOR (This project continues to be delayed, but projected fielding is currently scheduled to begin sometime in 2020.)

The Government will provide the contractor as much advance notice of workload changes as possible, but changes may occur on very short notice. The contractor shall sustain the ability to maintain the necessary level and duration of operational activity while maintaining materiel readiness. The contractor shall plan and implement a rapid return to normal operations at the conclusion of temporary fluctuations.

The contractor shall provide technical support and assistance at remote team locations when directed by the COR. The contractor shall assess the impact of remote support on current workload before support or assistance is provided. If the support or assistance will impact cost or mission capability of the contractor, the contractor shall contact the COR / KO for authorization.

5.10 Recognized Holidays. The following are recognized US holidays. The contractor will not perform services on these days:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

5.11 Media Information. The contractor shall not provide any information concerning or arising from its performance of this contract for media release. The contractor will not make any statements to the news media or release any information via social media. All media requests will be referred to the COR without contractor comment.

5.12 Contractor Performance Assessment Reports System (CPARS). Annually, the contractor can provide a response to the Contractors Performance Assessment Report (CPAR). The contractor will be notified when the CPAR is available and shall respond within 60 days if desired. The CPARS website is <http://www.cpars.csd.disa.mil/cparsmain.htm>. The contractor shall provide the COR / KO with a CPARS POC (name, number, and e-mail address) for all CPAR matters.

5.13 Non-Personal Services. The contractor's services to be provided under this contract by the contractor are non-personal services. Under this contract, no employer-employee relationship exists or will exist between the Government and the contractor and/or between the Government and the contractor's employees. Contractor personnel under this contract shall not:

- Be placed in a position where they are appointed or employed by a Federal officer, or are under the supervision, direction, or evaluation of a Federal officer or employee, military or civilian.
- Be placed in a staff or policy-making position.
- Be placed in a position of command, supervision, administration or control over DoD military personnel or civilian employees, or personnel of other contractors, or become a part of the Government organization.

The services to be performed under this contract do not require the contractor or its employees to exercise personal judgment and discretion on behalf of the Government, but rather the contractor's employees will exercise personal judgment and discretion on behalf of the contractor.

Rules, regulations, directions, and requirements that are issued by command authorities under their responsibility for good order, administration, and security are applicable to all personnel, including the contractor's employees. This is not to be construed or interpreted to establish any degree of Government control which is inconsistent with a non-personal services contract.

No contractor employee will be directly supervised by the Government during performance of this contract. All individual employee assignments and daily work direction shall be given by the contractor. If the contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any contractor employee, the contractor shall promptly notify the COR / KO.

5.14 Inherently Governmental Functions Not Authorized. The contractor shall ensure that all of its employees working on this contract are informed of the substance of this section. The contractor shall not perform any inherently governmental/critical functions or perform work closely associated with inherently governmental functions, as those terms are defined in Office of Federal Procurement Policy (OFPP) Policy Letter 11-01.

No contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government.

The contractor has no authority to determine the Governments requirements or to bind the Government by contract in any way.

Determining that prices are fair and reasonable on prime Government contracts and awarding prime Government contracts is an inherently governmental function to be performed only by authorized Government employees. The contractor determines prices fair and reasonable only on its own subcontracts for supplies or services.

5.15 Designated Government Officials.

5.15.1 Contracting Officer (KO). Contracting Officer (KO) as used in this PWS means a Federal employee of the NGB operational Contracting Division (NGB-ZC-AQ) with authority to act as the Procuring Contracting Officer (PCO), Administrative Contracting Officer (ACO), Ordering Officer, and/or Termination Contracting Officer (TCO). 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.

5.15.2 Contracting Officer's Representative (COR). Contracting Officer's Representative (COR) as used in this PWS means a Federal employee assigned to the CoMSupCen facility appointed by the KO as an authorized representative. The COR, acting within the limits of the written grant of authority from the KO, performs certain contract administration functions. The contractor will receive a copy of the written designation after contract award that will specify the extent of the CORs authority to act on behalf of the Contracting Officer. The COR provides technical direction/clarification and guidance with respect to the contract PWS in accordance with DFARS 1.602-2. In the performance of COR duties, the COR does not have the authority to take any action, either directly or indirectly, that could change the price/cost or fee, quantity, quality, scope, delivery schedule, labor mix or other terms and conditions of the contract and/or task order. Only the KO has the authority to make such changes. The duties of the COR include inherently Governmental functions (e.g., Government inspection and acceptance) that will not be performed by a contractor. The COR may be the individual also serving as the NGB J4 Representative.

5.15.3 NGB J4 Representative. The NGB J4 Representative as used in this PWS means a Federal employee of NGB J4, the requiring activity for this contract. The NGB J4 Representative is responsible for technical liaison with the contractor, via the COR, on issues relating to funding, mission planning, and liaison/coordination with operational NGB entities. The NGB J4 Representative may be "dual hatted" as the individual also serving as the COR. If not also serving as the COR, the NGB J4 Representative does not have authority to provide technical direction to the contractor under DFARS 1.602-2 as an authorized representative of the KO.

5.15.4 Limitations on Authority. Contracting Officers are the only persons authorized to bind the Government. The COR and NGB J4 Representative are not Contracting Officers and are not authorized to:

- (1) Clarify, make, or infer legal interpretations on the scope or intent of the contract for the contractor.
- (2) Approve the contractor's procedures that change or differ from this PWS.
- (3) Direct or request any task not specifically provided or required in the contract.
- (4) Enter into agreements that are not already authorized by the contract.
- (5) Issue directives to the contractor that alter or exceed any contract terms or conditions.
- (6) Offer advice or recommendations to the contractor, which could directly or indirectly affect a pending KO decision as to fault or negligence.

5.16 Briefings and Meetings.

5.16.1 Recurring Meetings and Briefings. The contractor shall attend scheduled and unscheduled meetings as described in this PWS. Schedule conflicts will be resolved by the COR. The KO / COR, and other authorized Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the KO / COR 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. The contractor shall not attend meetings relating to this contract with other Government personnel without advance notification to the COR.

5.16.2 Weekly Meeting. The contractor shall conduct a weekly coordination meeting with the COR to provide a brief operational status report and to coordinate future support plans.

5.16.3 Monthly Financial In-Process Review (FIPR) Briefing. This monthly briefing by the contractor to the COR and other Government personnel shall focus on financial status updates. The FIPR report will include, at a minimum, a breakout of the funding by Task Order CLIN and include funds received, funds used, funds available, labor, subcontracts, materials, maintenance, equipment, travel, and training. The contractor's Site Director, in addition to cognizant financial and program management personnel, shall attend. An advance copy of the FIPR presentation shall be provided to the COR not less than three days prior to the briefing.

5.16.4 Quarterly Operational In-Process Review (OIPR) Briefing. This quarterly briefing by the contractor to the COR and other Government personnel shall focus on overall contract operations, including logistical, operational, contract, purchasing, and financial status. An advance copy of the OIPR presentation shall be provided to the COR not less than seven days prior to the briefing. Results of all inventories will be presented and the list of GFE shall be updated, if required. The contractor's Site Director, in addition to cognizant operations, maintenance, purchasing, financial, and program management personnel, shall attend.

5.16.5 Quarterly KO Review of Contractors Purchase Actions. Once per calendar quarter, the KO will review the contractor's purchase files for acquisitions at or below \$150,000 for compliance with this PWS and the Federal Acquisition Regulation (FAR) and supplementary regulations. The purchasing compliance review will focus on the purchases made by the contractor to its subcontractors/suppliers and will include a review of purchase files and an assessment of the contractor's quality control over its purchasing process. The results of the review will be presented by the KO to the contractor and COR. (For each contractor purchase exceeding \$150,000, the KO review will occur in-process before the purchase is made. As a result, the purchase actions exceeding \$150,000 will not be included within the scope of the Quarterly KO Review of Contractors Purchase Actions because they have already been reviewed and approved by the KO prior to purchase.)

5.16.6 Non-Recurring Meetings and Briefings. Situational In-Process Review (IPR) Briefing. Within three working days of a request by the COR, the contractor shall provide a tailored situational IPR briefing to the COR and other Government personnel.

5.16.7 Post Award Conference/Periodic Progress Meetings

The contractor agrees to attend the post award conference being convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO, 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 shall apprise the Government of any problems being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

5.17 Reports

5.17.1 Weekly Quad Chart Statuses. The contractor shall provide to the COR weekly quad chart slides reflecting the contractor's current status detailing each section. There will also be an overall slide for the CoMSupCen. A template will be provided by the COR.

5.17.2 Monthly Task Order Funds/Costs Status Report. The contractor shall provide to the COR a Task Order Funds/Cost Status Report reflecting the contractor's cost experience, schedule performance, and work progress for the previous month. An itemized list will include costs incurred for repair parts, replacement parts, consumables, and procured items. This report will describe the prior month's activities, actions, and funds expended by individual cost category. In addition, the report will include a roll-up of costs itemized by supported unit. The contractor shall provide an estimate at completion for the current period of performance and provide the date at which current funds will be consumed in comparison to the remaining period of task order performance.

5.17.3 Quarterly Operational Contract Status Report. The contractor shall provide to the COR an Operational Status Report covering the previous quarter. The report will include at a minimum:

1. Trends associated with support, including: response time, failure repetition, conformance to expected Mean Time Between Failure (MTBF), operational availability, recurring Quality Control issues, replacement time, responsiveness to complaints, difficulty receiving or procuring replacement parts or equipment, adequacy of on-hand stocks, and warranty/maintenance agreement issues.
2. Quality control data.
3. Changes in the conduct of operations or revisions to SOGs
4. User training issues
5. Opportunities for cost savings
6. Listing of parts and supplies ordered
7. Help Desk log (date open, date closed, status, component/equipment identification, and resolution)
8. Training Activities / Facility Usage
9. Lessons learned
10. Contractor Issues / Recommendations

5.17.4 Contractor Manpower Reporting Application (CMRA). The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the National Guard Bureau via a secure data collection site.

The contractor shall completely fill in all required data fields using the following web address:

<http://www.ecmra.mil/>. Reporting inputs shall be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2017. Contractors may direct questions to the help desk at <http://www.ecmra.mil/>.

5.18 Service Contract Act Wage Determination Incorporated. The contract will require the use of "service employees within the meaning of FAR Subpart 22.10. The Service Contract Act (41 USC 351) applies. The Service Contract Act Wage Determination applicable to the work location is incorporated into this service requirement by Attachment 10.

5.19 Insurance Requirements. In accordance with FAR clause 52.228-5 entitled, "Insurance -- Work on a Government Installation" the following minimum amounts of insurance are required:

- Workmen's Compensation (As required by state law)
- Employers Liability Insurance: \$100,000
- General Liability Insurance: \$500,000 per occurrence
- Auto Liability Insurance: \$200,000 per person
- Bodily Injury: \$500,000 per occurrence
- Property Damage: \$ 100,000 per occurrence

6.0 Functional Work Requirements

In accordance with DFARS clauses 252.237-7023 "Continuation of Essential Contractor Services" and 252.237-7024 "Notice of Continuation of Essential Contractor Services", the Government has identified a portion of the contractor services performed under this contract as essential contractor services in support of mission-essential functions.

The contractor shall provide services during the duty hours of 0700-1730 EST Monday through Friday, except on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings.

When required, the contractor shall operate the CoMSupCen on an expanded schedule up to and including 24 hours per day, 7 days per week, which will be billed against a Surge CLIN.

Following is a list of mission-essential functions and contractor provided services:

PWS 6.1 Logistical Operations

PWS 6.2 Maintenance

PWS 6.3 Purchasing
PWS 6.4 Information Technology
PWS 6.5 Facility Operations

6.1 Logistical Operations. The contractor shall provide logistical support from initial equipment fielding and sustainment through lifecycle management.

6.1.1 Integrated Logistical Support. The contractor shall establish and maintain a system and procedures for integrated product support by DoD standards.

6.1.2 Life-Cycle Sustainment Management (LCSM). The contractor shall provide LCSM services and shall be accountable for equipment disposal in accordance with governing Army regulations and directives.

6.1.3 Inventory Management. The contractors inventory management responsibility shall, at a minimum, include the following:

6.1.3.1 Asset Visibility. The contractor shall ensure that asset visibility and accountability for all items of equipment is maintained in a contractor-determined, contractor-provided, Government-accessible database. The minimum elements of this database shall include: nomenclature, Original Equipment Manufacturer (OEM) part number, software version, component and/or subcomponent serial number, storage room location, lot number, shelf life expiration dates, and calibration expiration dates. An example of the current equipment shelf-life and calibration requirements are shown in Attachment 8.

6.1.3.2 Shelf Life and Warranty Management. The contractor shall manage shelf-life expirations by auto-generated notifications at intervals of six, three, and one months prior to expiration or until shelf-life is tested or validated.

6.1.4 Subject Matter Expert (SME). The contractor shall provide subject matter experts on CBRN equipment. The SME technical analysis ranges from complex systems and major end items down to the component and piece/part level and their repairs.

6.1.4.1 SME General Duties. The contractor shall:

- Develop / conduct training on the operation and repair of team equipment
- Conduct standard and non-standard tasks on equipment
- Prepare calibration and equipment status reports
- Coordinate the training schedule for Site Directors approval
- Provide component list and part numbers for fielding of initial equipment to the supported teams and any additional special purchases
- Assess purchased equipment to ensure that mission requirements are met.
- Support modification to Government vehicles
- Ensure communications and follow-up between the teams logistics point of contact (or commander) and contractor personnel
- Maintain a work area free of hazards and immediately report any unsafe conditions.
- Account for GFE using hand-receipt documents

6.1.4.2 SME General Knowledge/Experience. To be effective, each SME shall possess the following:

- Experience in public speaking to both civilian and military audiences
- Experience with CBRN processes and procedures
- Experience with small engine operations and maintenance
- Experience with plumbing and electrical systems
- Experience with basic military terminology

6.1.4.3 SME Specialized Training. All SMEs will be certified as HAZMAT Technicians (OSHA, 29 CFR 1910.120) and will complete Federal Emergency Management Agency (FEMA) online Incident Command System (ICS) courses ICS100, ICS200, ICS400, and ICS700a. SMEs shall have sufficient specialized training to complete repairs and training duties for CBRN sustainment.

6.1.5 Configuration Management Systems (CMS). The contractor shall utilize a CMS covering all equipment (supported, modified or upgraded) used in conjunction with CoMSupCen operations. The CMS shall

track equipment by serial number, VIN or unique identifier, and any modifications. The current system in use is Maximo®.

6.1.6 Direct Support Operations Team (DSO). The contractor shall receive, coordinate, and track support requests from the field. DSO shall interface with an online system for requisitioning, processing, tracking, receiving, and issuing equipment. That system shall provide visibility to end users on the status of requested material. DSO ensures the request is successfully completed and closed out. When problems are reported to DSO (such as product quality deficiencies or equipment safety issues), DSO personnel shall record the information provided by the user, define the nature of the problem, and provide steps to resolve the issue. The contractor shall document corrective actions taken and close the action when the issue has been resolved. The help desk operation shall be capable of surging to meet contingencies and providing support 24 hours a day, 7 days a week. During normal weekday duty days/hours, DSO personnel will respond to requests during those days/hours. Requests received outside those days/hours will be addressed during the next business day. If the request is beyond immediate help desk scope and capability, the issue shall be elevated to the COR for resolution. The contractor shall log the date/time of call, response time, problem, and resolution/course of action. The current system in use is Maximo®.

The contractor shall also maintain an after-hours answering service providing a remote team with the capability to contact a contractor-designated employee 24 hours a day, 7 days a week for urgent issues.

6.1.7 Warehouse Operations. The contractor shall receive issue, package, handle, store, ship, and arrange transportation services associated with the logistics support requirements of the PWS. The contractor shall develop and maintain a facility layout locator for all warehoused equipment, ensuring adequate storage conditions and provide proper handling to prevent equipment damage, deterioration or theft.

6.1.8 Government Property Control. The contractor shall establish an automated Property Control System (PCS) to guarantee accountability and control of all Government property. The current system in use is Maximo®. As part of this PCS, the contractor shall establish a database management system to accurately account for all GFE and inventory stock used in contract performance. The automated PCS shall interface with the contractor's standard architecture and protocols, use commercially available software, track assets using bar codes, provide near real-time reports and data displays, and maintain compatibility with Government systems. The contractor shall control, protect, and preserve all Government property, whether GFE or inventory stock.

The contractor is responsible for a 100% inventory of GFE as part of phase-in/phase-out process. The contractor shall conduct the annual GFE inventory no less than 40 days before the end of the current Period of Performance (PoP) and report the results to the COR within one week of inventory completion. The contractor shall ensure different line items equaling 25% of the total GFE and 25% of the hand-receipt items shall be inventoried quarterly. The contractor will provide a 100% annual inventory and this report will be used in lieu of the last quarter report. At each quarterly Operational IPR, the contractor shall provide an update to the list of GFE (Attachment 5).

The quarterly and annual GFE inventories shall be based on the inventory file maintained by the contractor. The contractor shall report, at a minimum, the following data: item nomenclature, part number, quantity on hand, item location, line item cost of equipment/parts/materials not found, and causative research findings. Discrepancies shall be investigated by the contractor and presented to the Government. If the total value of the adjustment exceeds \$1000 due to loss or damage (excepting normal wear and tear) to GFE, the contractor shall also prepare a Financial Liability Investigation for Property Loss (FLIPL) Form DD200. (Attachment 6). If GFE theft is suspected, regardless of dollar value, immediately notify the COR and contact the local law enforcement agency. Upon approval by the Government, the updated GFE listing will be incorporated into the contract by modification. The COR will monitor recurring inventory reviews to ensure contractor compliance with inventory control requirements. The Government will have the right to review these inventories and procedures at any time.

6.1.9 Stock Inventory.

6.1.9.1 Joint Contractor Transition Stock Inventories. During phase-in and phase-out periods, the incumbent and incoming contractors shall jointly conduct a 100% stock inventory and the incumbent contractor shall report the results to the COR.

6.1.9.2 Monthly Cyclic Stock Inventory. The contractor shall conduct a monthly cyclic inventory of stock consisting of 10% of the total stock line items. If, on the monthly cyclic inventory, the discrepancy for any one line item (either positive or negative) exceeds \$10,000 in replacement value or if the aggregate discrepancy (disregarding the positive or negative sign associated with the discrepancy) for that entire monthly inventory exceeds \$25,000 in

replacement value, then conduct causative research and complete an Inventory Adjustment Report. If theft is suspected, regardless of dollar value, immediately notify the COR and contact the local law enforcement agency. The results of these inventories shall be reported to the COR no more than one week after each cyclic inventory is completed.

6.1.9.3 Annual Stock Inventory. In addition to the monthly cyclic stock inventories, the contractor shall conduct one 100% annual stock inventory no less than 40 days before the end of the PoP and report the results to the COR within one week of inventory completion.

6.1.10 Unscheduled Special (COR-Discretion) Inventory of Stock and/or GFE. In addition to the regular recurring and joint transition inventories required in this PWS, the contractor shall conduct a special inventory of GFE and/or stock at the discretion of the COR. The COR shall define the scope of the special inventory if less than 100% of GFE and 100% of stock will be inventoried. The inventory scope, as defined by the COR, can include GFE or warehouse inventory, or both. The COR can also limit this special inventory to a particular item or class of items. The COR will initiate a special inventory when there is (1) evidence of forced or unlawful entry, (2) discovery of unsecured storage areas, or (3) alleged misappropriation of GFE or warehouse inventory. The contractor shall complete the inventory within one week of the COR request.

6.1.11 Responsibility for Negligent Loss of Equipment and Inventory. The contractor is responsible for loss of any Government property, including warehouse stock or GFE, due to the negligence of its employees or subcontractors. The contractor shall carry property damage liability insurance with a liability limit of at least \$100,000.

6.1.12 Shipping & Receiving. The contractor shall deliver inventory to meet the criteria in DoDM 4140.01 "DoD Supply Chain Materiel Management Procedures" Volume 8 currently for Force / Activity Designator II (FAD) units.

During contingency operations, the contractor shall be required to issue inventory up to 24 hours per day, 7 days per week.

The contractor shall complete a Supply Discrepancy Report (SDR) when receiving a non-conforming shipment. In the absence of a SDR being completed by the receiver, the contractor shall complete a SDR on non-conforming shipments from the CoMSupCen. This includes all items shipped under another program by the CoMSupCen. The contractor shall ensure SDRs are submitted no later than the end of the next working day after receipt of a non-conforming shipment. The contractor shall contact the supplier and fully document the problem and course of action no later than three working days after a SDR is submitted. The contractor shall document all communications with the supplier and fully resolve all SDRs within 30 days of the date the non-conforming shipment was received. The contractor shall coordinate actions with the COR prior to disposition of non-conforming products.

6.1.13 Shipping of Original Equipment Manufacturer (OEM) Repairable Items. The contractor shall coordinate the pick-up and return delivery of equipment for shipment to the OEM or designated repair facility. The standard is to ship a critical item to the OEM for repair on the same working day a critical item requiring OEM repair is verified at CoMSupCen and to ship a non-critical item to the OEM for repair within three working days of the date the non-critical repairable item is verified at CoMSupCen. At a minimum, the equipment and supplies will be configured for shipment using best commercial practices. The contractor shall implement a quality check on equipment returned to the OEM for maintenance to verify all preventive maintenance checks have been performed prior to shipping items for repair. The contractor shall ensure that all returned equipment is fully mission-capable and that it meets the operational availability requirements. The contractor shall monitor all areas of each transaction and verify with the end user or OEM that the shipped equipment is properly packaged, correctly identified and is fully functional.

6.1.14 Prepackaging for Immediate Delivery Using Ground or Air Transportation. The contractor will develop a proactive shipping process that increases inventory management efficiency and reduces shipping time of the package to the shortest possible time.

6.1.15 Contractor Travel and Training. The contractor will be required to travel during the performance of this contract to support various types of teams throughout the DoD Area of Responsibility (AOR) to attend meetings and to provide/receive training, respond to natural disaster, man-made threats or other incidents. The contractor may be required to travel CONUS/OCONUS 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 FAR31.205-46. All travel requires NGB-J4 approval and COR certification.

6.1.16 Forward Area Support Team (FAST) Packages. Non-standard, specialized equipment stored at the CoMSupCen is part of an Authorized Stockage List (ASL) along with contingency stocks and equipment that will be configured as directed by the Government. FAST packages are event-dependent and can be specially tailored to sustain, replenish, and reconstitute a CBRN team.

Additionally, the contractor shall be capable of deploying up to six (6) FAST packages with appropriate personnel.

Within four hours of a request by the Government for a FAST package made during the days/hours of contract performance, the contractor shall deliver the FAST package completely ready for outbound shipment (on pallet, shrink-wrap applied, shipping label affixed, etc.) to the warehouse dock. During an operational contingency or NGB training event, the contractor shall be responsible for delivery of FAST packages with personnel to anywhere in CONUS within 12 hours of notification and to any OCONUS destination within 24 hours.

6.1.17 Deployments. The contractor shall provide sustainment support to include technical assistance for all fielded equipment. During operations, FASTs may be deployed to support non-standard equipment and Class IX consumables. The FAST will coordinate shipment of equipment to the CBRN elements through this and other Government contracts.

Within six hours of a request made by the Government during the days/hours of contract performance for a FAST package requiring personnel support, the contractor employees shall be fully prepared to deploy for a trip for a minimum of two weeks in support of the FAST package.

6.1.18 Medical Logistics SME. The contractor shall provide a medical logistics SME experienced on CBRN medical equipment and supplies, not to include formulary items. This equipment will be maintained and accounted for in the Air Force Medical System - Defense Medical Logistics Standard Support (DMLSS) - for accountability, not in the contractor's inventory database. The duties will include customer service as a SME in medical and non-medical material management for CBRN Response Enterprise medical assemblages, forward logistics, receiving, stocking, selecting and storing medical supply items, supply turn-in, and performing requisition functions for medical supplies and equipment, and receiving, safeguarding and accounting for supplies and equipment. This position assists with inventory control and accounting of medical supplies and equipment. Additional requirements:

- Knowledge of governing supply regulations, procedures and instructions.
- Knowledge of supply functions, operations, program requirements and work methods.
- Knowledge of warehousing methods, procedures, material handling techniques and of activities such as material receiving, issuing and preservation.
- Ability to read, interpret and apply reference material such as regulations, manuals, catalogs, records, orders, etc. to accomplish and resolve problems.
- Ability to read and speak the English language, correct grammar, spelling, punctuation, capitalization, and format to prepare and edit written correspondence, reports, and transcribed material.
- Knowledge of Microsoft and Internet (web-based) applications.
- Preferred five years' experience in healthcare medical logistics with equipment and supply, inventory management and supply oversight, supply chain management setting that includes general supply activities, ordering, receiving, customer support, inventory management, warehousing and operation of various materials handling equipment.
- The contractor may require driving privileges and be able to drive up to a 1.5 ton stake bed truck and 4-10K electric forklift for the delivery of medical equipment, supplies, and furniture.
- The contractor must use the Defense Medical Logistics Standard Support System (DMLSS) for basic routine ordering and issue procedures as well as more advanced helpdesk procedures for

equipment and assemblage management, account permissions, system updates and others as needed.

- The contractor shall work with assigned Military Medical Logisticians and/or Bio Medical Equipment Repair Technicians in the CoMSupCen Medical Section that have similar duties.
- Coordinates with warehouse and maintenance personnel when equipment items are received, inspected, shipped, stored, issued or turned-in for salvage to ensure proper receipts are processed.
- The Medical SME may deploy to support a CERFP/HRF operation.

6.2 Maintenance. The contractor shall manage all warranties and provide logistical support for all fielded equipment. The contractor shall provide on-site and deployed maintenance support for all equipment that is fielded to the teams. All maintenance and calibration will be accomplished in accordance with standards established by the OEM and DoD guidance. The equipment list requiring maintenance is regularly updated by the Government due to acquisition of new products and new technology. Maintenance management of COTS and other designated equipment will include identification, reporting, documentation, and resolution of COTS and other designated equipment problems via the most effective and efficient method as determined by the contractor. The contractors Property Control System (PCS) will be used to track all maintenance requirements for each piece of equipment - both COTS and other designated equipment as directed - by serial number to ensure service records remain current (e.g., yearly certifications). The current system in use is Maximo®. The contractor shall compile this maintenance data in an online centralized database available for Government review via the website. The contractor shall follow up on all past-due requirements and future requirements to ensure proper maintenance is accomplished. Maintenance records will be available for review and periodic inspection as requested by the end-user. The contractor shall provide technical assistance regarding the sustainment of fielded equipment and make recommendations for replacement. The contractor shall maintain and record procedures to ensure all systems meet mission-essential requirements. (Attachment 8 includes calibration-required equipment.)

6.2.1 Technical Maintenance. The contractor shall provide technical advice and assistance for serviced equipment and associated end items. The contractor is responsible for configuration management for assigned systems and equipment. The contractor shall prepare: repair parts lists, special tool lists, maintenance allocation charts, maintenance work requirements, manuals, guides, training videos, and other required documentation as directed. The contractor shall maintain, repair, and modify various types of systems and equipment. Referenced documents include the OEMs directives, Government-provided technical data, or contractor-generated technical data.

6.2.2 Technical Data Repository. The contractor shall develop, prepare, update and maintain technical documentation required by this PWS. Existing CoMSupCen technical documentation are in both hard copy and digital formats. New documentation shall be created in electronic form, unless directed otherwise by the COR. The contractor shall maintain a technical data repository for this information, accessible via controlled-access website. The repository shall be fully searchable by keywords. The contractor shall preclude duplicate engineering efforts through the use of the technical data repository. This repository shall facilitate the maintenance, repair, modification, training and operation of equipment. The contractor shall provide personnel designated by the COR unrestricted access to all repository data. The contractor shall ensure all technical data is adequate, complete and current. The contractor's responsibility extends to technical data provided by vendors and subcontractors.

6.2.3 Certification Management. The contractor shall provide a system for documenting and tracking all equipment certifications as well as the training and certifications of technical personnel. These certifications must be kept on file for periodic review and made available to the Government on request. (Attachment 9 lists required equipment and training certifications.)

6.2.4 Tracking Vehicle Modifications. Government vehicles occasionally require modifications to accommodate CBRN equipment and supplies. The modifications must be removed when the vehicle is returned to GSA. The contractor is responsible for the overall management and tracking of Government vehicle modifications (and the subsequent removal of those modifications). These GSA vehicles are deployed to other sites and the actual

routine remedial and preventive maintenance is not the responsibility of the contractor. The contractor shall provide and maintain a database that tracks and maintains configuration control of the modifications made to these vehicles. The contractor shall maintain a system of records providing the Government with vehicle-specific data (by Vehicle Identification Number (VIN)) and the costs associated with each vehicle modification. The contractor shall track and coordinate modification maintenance on all vehicles assigned, whether the vehicle is located on-site or deployed with a team. The contractor shall maintain an archive library of drawings for all vehicle modifications, trailers, schematics and equipment. Examples of this are the Analytical Laboratory Suites (ALS) and Decontamination Trailers.

6.2.5 Minor Design and Fabrication. The contractor will occasionally be required to design, prototype and/or build minor equipment modifications. The contractor may be required to fabricate equipment and systems using both contractor-generated and Government-provided technical data. Fabrication requirements will generally be non-complex but may require extensive integration with existing equipment or vehicles. All data, molds, and equipment developed will become the property of the Government.

6.2.6 Systems Engineering. When directed by the COR, the contractor shall provide Engineering Change Proposals (ECPs) and Configuration Change Proposals (CCPs). The COR or an NGB J4 Representative will chair Configuration Control Boards and approve ECPs and CCPs.

6.2.7 OEM-Certified Specialized Maintenance and Repair. The contractor, whether through its own employees or through specialized subcontractors, shall provide personnel trained and OEM-certified to repair, maintain, and/or provide training on the CBRN equipment listed in Attachment 9.

6.2.8 Kit Assembly. The contractor shall assemble kits to support installation of new equipment or modifications of existing equipment. The contractor shall directly issue equipment or modifications for field use of special purpose items, or assemble kits for unique systems. The contractor shall provide all required documentation with each kit to include detailed component listings.

6.3 Purchasing

6.3.1 Scope of Purchasing Duties. In performance of this contract, the prime contractor may acquire supplies and services (including maintenance and repair services) from subcontractors and suppliers on a reimbursable basis to support the fielding of CoMSupCen equipment. The contractor shall provide recommendations regarding new commercial equipment to replace and/or augment current fielded equipment. These recommendations will include a business case analysis for the proposed action. The contractor shall, through continuously updated market research, maintain current knowledge of commercial updates and/or new items planned for commercial release.

6.3.2 Warranty Management for Purchases. For property and equipment purchased on a cost-reimbursable basis for use under this contract, the contractor shall track and maintain warranty records and enforce those warranties when applicable. The contractor shall ensure that there is no unnecessary expenditure of Government funds, either directly or through cost reimbursement to the contractor, for repair or maintenance of warranty-covered items. The contractor shall inform the COR of difficulties encountered in the enforcement of warranties and of instances in which the costs of enforcement would exceed the benefits derived.

6.3.3 Purchasing Procedures. For all purchase actions exceeding \$150,000*, the contractor shall submit the purchase order file to the KO and obtain KO approval before making the purchase.

For all purchases (supplies and services, including maintenance) made by the contractor under this contract for which reimbursement is sought from the Government, the contractor shall:

- Make purchases in a simplified manner that is most efficient, suitable, and economical based on the circumstances of each purchase.
- Promote competition to the maximum extent practicable to obtain subcontracted supplies and services from the source whose offer is the most advantageous.
- Obtain at least three competitive quotes for each purchase action exceeding the micro-purchase limit for supplies, services and construction, unless limited sources/sole source justification is documented in the

purchase file and approved in accordance with the contractors approved Purchasing System Plan. The current system in use is Maximo®.

- Avoid soliciting quotations based on personal or organizational preference.
- Avoid restricting solicitation of quotes only to suppliers of well-known and widely distributed makes or brands.
- Consider purchasing from non-profit agencies designated by Ability One - Committee for Purchase From People Who Are Blind or Severely Disabled (formerly known as Javits-Wagner-O'Day Act) (<http://www.abilityone.gov>).
- Document a sound rationale for determining the selection for awards for all suppliers and sub-contractors.
- Obtain advance approval from the COR for any subcontracted purchase that will involve the use of GFE or real property.
- Consider all quotations received and evaluate quotations in an impartial manner. Avoid purchasing from sources listed on the Excluded Parties List on the System for Award Management (SAM) website. (<http://www.sam.gov>)
- Use its own purchase orders not confusingly similar to Government orders/contracts so as to not give the impression that the purchase order is a prime Government-issued contract.
- Identify the contractor rather than the Government as the buyer.
- Ensure all orders for CBRN countermeasure supplies and equipment include the applicable Defense Priorities and Allocation System (DPAS) rating, which flows down from the DPAS rating on this contract and all task orders.
- Avoid making any purchases on a cost-reimbursement, time-and-materials, or labor-hour basis, regardless of dollar value, unless approved in advance by the KO. (In an emergency, verbal permission of the KO is sufficient.)
- Disclose to the KO any ownership affiliations or close working relationships between the contractor and its subcontractors/suppliers that may preclude free and arms-length competition or result in higher prices.
- Take affirmative steps to make purchases from small business concerns (including all socioeconomic categories thereof). Document in every purchase order file the contractors compliance with the Government policy that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in providing supplies and services.
- Consider GSA-contracted commercial vendors as a preferred source for purchasing commercial supplies and services provided that total costs including GSA prices, other charges, and delivery schedule are advantageous when compared with non-Federal Supply Schedule (FSS) commercial sources. When FSS orders are contemplated, the contractor shall seek discounts from the published GSA Multiple Award Schedule prices and, on all micro-purchase actions will not limit consideration to less than three GSA FSS vendors unless limited sources justification is documented in the purchase file and approved in accordance with the contractors Purchasing System Plan.

*With respect to the dollar threshold shown above, the contractor shall not break down requirements aggregating more than the applicable threshold into several purchases, each individually less than the applicable threshold, for the purpose of avoiding PWS and Federal Acquisition Regulation (FAR) competition requirements.

The contractor shall efficiently and effectively manage the timing and volume of purchases made in response to automated ASL-generated reorder points so as to: (1) maximize purchasing labor efficiency, (2) reduce unnecessary duplication of effort, and (3) obtain the best overall price by consolidating requirements to take advantage of quantity discounts where possible. The contractor shall exercise sound business judgment in the timing and volume of consolidated ASL-driven stock re-orders. The contractor shall seek COR guidance when balancing the timing and volume of consolidated re-ordering with current mission requirements.

The contractor shall conduct all purchases in accordance with this PWS and FAR requirements. In addition to the required 100% in-process review and pre-approval of all purchase actions exceeding \$150,000, the KO will conduct a quarterly inspection of at least 40 purchase order files at or below \$150,000 (randomly selected by the KO) from among those purchases made since the previous KO review. This review will examine the adequacy of the

contractors purchasing operations and the contractor's quality control of the purchasing function in complying with all PWS requirements. In addition, the KO may request and rely upon purchasing reviews made by the Defense Contract Audit Agency (DCAA).

The Government reserves the right to decline to reimburse the contractor for any of its subcontracted purchases made contrary to this PWS (or applicable regulations) or for purchases that appear unreasonable or at prices higher than those offered to the Government in comparable circumstances (e.g., the GSA FSS).

6.4 Information Technology (IT). The contractor shall operate, maintain, and manage all IT systems used in support of CoMSupCen. This includes maintenance of all software and hardware used by the contractor. The contractor is responsible for all hardware and software in place at the start of contract performance and its maintenance throughout the life of the contract. The contractor shall employ properly qualified personnel in order to accomplish the IT requirements of this PWS.

All contractor personnel are responsible for safeguarding their individual system user IDs and passwords.

The contractor will backup up all operational data daily and will maintain a complete weekly backup stored offsite at a COR-approved location.

All IT systems shall adhere to industry and applicable DoD security procedures, protocols and policies. All data and software developed under this contract are Government property. The current management system in use is Maximo®.

6.4.1 Information Technology Support and Maintenance. The scope of IT support and maintenance includes full lifecycle maintenance of Government-furnished servers, computers, laptops, back-up equipment, SQL databases, and websites. The contractor is responsible for the support of an unclassified Local Area Network (LAN) with controlled access protection. The contractor shall coordinate with the Government to obtain approval for integration of automation sites, when requested by NGB, into the Governments network infrastructure.

6.4.2 Database Support. The contractor shall provide direct customer support including design and population of databases in an open system-compliant structure. The contractor shall create on-demand and recurring reports derived from the databases. The contractor shall provide restricted/secure Internet access and external update capability to web sites, data tables, and data warehoused on Government servers. The database shall electronically capture all data essential to the total logistics support operation, including: inventory, facilities, logistics operations, property management, maintenance of equipment and vehicles, and reporting requirements. The contractors database management responsibility includes support for all on-demand and recurring reports, financial tracking, estimating costs associated with proposed tasks, tracking actual costs and comparing them with estimates, determining variances, projecting final costs based on estimates and actual data, and provide fiscal reports by funding document, equipment type, unit serviced, or other COR-defined directed categories.

6.4.3 Web Site Support. The contractor shall maintain an operating website in support of CoMSupCen operations. The website, used by both internal and external users, will utilize SQL database back ends and strong authentication to ensure data security. The website shall be maintained and operated in accordance with DoD web site administration policies, protocols and procedures. The contractor is responsible for configuration management implementation, ensuring only approved changes to the baseline will be put into service, and for maintaining a documentable history of all changes to the system.

The contractor shall be responsible for the planning of a transition from the current dot-com domain to a dot-mil domain. The actual execution will be directed by a task order. Prior to that dot-mil transition, the CoMSupCen domain name will be provided by the Government. During the transition, the contractor shall ensure no loss in connectivity or capability. After the dot-mil transition, the contractor shall comply with all applicable DoD IT regulations (including Defense Information Systems Agency (DISA)-issued Security Technical Implementation Guides (STIGs)) relating to databases, database servers, web sites, application security/development, and website code. The contractor shall add the web site to the router list so that Internet traffic may reach the web servers. The contractor shall ensure the website is functional, available (97%) and accessible. Immediately notify the COR if the website is non-functional. Report any outages during the Quarterly IPR showing downtimes, causes and resolutions.

6.4.4 Network Management. The contractor shall ensure full network service availability during the working days and hours specified in this PWS. The contractor shall continually monitor the network to identify and resolve network issues to avoid service interruptions. The contractor is responsible for performing the activities, methods, and procedures to support the operation, administration, maintenance, security, provisioning of the local area network, installing upgrades, patches, service packs, and other changes to ensure the stability of the network.

The contractor shall ensure that only authorized personnel are allowed access to CoMSupCen data. The contractor is responsible for proper information assurance firewalls, access control lists, complex usernames and passwords, and alternate methods of authentication. The contractor shall provide appropriate access to each network user, allowing access only to the data and resources actually required for that user. The contractor shall monitor all IT systems for any unauthorized attempts to gain access.

The contractor is responsible for supporting existing commercial data communication circuits and switches. The contractor shall identify additional data circuit requirements as they arise and obtain additional services, upon approval of the COR.

Immediately notify the COR when the network is non-functioning for a period of over one hour.

6.5 Facility Operations. The BGS facility is leased by the Government and provided for contractor use without charge to the contractor. The Government reserves the right to occupy appropriate space within the facility to conduct Government business and provide adequate oversight of the contract. The contractor shall allow access to personnel authorized by the COR or the KO, to appropriate areas at the facility.

During contingencies and training exercise, the contractor may operate at various other facilities located on Government installations or at other remote sites as directed by the Government.

6.5.1 Facilities Coordinator. The contractor will designate a Facilities Coordinator responsible as the single point of contact for liaison with the building owner and the Government on facility operations, maintenance, and repair issues. When directed by the COR, the Facilities Coordinator shall provide reports on facility capabilities, utilization of facility space, and corrective and preventive maintenance proposed by the contractor to support program operations. Information regarding the utilization of facility spaces will be kept current and available to the Government upon request.

6.5.2 Restrictions on Facility Operation. The contractor shall operate the facility in accordance with the Government's lease. Any purchase of durable or non-expendable property for the operation of the CoMSupCen, regardless of its location, requires COR approval before purchase. Advance COR approval shall be obtained before any facility upgrades, modifications, alterations, or repairs to real property and fixtures.

6.5.3 Physical Security. The contractor shall ensure the physical security for all assigned facilities. Security measures include building entry controls, checks of night lighting for outside storage and work areas, periodic checks of facilities after normal work hours, response to security alarms, key and lock control, contractor and Government employee access badges, visitor access badges, and visitor control. The contractor shall maintain the security system and may be tasked to upgrade existing physical security systems.

6.5.3.1 External Security.

The Government lease provides the following external security services: Cameras on the outside of the building for security and Post Security. The internal building alarm system is owned by the Government and operated and maintained by the Contractor. The maintenance of the security system will be on a cost-reimbursable basis.

6.5.4 Visitor Control. The contractor shall ensure that all persons entering the CoMSupCen facilities conform to access control and security procedures. The contractor shall issue security identification credentials to contractor personnel and Government employees. The COR may authorize contractor personnel and sponsored visitors to enter restricted areas on a need-to-know basis. The contractor shall immediately notify the COR of any security violation or incident. A follow-up verbal incident report will be provided to the COR not later than two hours after discovery of the incident with a full written incident report within two working days. The written report will detail the incident, the cause, injuries, any remedial actions taken, and any other relevant details.

6.5.5 Safety. The contractor is responsible for maintaining a safe work place. The contractor shall administer a safety program in accordance with applicable DOD, OSHA, and state / local guidance and regulations. The contractor shall provide all required safety and personal protective equipment for its employees. The contractor shall promptly correct all verified safety deficiencies identified by the COR, its employees, or visitors. The contractor shall immediately report to the COR any on-site incident involving the injury or death of any person or any damage to Government property. The contractor shall provide follow-up written reports on all accidents, incidents, or safety issues to the COR not later than twenty-four hours after the incident occurs or is discovered, detailing the incident, cause, injuries, any remedial actions taken, and any other relevant details. The Government will review and periodically inspect the contractor's safety program, but this does not relieve the contractor from responsibility for compliance with all State, Federal, facility, and company workplace safety measures.

Upon notice of health/safety/environmental inspections, audits or visits, the contractor shall notify the COR within one hour of the time notice is received. If inspectors, auditors or other compliance personnel arrive unannounced, the contractor shall notify the COR immediately. The contractor shall provide information for official investigations when requested by the COR.

6.5.6 Hazardous Waste Management (HAZMAT). The contractor shall control and manage all hazardous waste, air pollutant emissions, and waste water generated by or associated with the operation of the facility. The contractor shall promptly collect and properly dispose of hazardous wastes in a manner that avoids creating a hazardous waste storage facility under applicable Federal regulations. The contractor shall immediately notify the COR of any HAZMAT violation or incident. The contractor shall submit applications for and comply with any permits and licenses for the shipment and storage of hazardous items. The contractor shall provide a copy of all approved permits and licenses to the COR. The Government will conduct periodic inspections to review regulatory compliance. The contractor shall promptly correct identified violations and implement effective remedial action to prevent recurrence of violations.

The contractor shall indemnify the Government for all fines, penalties, and costs associated with environmentally regulated activities arising from its performance of this contract. Pre-existing conditions at the facility are specifically excluded from the application of this paragraph to the extent they do not affect the contractors ability to perform and manage contract requirements.

6.5.7 Janitorial Services/Grounds Maintenance Coordination. The facility's lease provides general janitorial/grounds maintenance services for all leased spaces in the assigned building. The scope of that service includes collection of non-hazardous refuse inside all assigned facilities and delivery to a specified onsite collection point. The contractor is not required to provide janitorial/grounds maintenance service or consumable janitorial supplies. The contractor's Facilities Coordinator shall monitor janitorial/grounds maintenance personnel and their performance within CoMSupCen facilities to ensure personnel safety and proper disposal of contract-related items. The Facility Coordinator shall identify any janitorial/grounds maintenance issues to the COR.

6.5.8 Government-Provided Utilities. The Government through its lease with the building owner, provides utility services without charge to the contractor. Firefighting, ambulance, and paramedic services are provided by local governments. The contractor, on a reimbursable basis, pays for telephone (including cell phones), television, non-hazardous and hazardous trash removal and internet service. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

6.5.9 Mail and Package Delivery. The contractor shall deliver inventory to meet the criteria in DoDM 4140.01 "DoD Supply Chain Materiel Management Procedures" Volume 8 currently for Force / Activity Designator II (FAD) units.

The contractor shall establish accounts with commercial package delivery services as necessary to support operations. The contractor shall review shipping types (i.e. Overnight, Priority or Regular) on a quarterly basis to determine if the appropriate shipping methods were used. The intent is to maintain superior service and ensure that the most cost-effective shipping method is being used.

The contractor shall set up services that can pick up at the CoMSupCen on the weekends if required and deliver overnight on weekends if necessary.

The contractor shall ensure that use of commercial delivery services and accounts are appropriate to CoMSupCen operations. Authorized shipping expenses will be captured on a cost-reimbursable CLIN. The contractor will ensure that items shipped are only those for CoMSupCen official business. Any contractor business delivery services or personal shipping for contractor employees not directly related to contract operations shall be conducted at the contractor's expense without reimbursement.

7. Performance Requirements Summary (PRS)

The contractor's performance will be evaluated on the performance objectives included in this PWS. Failure to meet the stated standards could result in a Contract Deficiency Report (CDR), re-performance of defective work, or a negative CPARS past performance rating. Compliance with PRS standards will be assessed prior to exercise of any option to extend services. When a

PRS service is defective, the Government will issue the contractor a CDR. The contractor shall reply, in writing, by the suspense date explaining why performance was unacceptable and how the recurrence of the problem will be prevented in the future.

7.1 Objective: Enhancing Accountability and Inventory Accuracy for GFE

Standard: Maintain accountability and control for GFE items in the possession of the contractor.

Action: The contractor shall ensure different line items equaling 25% of the total GFE shall be inventoried quarterly. The contractor will provide a 100% annual inventory and this report will be used in lieu of the last quarter report.

Report: The contractor shall report each quarter during the Operational IPR, at a minimum, the following data: item nomenclature, part number, quantity on hand, item location, line item cost of equipment/parts/materials not found, and causative research findings. Discrepancies shall be investigated by the contractor and presented to the Government. If total value of the adjustment exceeds \$1,000 due to loss or damage (excepting normal wear and tear) to GFE, also prepare a Financial Liability Investigation for Property Loss (FLIPL) Form DD200 (Attachment 6). If GFE theft is suspected, regardless of dollar value, immediately notify the COR and contact the local law enforcement agency.

Acceptable Quality Level: 95 to 100%.

Method of Surveillance: Contractor Reports, Auditing of Contractor's Management Information System (MIS), and Inspection (in process and final).

Positive or Negative Incentive: Contract Deficiency Report (CDR) and include in CPARS evaluation. Non-reimbursable charge (invoice reduction) for replacement of lost or damaged GFE based upon findings from the FLIPL investigation and supporting causative research indicating negligence of contractor personnel or subcontractors.

7.2 Objective: Enhancing Accountability and Inventory Accuracy for Hand-Receipt Items

Standard: Maintain accountability and control for hand-receipt items in the possession of the contractor.

Action: The contractor shall conduct a quarterly inventory of all hand-receipt controlled items, ensuring different line items equaling 25% of the total number of line items each quarter. The contractor will provide a 100% annual hand-receipt items inventory and this report will be used in lieu of the last quarter report.

Report: The contractor shall report each quarter during the Operational IPR, at a minimum, the following data: item nomenclature, part number, quantity on hand, item location, line item cost of equipment/parts/materials not found, and causative research findings. If total value of adjustment exceeds \$1000 due to loss or damage (excepting normal wear and tear) to hand-receipt items, also prepare a Financial Liability Investigation for Property Loss (FLIPL) Form DD200 (Attachment 6). If theft is suspected, regardless of dollar value, immediately notify the COR and contact the local law enforcement agency.

Acceptable Quality Level: 95 to 100%.

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Inspection (in process and final).

Positive or Negative Incentive: CDR and include in CPARS evaluation. Non-reimbursable charge (invoice reduction) for replacement of lost or damaged hand-receipt items based upon findings from the FLIPL investigation and supporting causative research indicating negligence of contractor personnel or subcontractors.

7.3 Objective: Increasing Accuracy of Cyclic Inventories of Stock

Standard: Monthly inventory records will agree with a physical count of the items.

Action: The contractor shall conduct a monthly cyclic inventory of stock consisting of 10% of the total stock line items. The contractor will provide a 100% annual inventory and this report will be used in lieu of the last month report.

Report: The contractor shall report each month, at a minimum, the following data: item nomenclature, part number, quantity on hand, item location, line item cost of equipment/parts/materials not found, and causative research findings. If, on the monthly cyclic inventory, the discrepancy for any one line item (either positive or negative) exceeds \$10,000 in replacement value or if the aggregate discrepancy (disregarding the positive or negative sign associated with the discrepancy) for that entire monthly inventory exceeds \$25,000 in replacement value, then

conduct causative research and complete an Inventory Adjustment Report (IAR). If theft is suspected, regardless of dollar value, immediately notify the COR and contact the local law enforcement agency.

Acceptable Quality Level: See dollar values above.

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Planned and Unplanned Sampling.

Positive or Negative Incentive: CDR and include in CPARS evaluation. Non-reimbursable charge (invoice reduction) for replacement of missing stock items based upon results of the Financial Liability Investigation for Property Loss (FLIPL) Form DD200 (Attachment 6) and supporting causative research indicating negligence of contractor personnel or subcontractors.

7.4 Objective: Increasing Timeliness of Preparing FAST Package for Shipment

Standard: Within four hours of a request by the Government for a FAST package made during the days/hours of contract performance, the contractor shall deliver the items completely ready for outbound shipment (on pallet, shrink-wrap applied, shipping label affixed, etc.) to the warehouse dock.

Action: Contractor shall prepare FAST package completely ready for shipment within four hours of a request.

Report: Each quarter during the Operational IPR. Contractor prepares Incident Log, noting time notice received and time shipment ready for shipment.

Acceptable Quality Level: 100%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Unscheduled Observations.

Positive or Negative Incentive: CDR and include in CPARS evaluation.

7.5 Objective: Increasing Timeliness of Preparing FAST Support Personnel for Travel

Standard: Within six hours of a request by the Government for a FAST package requiring personnel support made during the days/hours of contract performance, the contractor employees shall arrive at the airport fully prepared to deploy for a trip of up to seven days in support of the FAST package.

Action: Contractor personnel shall be ready for travel to support a FAST package within six hours of notification.

Report: Each quarter during the Operational IPR. Contractor prepares Incident Log, noting time notice received and time of airport check-in, ready to travel.

Acceptable Quality Level: 100%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Unscheduled Observations.

Positive or Negative Incentive: CDR and include in CPAR evaluation.

7.6 Objective: Increasing Timeliness of Submitting Supply Discrepancy Report (SDR) for Non-Conforming Shipments

Standard: Submit a Supply Discrepancy Report by the end of the next working day after identifying a non-conforming shipment.

Action: Contractor shall ensure SDRs are submitted no later than the end of the next working day after identifying a non-conforming shipment.

Report: Each quarter during the Operational IPR. Compare date and time item received to date and time SDR submitted.

Acceptable Quality Level: 95%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Planned and Unplanned Sampling.

Positive or Negative Incentive: CDR and include in CPARS evaluation.

7.7 Objective: Increasing Timeliness of Resolving Supply Discrepancy Report (SDR) for Non-Conforming Shipments

Standard: Within three working days of the date/time the SDR was submitted (from 7.6 above), fully document the nature of the problem, notify the supplier, and document the course of action.

Action: Contractor shall contact the supplier and fully document the problem and course of action no later than three working days after a SDR is submitted.

Report: Each quarter during the Operational IPR. Compare date and time SDR submitted to date and time of the e-mail documenting the problem, the discussion with the vendor, and the course of action.

Acceptable Quality Level: 95%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Planned and Unplanned Sampling.

Positive or Negative Incentive: CDR and include in CPARS evaluation.

7.8 Objective: Increasing Timeliness of Shipping OEM-Repairable Critical Items

Standard: Ship a critical item to the OEM for repair on the same working day a critical item requiring OEM repair is verified at CoMSupCen.

Action: Contractor shall ship all critical OEM-repairable items to the OEM on the same day as verified. (Critical items are determined by their presence on Attachment 3 and the current operational status (Gold-Silver-Bronze) of the requiring team.)

Report: Quarterly IPR. Compare the date and time the item is received with the date and time the item is shipped to the OEM.

Acceptable Quality Level: 97%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Planned and Unplanned Sampling.

Positive or Negative Incentive: CDR and include in CPAR evaluation.

7.9 Objective: Increasing Timeliness of Shipping OEM-Repairable Non-Critical Items

Standard: Ship a non-critical item to the OEM for repair within three working days of the date the non-critical repairable item is verified at the CoMSupCen.

Action: Contractor shall ship all non-critical OEM repairable items within three working days after receiving the item requiring repair. (Non-critical item are those not appearing on Attachment 3.)

Report: Quarterly IPR. Compare the date and time item received with the date and time the item is shipped to the OEM.

Acceptable Quality Level: 95%

Method of Surveillance: Contractor Reports, Auditing of Contractor's MIS, and Planned and Unplanned Sampling.

Positive or Negative Incentive: CDR and include in CPARS evaluation.

7.10 Objective: Reducing Duration of Website Downtime

Standard: The website will not be unavailable for any period of 24 hours.

Action: Contractor shall ensure that the website is functional, available and accessible. Website downtime shall not exceed 24 consecutive hours at any time or 24 total hours in any 72-hour period.

Report: Immediate report to COR and Quarterly IPR. Compare date/time downtime commenced with date/time website fully restored.

Acceptable Quality Level: 97%

Method of Surveillance: Contractor Reports, Planned and Unplanned Sampling, and Unscheduled Observation (e.g., COR accessing the website at random times, including after normal working hours and on weekends.)

Positive or Negative Incentive: Include in CPAR evaluation.

7.11 Objective: Ensuring Contract & Regulatory Compliance in Purchase Actions.

Standard: Purchases made by the contractor shall comply with all PWS and FAR requirements.

Action: Contractor shall conduct all purchases in accordance with this PWS and FAR requirements. The ACO will conduct a quarterly inspection of at least 40 purchase order files, randomly selected by the ACO, for acquisitions made since the previous ACO review at or below \$150,000.

Report: Quarterly ACO report to the COR.

Acceptable Quality Level: 98%

Method of Surveillance: Inspection (final), Planned Sampling, and Auditing of Contractor's MIS.

Positive or Negative Incentive: CDR and include in CPARS evaluation. Consider results and trends at time of option exercise.

8.0 Applicable Publications

Publications applicable to this PWS are listed on the next page:

| PUBLICATIONS | PUBLICATION DATE | WHERE TO ACCESS |
|--|------------------|---|
| Federal Acquisition Regulation (FAR) | 8/15/2016 | https://www.acquisition.gov |
| FAR 22.17 | | |
| FAR 31.205-46 | | |
| FAR Part 13, Simplified Acquisition Procedures | | |
| FAR Part 45 | | |
| FAR 52.204-9 | | |
| FAR clause 52.228-5, Insurance Work on a Government Installation | | |
| FAR Subpart 9.5 | | |
| FAR Subpart 22.10 | | |
| FAR Subpart 42.5 | | |
| Defense Federal Acquisition Regulation Supplement (DFARS) | 8/30/2016 | http://farsite.hill.af.mil/vldfara.htm |
| DFARS 1.602-2 | | |
| DFARS 224.103 | | |
| DFARS clause 252.237-7023, Continuation of Essential Contractor Services | | |
| DFARS clause 252.237-7024, Notice of Continuation of Essential Contractor Services | | |
| DFARS 252.239.7001 | | |
| Army Federal Acquisition Regulation Supplement (AFARS) | 8/26/2016 | http://farsite.hill.af.mil/vfafaara.htm |
| Army Regulations | | https://armypub.s.army.mil/Search/ePubSearch/ePubSearchForm.aspx?x=AR |
| AR 25-2, Information Assurance | 10/24/2007 | |
| AR 190-11, Physical Security of Arms, Ammunition and Explosives | 9/5/2013 | |
| AR 190-13, the Army Physical Security Program | 2/25/2011 | |
| AR 190-51, Security of Unclassified Army Property | 9/30/1993 | |
| AR 200-1, Environmental Protection and Enhancement | 12/13/2007 | |
| AR 380-5, Dept of the Army Information Security Program | 9/29/2000 | |
| AR 381-12, Threat Awareness and Reporting Program | 6/1/2016 | |
| AR 385-10, Army Safety Program | 11/27/2013 | |
| AR 525-13, Antiterrorism | 9/11/2008 | |
| AR 525-27, Army Emergency Management Program | 3/13/2009 | |
| AR 530-1, Operations Security | 9/26/2014 | |
| Gases & Their Full / Empty Containers (flammable cabinet & propane tanks) | 6/16/2000 | |
| AR 710-2, Supply Policy Below the National Level | 3/28/2008 | |
| AR 735-5, Property Accountability Policies | 5/10/2013 | |
| International Organization for Standardization (ISO) 9001:2015 | 9/23/2015 | http://www.iso.org/iso/news.htm?refid=Ref2002 |
| Office Of Federal Procurement Policy (OFPP) Policy Letter 11-01 | 9/12/2011 | https://www.whitehouse.gov/omb/procurement_index_policy |
| Joint Travel Regulation (JTR) | 10/1/2014 | http://www.defensetravel.dod.mil/docs/perdiem/jtr.pdf |
| Code of Federal Regulations Title 29, Occupational Safety and Health Administration | | https://www.osha.gov/pls/oshweb/owasrch.search_form?p_doc_type=STANDARDS |
| Title 29 code of federal regulations including but not limited to: | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| 29 CFR 1910- Occupational Safety and Health Standards, including but not limited to: | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart D-Walking-Working Surfaces | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart E-Exit Routes and Emergency Planning | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart F-Powered Platforms, Manlifts, and Vehicle Mounted Work Platforms | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart G- Occupational Health and Environmental Controls | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart H- Hazardous Materials (Including 1910.120) | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart I- Personal Protective Equipment | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart J- General Environmental Controls | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart K- Medical and First Aid | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart L - Fire Protection | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278f8dc4aa2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |

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|---|------------|---|
| Subpart M- Compressed gas and Compressed Air Equipment | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart N- Materials Handling and Storage | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart P- Hand and Portable Powered Tools and Other Hand-Held Equipment | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| Subpart S-Electrical | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&node=pt29.5.1910&rgn=div5#se29.5.1910_1151 |
| 29 CFR 1904: Recording and Reporting Occupational Injuries and Illnesses | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&node=pt29.5.1904&rgn=div5 |
| 29 CFR Chapter XIV: Equal Employment Opportunity Commission | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c4397d684f8efca10b73e91f0a754ad0&mc=true&tpl=/ecfrbrowse/Title29/29chapterXIV.tpl |
| 29 CFR Chapter XVII: Regulations Relating to Labor | 9/20/2016 | http://www.ecfr.gov/cgi-bin/text-idx?SID=c851a714722a278ffdc4a2af781a402&mc=true&tpl=/ecfrbrowse/Title29/29chapterXVII.tpl |
| Department of Defense: | | |
| DoD 8570.01-M | 11/10/2015 | http://www.dtic.mil/vhs/directives/corres/pdf/857001m.pdf |
| DoD Risk Issues & Opportunity Management Guide | 6/1/2015 | http://bbp.dau.mil/docs/RIO-Guide-Jun2015.pdf |
| DoDM 4140.01, DoD Supply Chain Material Management Procedures Volume 8 -For Force/Activity Designator II (FAD) Units | 2/10/2014 | http://www.dtic.mil/vhs/directives/corres/pdf/414001m/414001m_vol08.pdf |
| Defense Medical Logistics Standard Support Guide | | http://www.health.mil/Military-Health-Topics/Technology/Defense-Medical-Logistics/Defense-Medical-Logistics-Standard-Support |
| Ability One - Committee for Purchase From People Who Are Blind or Severely Disabled (formerly known as Javits-Wagner O'Day Act) | | http://www.abilityone.gov/laws_and_regulations/jwod.html |
| System for Award Management (SAM) Requirements for the | | https://www.sam.gov/portal/SAM/ |
| http://www.sam.gov website | | https://www.bis.doc.gov/index.php/other-areas/strategic-industries-and-economic-security/sies/defense-priorities-a-allocations-system-program-dpas |
| Defense Priorities and Allocation System (DPAS) Requirements | | http://www.disa.mil/~media/Files/DISA/News/Conference/CIF/Briefing/IA_STIG_SCAP_and_Data_Metrics.pdf |
| Defense Information Systems Agency (DISA) - issued Security Technical Implementation Guides (STIGs) | 7/1/2010 | http://www.disa.mil/~media/Files/DISA/News/Conference/CIF/Briefing/IA_STIG_SCAP_and_Data_Metrics.pdf |
| DA Form 2806-1-R, Physical Security Inspection Report | 5/1/2010 | http://www.apd.army.mil/pub/eform/s/pdf/A2806_1.pdf |
| Form I-9, OMB No. 115-0136, Employment Eligibility Verification | 3/8/2013 | https://www.uscis.gov/sites/default/files/file/s/forms/i-9.pdf |
| FM 3-34.5, Environmental Considerations | 2/1/2010 | http://www.globalsecurity.org/military/library/policy/army/fm/3-34-5/fm3-34-5.pdf |
| DA Technical Bulletin 43-0142 | 2/28/1997 | https://www.logsa.army.mil/etmpdf/file/s/020000/020000/020130.pdf |
| Federal Information Processing Standard (FIPS) 201-2 | 8/1/2013 | http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf |
| Directive Type Memorandum (DTM) 08-003, Dec 1, 2008, incorp. chg. 5, Oct 8, 2013 | 10/8/2013 | https://fas.org/irp/doddir/dod/dtm-08-003.pdf |
| H.R. 3730 (104th): Defense Against Weapons of Mass Destruction Act of 1996 | 6/26/1996 | https://www.congress.gov/bills/104th-congress/house-bill/3730 |
| Presidential Budget Decision 702 | | |
| The Service Contract Act (41 USC 351) | 2/1/2010 | https://www.gpo.gov/fdsys/granule/USCODE-2009-title41/USCODE-2009-title41-chap6-sec351 |
| DOD Reg 5200.2-R, Department of Defense Personnel Security Program, Jan 1987 | 9/9/2014 | http://www.cac.mil/docs/DODI-5200.02.pdf |
| DoD Risk Issues & Opportunity Management Guide | 6/1/2015 | http://bbp.dau.mil/docs/RIO-Guide-Jun2015.pdf |
| DoDD 5400.11, Department of Defense Privacy Program | 10/29/2014 | http://www.dtic.mil/vhs/directives/corres/pdf/540011p.pdf |
| DoDD 5400.11-R | 10/29/2014 | http://www.dtic.mil/vhs/directives/corres/pdf/540011p.pdf |
| DoDD 8570.01 - Information Assurance Workforce Improvement Program Chng 4 | 11/10/2015 | http://www.dtic.mil/vhs/directives/corres/pdf/857001m.pdf |
| DODI 5200.2, Operation of the Defense Acquisition System | 1/7/2015 | http://www.dtic.mil/vhs/directives/corres/pdf/500002p.pdf |
| DoDI 6055.17 - DoD Installation Emergency Management (IEM) Program - Chng 1 | 10/19/2010 | http://www.dtic.mil/vhs/directives/corres/pdf/605517p.pdf |
| Occupational Safety & Health Administration (OSHA) | | https://www.osha.gov |
| Powered Industrial Trucks 1910.178 | | |
| Hazardous Waste Operations & Emergency Response 1910.120 | | |
| Personal Protective Equipment 1910.132 | | |
| Hazmat 29 (29 CFR) | | |
| Hazmat 49 (49 CFR) | | |

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 |
| 0007 | Destination | Government | Destination | Government |
| 0008 | Destination | Government | Destination | Government |
| 0009 | Destination | Government | Destination | Government |
| 1001 | Destination | Government | Destination | Government |
| 1002 | Destination | Government | Destination | Government |
| 1003 | Destination | Government | Destination | Government |
| 1004 | Destination | Government | Destination | Government |
| 1005 | Destination | Government | Destination | Government |
| 1006 | Destination | Government | Destination | Government |
| 1007 | Destination | Government | Destination | Government |
| 1008 | Destination | Government | Destination | Government |
| 1009 | Destination | Government | Destination | Government |
| 2001 | Destination | Government | Destination | Government |
| 2002 | Destination | Government | Destination | Government |
| 2003 | Destination | Government | Destination | Government |
| 2004 | Destination | Government | Destination | Government |
| 2005 | Destination | Government | Destination | Government |
| 2006 | Destination | Government | Destination | Government |
| 2007 | Destination | Government | Destination | Government |
| 2008 | Destination | Government | Destination | Government |
| 2009 | Destination | Government | Destination | Government |
| 3001 | Destination | Government | Destination | Government |
| 3002 | Destination | Government | Destination | Government |
| 3003 | Destination | Government | Destination | Government |
| 3004 | Destination | Government | Destination | Government |
| 3005 | Destination | Government | Destination | Government |
| 3006 | Destination | Government | Destination | Government |
| 3007 | Destination | Government | Destination | Government |
| 3008 | Destination | Government | Destination | Government |
| 3009 | Destination | Government | Destination | Government |
| 4001 | Destination | Government | Destination | Government |
| 4002 | Destination | Government | Destination | Government |
| 4003 | Destination | Government | Destination | Government |
| 4004 | Destination | Government | Destination | Government |
| 4005 | Destination | Government | Destination | Government |
| 4006 | Destination | Government | Destination | Government |
| 4007 | Destination | Government | Destination | Government |

| | | | | |
|------|-------------|------------|-------------|------------|
| 4008 | Destination | Government | Destination | Government |
| 4009 | Destination | Government | Destination | Government |

Section F - Deliveries or Performance

DELIVERY INFORMATION

| CLIN | DELIVERY DATE | QUANTITY | SHIP TO ADDRESS | DODAAC |
|------|-----------------------------------|----------|---|--------|
| 0001 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | ARNG COMSUPCEN BLUE GRASS STATION - BLDG 415 LEXINTON KY 40516 859 721-2654 FOB: Destination | W81MNB |
| 0002 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0003 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0004 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0005 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0006 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0007 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0008 | 31-OCT-2018 | 1 | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 0009 | POP 26-SEP-2018 TO 25-SEP-2019 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1001 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1002 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1003 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1004 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1005 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |

| | | | | |
|------|-----------------------------------|-----|---|--------|
| 1006 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1007 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1008 | 31-OCT-2019 | 1 | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 1009 | POP 26-SEP-2019 TO 25-SEP-2020 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2001 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2002 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2003 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2004 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2005 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2006 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2007 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2008 | 31-OCT-2020 | 1 | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 2009 | POP 26-SEP-2020 TO 25-SEP-2021 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3001 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3002 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3003 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3004 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3005 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |

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| 3006 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3007 | POP 26-SEP-2021 TO 25-SEP-2022 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3008 | 31-OCT-2021 | 1 | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 3009 | N/A | N/A | N/A | N/A |
| 4001 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | ARNG COMSUPCEN BLUE GRASS STATION - BLDG 415 LEXINGTON KY 40516 859 721-2654 FOB: Destination | W81MNB |
| 4002 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4003 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4004 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4005 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4006 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4007 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4008 | 31-OCT-2022 | 1 | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |
| 4009 | POP 26-SEP-2022 TO 25-SEP-2023 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W81MNB |

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

| | | |
|----------------|--|----------|
| 52.202-1 | Definitions | NOV 2013 |
| 52.203-3 | Gratuities | APR 1984 |
| 52.203-5 | Covenant Against Contingent Fees | MAY 2014 |
| 52.203-6 | Restrictions On Subcontractor Sales To The Government | SEP 2006 |
| 52.203-7 | Anti-Kickback Procedures | MAY 2014 |
| 52.203-8 | Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity | MAY 2014 |
| 52.203-10 | Price Or Fee Adjustment For Illegal Or Improper Activity | MAY 2014 |
| 52.203-12 | Limitation On Payments To Influence Certain Federal Transactions | OCT 2010 |
| 52.203-16 | Preventing Personal Conflicts of Interest | DEC 2011 |
| 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 |
| 52.204-8 | Annual Representations and Certifications | JAN 2017 |
| 52.204-9 | Personal Identity Verification of Contractor Personnel | JAN 2011 |
| 52.204-10 | Reporting Executive Compensation and First-Tier Subcontract Awards | OCT 2016 |
| 52.204-13 | System for Award Management Maintenance | OCT 2016 |
| 52.204-15 | Service Contract Reporting Requirements for Indefinite-Delivery Contracts | OCT 2016 |
| 52.204-21 | Basic Safeguarding of Covered Contractor Information Systems | JUN 2016 |
| 52.208-9 | Contractor Use of Mandatory Sources of Supply or Services | MAY 2014 |
| 52.209-6 | Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment | OCT 2015 |
| 52.210-1 | Market Research | APR 2011 |
| 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 |
| 52.215-11 | Price Reduction for Defective Certified Cost or Pricing Data--Modifications | 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 |
| 52.215-22 | Limitations on Pass-Through Charges--Identification of Subcontract Effort | OCT 2009 |
| 52.215-23 | Limitations on Pass-Through Charges | OCT 2009 |
| 52.217-5 | Evaluation Of Options | JUL 1990 |
| 52.219-1 | Small Business Program Representations | OCT 2014 |
| 52.219-1 Alt I | Small Business Program Representations (Sept 2015) Alternate I | SEP 2015 |
| 52.219-6 | Notice Of Total Small Business Set-Aside | NOV 2011 |

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|-----------|--|----------|
| 52.219-8 | Utilization of Small Business Concerns | NOV 2016 |
| 52.219-28 | Post-Award Small Business Program Rerepresentation | JUL 2013 |
| 52.222-2 | Payment For Overtime Premiums | JUL 1990 |
| 52.222-3 | Convict Labor | JUN 2003 |
| 52.222-4 | Contract Work Hours and Safety Standards- Overtime Compensation | MAY 2014 |
| 52.222-17 | Nondisplacement of Qualified Workers | MAY 2014 |
| 52.222-24 | Preaward On-Site Equal Opportunity Compliance Evaluation | FEB 1999 |
| 52.222-25 | Affirmative Action Compliance | APR 1984 |
| 52.222-26 | Equal Opportunity | SEP 2016 |
| 52.222-36 | Equal Opportunity for Workers with Disabilities | JUL 2014 |
| 52.222-37 | Employment Reports on Veterans | FEB 2016 |
| 52.222-38 | Compliance With Veterans' Employment Reporting Requirements | FEB 2016 |
| 52.222-40 | Notification of Employee Rights Under the National Labor Relations Act | DEC 2010 |
| 52.222-41 | Service Contract Labor Standards | MAY 2014 |
| 52.222-50 | Combating Trafficking in Persons | MAR 2015 |
| 52.222-54 | Employment Eligibility Verification | OCT 2015 |
| 52.222-55 | Minimum Wages Under Executive Order 13658 | DEC 2015 |
| 52.222-62 | Paid Sick Leave Under Executive Order 13706 | JAN 2017 |
| 52.223-1 | Biobased Product Certification | MAY 2012 |
| 52.223-2 | Affirmative Procurement of Biobased Products Under Service and Construction Contracts | SEP 2013 |
| 52.223-3 | Hazardous Material Identification And Material Safety Data | JAN 1997 |
| 52.223-4 | Recovered Material Certification | MAY 2008 |
| 52.223-5 | Pollution Prevention and Right-to-Know Information | MAY 2011 |
| 52.223-6 | Drug-Free Workplace | MAY 2001 |
| 52.223-10 | Waste Reduction Program | MAY 2011 |
| 52.223-11 | Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons. | JUN 2016 |
| 52.223-12 | Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners. | JUN 2016 |
| 52.223-13 | Acquisition of EPEAT - Registered Imaging Equipment (Jun 2014) | JUN 2014 |
| 52.223-14 | Acquisition of EPEAT -Registered Televisions | JUN 2014 |
| 52.223-15 | Energy Efficiency in Energy-Consuming Products | DEC 2007 |
| 52.223-16 | Acquisition of EPEAT (R) - Registered Personal Computer Products | OCT 2015 |
| 52.223-18 | Encouraging Contractor Policies To Ban Text Messaging While Driving | AUG 2011 |
| 52.223-19 | Compliance with Environmental Management Systems | MAY 2011 |
| 52.223-20 | Aerosols | JUN 2016 |
| 52.224-1 | Privacy Act Notification | APR 1984 |
| 52.224-2 | Privacy Act | APR 1984 |
| 52.224-3 | Privacy Training | JAN 2017 |
| 52.225-13 | Restrictions on Certain Foreign Purchases | JUN 2008 |
| 52.228-5 | Insurance - Work On A Government Installation | JAN 1997 |
| 52.229-3 | Federal, State And Local Taxes | FEB 2013 |
| 52.232-17 | Interest | MAY 2014 |
| 52.232-18 | Availability Of Funds | APR 1984 |
| 52.232-33 | Payment by Electronic Funds Transfer--System for Award Management | JUL 2013 |
| 52.232-39 | Unenforceability of Unauthorized Obligations | JUN 2013 |

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|--------------------|--|----------|
| 52.232-40 | Providing Accelerated Payments to Small Business Subcontractors | DEC 2013 |
| 52.233-1 | Disputes | MAY 2014 |
| 52.233-1 Alt I | Disputes (May 2014) - Alternate I | DEC 1991 |
| 52.233-4 | Applicable Law for Breach of Contract Claim | OCT 2004 |
| 52.237-2 | Protection Of Government Buildings, Equipment, And Vegetation | APR 1984 |
| 52.237-3 | Continuity Of Services | JAN 1991 |
| 52.242-13 | Bankruptcy | JUL 1995 |
| 52.242-15 | Stop-Work Order | AUG 1989 |
| 52.242-15 Alt I | Stop-Work Order (Aug 1989) - Alternate I | APR 1984 |
| 52.243-2 | Changes--Cost-Reimbursement | AUG 1987 |
| 52.243-2 Alt II | Changes--Cost Reimbursement (Aug 1987) - Alternate II | APR 1984 |
| 52.244-2 | Subcontracts | OCT 2010 |
| 52.244-6 | Subcontracts for Commercial Items | JAN 2017 |
| 52.245-1 | Government Property | JAN 2017 |
| 52.245-9 | Use And Charges | APR 2012 |
| 52.246-5 | Inspection Of Services Cost-Reimbursement | APR 1984 |
| 52.246-24 | Limitation Of Liability--High-Value Items | FEB 1997 |
| 52.246-25 | Limitation Of Liability--Services | FEB 1997 |
| 52.249-4 | Termination For Convenience Of The Government (Services) (Short Form) | APR 1984 |
| 52.249-6 | Termination (Cost Reimbursement) | MAY 2004 |
| 52.251-1 | Government Supply Sources | APR 2012 |
| 52.253-1 | Computer Generated Forms | JAN 1991 |
| 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 |
| 252.203-7003 | Agency Office of the Inspector General | DEC 2012 |
| 252.203-7004 | Display of Hotline Posters | OCT 2016 |
| 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 Alt A | System for Award Management Alternate A | FEB 2014 |
| 252.204-7005 | Oral Attestation of Security Responsibilities | NOV 2001 |
| 252.204-7006 | Billing Instructions | OCT 2005 |
| 252.204-7008 | Compliance With Safeguarding Covered Defense Information Controls | OCT 2016 |
| 252.204-7009 | Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information | OCT 2016 |
| 252.204-7012 | Safeguarding Covered Defense Information and Cyber Incident Reporting | OCT 2016 |
| 252.209-7004 | Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism | OCT 2015 |
| 252.211-7007 | Reporting of Government-Furnished Property | AUG 2012 |
| 252.215-7000 | Pricing Adjustments | DEC 2012 |
| 252.215-7008 | Only One Offer | OCT 2013 |
| 252.216-7006 | Ordering | MAY 2011 |
| 252.219-7010 | Notification of Competition Limited to Eligible 8(A) Concerns--Partnership Agreement | MAR 2016 |

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| 252.222-7007 | Representation Regarding Combating Trafficking in Persons | JAN 2015 |
| 252.223-7001 | Hazard Warning Labels | DEC 1991 |
| 252.223-7004 | Drug Free Work Force | SEP 1988 |
| 252.223-7006 | Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials | SEP 2014 |
| 252.225-7001 | Buy American And Balance Of Payments Program-- Basic (Dec 2016) | DEC 2016 |
| 252.225-7012 | Preference For Certain Domestic Commodities | DEC 2016 |
| 252.225-7031 | Secondary Arab Boycott Of Israel | JUN 2005 |
| 252.225-7048 | Export-Controlled Items | JUN 2013 |
| 252.226-7001 | Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns | SEP 2004 |
| 252.227-7013 | Rights in Technical Data--Noncommercial Items | FEB 2014 |
| 252.227-7016 | Rights in Bid or Proposal Information | JAN 2011 |
| 252.227-7037 | Validation of Restrictive Markings on Technical Data | SEP 2016 |
| 252.232-7003 | Electronic Submission of Payment Requests and Receiving Reports | JUN 2012 |
| 252.232-7010 | Levies on Contract Payments | DEC 2006 |
| 252.237-7010 | Prohibition on Interrogation of Detainees by Contractor Personnel | JUN 2013 |
| 252.239-7001 | Information Assurance Contractor Training and Certification | JAN 2008 |
| 252.239-7010 | Cloud Computing Services | OCT 2016 |
| 252.239-7017 | Notice of Supply Chain Risk | NOV 2013 |
| 252.239-7018 | Supply Chain Risk | OCT 2015 |
| 252.243-7001 | Pricing Of Contract Modifications | DEC 1991 |
| 252.243-7002 | Requests for Equitable Adjustment | DEC 2012 |
| 252.244-7000 | Subcontracts for Commercial Items | JUN 2013 |
| 252.244-7001 | Contractor Purchasing System Administration | MAY 2014 |
| 252.245-7001 | Tagging, Labeling, and Marking of Government-Furnished Property | APR 2012 |
| 252.245-7002 | Reporting Loss of Government Property | APR 2012 |
| 252.245-7003 | Contractor Property Management System Administration | APR 2012 |
| 252.245-7004 | Reporting, Reutilization, and Disposal | SEP 2016 |
| 252.247-7023 | Transportation of Supplies by Sea | APR 2014 |
| 252.247-7024 | Notification Of Transportation Of Supplies By Sea | MAR 2000 |

CLAUSES INCORPORATED BY FULL TEXT

52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (OCT 2015)

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

Agent means any individual, including a director, an officer, an employee, or an independent Contractor, authorized to act on behalf of the organization.

Full cooperation—

(1) Means disclosure to the Government of the information sufficient for law enforcement to identify the nature and extent of the offense and the individuals responsible for the conduct. It includes providing timely and complete

response to Government auditors' and investigators' request for documents and access to employees with information;

(2) Does not foreclose any Contractor rights arising in law, the FAR, or the terms of the contract. It does not require--

-

(i) A Contractor to waive its attorney-client privilege or the protections afforded by the attorney work product doctrine; or

(ii) Any officer, director, owner, or employee of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or Fifth Amendment rights; and

(3) Does not restrict a Contractor from--

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

Subcontract means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

Subcontractor means any supplier, distributor, vendor, or firm that furnished supplies or services to or for a prime contractor or another subcontractor.

United States means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct. (1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall--

(i) Have a written code of business ethics and conduct;

(ii) Make a copy of the code available to each employee engaged in performance of the contract.

(2) The Contractor shall--

(i) Exercise due diligence to prevent and detect criminal conduct; and

(ii) Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)(i) The Contractor shall timely disclose, in writing, to the agency Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed--

(A) A violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or

(B) A violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat information obtained pursuant to the Contractor's disclosure as confidential where the information has been marked "confidential" or "proprietary" by the company. To the extent permitted by law and regulation, such information will not be released by the Government to the public pursuant to a Freedom of Information Act request, 5 U.S.C. Section 552, without prior notification to the Contractor. The Government may transfer documents provided by the Contractor to any department or agency within the Executive Branch if the information relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the Contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract.

(c) Business ethics awareness and compliance program and internal control system. This paragraph (c) does not apply if the Contractor has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101. The Contractor shall establish the following within 90 days after contract award, unless the Contracting Officer establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the Contractor's standards and procedures and other aspects of the Contractor's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating information appropriate to an individual's respective roles and responsibilities.

(ii) The training conducted under this program shall be provided to the Contractor's principals and employees, and as appropriate, the Contractor's agents and subcontractors.

(2) An internal control system.

(i) The Contractor's internal control system shall--

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the Contractor's internal control system shall provide for the following:

(A) Assignment of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an individual as a principal, whom due diligence would have exposed as having engaged in conduct that is in conflict with the Contractor's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting, including--

(1) Monitoring and auditing to detect criminal conduct;

(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the Contractor or a subcontractor thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(1) If a violation relates to more than one Government contract, the Contractor may make the disclosure to the agency OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an individual contract continues until at least 3 years after final payment on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b)(3)(ii) of this clause.

(G) Full cooperation with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts that have a value in excess of \$5.5 million and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

(End of clause)

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$15,000.00**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of **\$40,000,000.00**;

- (2) Any order for a combination of items in excess of **\$40,000,000.00**; or
- (3) A series of orders from the same ordering office within **15** days that together call for quantities exceeding the limitation in paragraph (b) (1) or (2) of this section.
- (c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.
- (d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **3** days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.
- (End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after **the end date of the D.O. period of performance**.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance

hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits (\$4.41/HR)

| | | |
|---|--------|---------|
| Program Director | Exempt | \$50.00 |
| Level II Manager | Exempt | \$35.00 |
| Technical Writer I | 30461 | \$22.15 |
| QC Admin Assistant | 01020 | \$19.21 |
| Administrative Assistant | 01020 | \$19.21 |
| Technical Instructor / Course Developer | 15095 | \$23.90 |
| Production Control Clerk | 01270 | \$20.17 |
| Supply Technician | 01410 | \$19.21 |
| Level I Manager | Exempt | \$29.00 |
| Motor Vehicle Mechanic | 05190 | \$18.22 |
| IT Manager | Exempt | \$50.00 |
| Software Developer III | Exempt | \$35.00 |
| Computer Support Technician | 14160 | \$21.42 |

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|-------------------------------|--------|---------|
| Accounting Clerk III | 01013 | \$15.63 |
| Accounting Clerk II | 01012 | \$13.97 |
| Senior Equip Specialist | Exempt | \$25.75 |
| Equip Specialist | Exempt | \$25.25 |
| Material Coordinator | 21030 | \$19.78 |
| Warehouse Specialist | 21410 | \$15.72 |
| Operations Mgr / Sr Scientist | Exempt | \$32.41 |
| Senior Equip Specialist | Exempt | \$21.23 |
| Equip Specialist | Exempt | \$18.57 |
| Technical Instructor | 15090 | \$19.54 |
| Engineering Technician I | 30081 | \$15.91 |
| Senior Repair Specialist | Exempt | \$32.41 |
| Repair Specialist | Exempt | \$29.47 |

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<https://www.acquisition.gov/?q=browsefar>

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<https://www.acquisition.gov/?q=browsefar>

(End of clause)

252.204-7011 ALTERNATIVE LINE-ITEM STRUCTURE (SEP 2011)

(a) Line items are the basic structural elements in a solicitation or contract that provide for the organization of contract requirements to facilitate pricing, delivery, inspection, acceptance and payment. Line items are organized into contract line items, subline items, and exhibit line items. Separate line items should be established to account for separate pricing, identification (see section 211.274 of the Defense Federal Acquisition Regulation Supplement), deliveries, or funding. The Government recognizes that the line item structure in this solicitation may not conform to every offeror's practices. Failure to correct these issues can result in

difficulties in accounting for deliveries and processing payments. Therefore, offerors are invited to propose an alternative line item structure for items on which bids, proposals, or quotes are requested in this solicitation to ensure that the resulting contract structure is economically and administratively advantageous to the Government and the Contractor.

(b) If an alternative line item structure is proposed, the structure must be consistent with subpart 204.71 of the Defense Federal Acquisition Regulation Supplement and PGI 204.71. A sample solicitation line-item structure and a corresponding offer of a proposed alternative line-item structure follow.

Solicitation:

| Item No. | Supplies/Service | Quantity | Unit | Unit price | Amount |
|-----------|--|----------|------|------------|--------|
| 0001..... | Computer, Desktop with CPU, Monitor, Keyboard and Mouse. | 20 | EA | | |

Alternative line-item structure offer where monitors are shipped separately:

| Item No. | Supplies/Service | Quantity | Unit | Unit Price | Amount |
|-----------|---|----------|------|------------|--------|
| 0001..... | Computer, Desktop with CPU, Keyboard and Mouse. | 20 | EA | | |
| 0002..... | Monitor..... | 20 | EA | | |

(End of provision)

252.215-7009 PROPOSAL ADEQUACY CHECKLIST (JAN 2014)

The offeror shall complete the following checklist, providing location of requested information, or an explanation of why the requested information is not provided. In preparation of the offeror's checklist, offerors may elect to have their prospective subcontractors use the same or similar checklist as appropriate.

PROPOSAL ADEQUACY CHECKLIST

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|-----------------------------|---|---|------------------------------|---|
| <u>GENERAL INSTRUCTIONS</u> | | | | |
| 1. | FAR 15.408, Table 15-2, Section I Paragraph A | Is there a properly completed first page of the proposal per FAR 15.408 Table 15-2 I.A or as specified in the solicitation? | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|----|--|---|------------------------------|---|
| | | | | |
| 2. | FAR 15.408, Table 15-2, Section I Paragraph A(7) | Does the proposal identify the need for Government-furnished material/tooling/test equipment? Include the accountable contract number and contracting officer contact information if known. | | |
| 3. | FAR 15.408, Table 15-2, Section I Paragraph A(8) | Does the proposal identify and explain notifications of noncompliance with Cost Accounting Standards Board or Cost Accounting Standards (CAS); any proposal inconsistencies with your disclosed practices or applicable CAS; and inconsistencies with your established estimating and accounting principles and procedures? | | |
| 4. | FAR 15.408, Table 15-2, Section I, Paragraph C(1) FAR 2.101, "Cost or pricing data" | Does the proposal disclose any other known activity that could materially impact the costs? This may include, but is not limited to, such factors as— (1) Vendor quotations; (2) Nonrecurring costs; (3) Information on changes in production methods and in production or purchasing volume; (4) Data supporting projections of business prospects and objectives and related operations costs; (5) Unit-cost trends such as those associated with labor efficiency; (6) Make-or-buy decisions; (7) Estimated resources to attain business goals; and (8) Information on management decisions that could have a significant bearing on costs. | | |
| 5. | FAR 15.408, Table 15-2, Section I Paragraph B | Is an Index of all certified cost or pricing data and information accompanying or identified in the proposal provided and appropriately referenced? | | |
| 6. | FAR 15.403-1(b) | Are there any exceptions to submission of certified cost or pricing data pursuant to FAR 15.403-1(b)? If so, is supporting documentation included in the proposal? (Note questions 18-20.) | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|-------------------------------|--|---|------------------------------|---|
| 7. | FAR 15.408, Table 15-2, Section I Paragraph C(2)(i) | Does the proposal disclose the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data? | | |
| 8. | FAR 15.408, Table 15-2, Section I Paragraph C(2)(ii) | Does the proposal disclose the nature and amount of any contingencies included in the proposed price? | | |
| 9. | FAR 15.408 Table 15-2, Section II, Paragraph A or B | Does the proposal explain the basis of all cost estimating relationships (labor hours or material) proposed on other than a discrete basis? | | |
| 10. | FAR 15.408, Table 15-2, Section I Paragraphs D and E | Is there a summary of total cost by element of cost and are the elements of cost cross-referenced to the supporting cost or pricing data? (Breakdowns for each cost element must be consistent with your cost accounting system, including breakdown by year.) | | |
| 11. | FAR 15.408, Table 15-2, Section I Paragraphs D and E | If more than one Contract Line Item Number (CLIN) or sub Contract Line Item Number (sub-CLIN) is proposed as required by the RFP, are there summary total amounts covering all line items for each element of cost and is it cross-referenced to the supporting cost or pricing data? | | |
| 12. | FAR 15.408, Table 15-2, Section I Paragraph F | Does the proposal identify any incurred costs for work performed before the submission of the proposal? | | |
| 13. | FAR 15.408, Table 15-2, Section I Paragraph G | Is there a Government forward pricing rate agreement (FPRA)? If so, the offeror shall identify the official submittal of such rate and factor data. If not, does the proposal include all rates and factors by year that are utilized in the development of the proposal and the basis for those rates and factors? | | |
| <u>COST ELEMENTS</u> | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | |
| 14. | FAR 15.408, Table 15-2, Section II Paragraph A | Does the proposal include a consolidated summary of individual material and services, frequently referred to as a Consolidated Bill of Material (CBOM), to | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|--|--|--|------------------------------|---|
| | | include the basis for pricing? The offeror's consolidated summary shall include raw materials, parts, components, assemblies, subcontracts and services to be produced or performed by others, identifying as a minimum the item, source, quantity, and price. | | |
| SUBCONTRACTS (Purchased materials or services) | | | | |
| 15. | DFARS 215.404-3 | Has the offeror identified in the proposal those subcontractor proposals, for which the contracting officer has initiated or may need to request field pricing analysis? | | |
| 16. | FAR 15.404-3(c) FAR 52.244-2 | Per the thresholds of FAR 15.404-3(c), Subcontract Pricing Considerations, does the proposal include a copy of the applicable subcontractor's certified cost or pricing data? | | |
| 17. | FAR 15.408, Table 15-2, Note 1; Section II Paragraph A | Is there a price/cost analysis establishing the reasonableness of each of the proposed subcontracts included with the proposal? If the offeror's price/cost analyses are not provided with the proposal, does the proposal include a matrix identifying dates for receipt of subcontractor proposal, completion of fact finding for purposes of price/cost analysis, and submission of the price/cost analysis? | | |
| <u>EXCEPTIONS TO CERTIFIED COST OR PRICING DATA</u> | | | | |
| 18. | FAR 52.215-20 FAR 2.101, "commercial item" | Has the offeror submitted an exception to the submission of certified cost or pricing data for commercial items proposed either at the prime or subcontractor level, in accordance with provision 52.215-20? a. Has the offeror specifically identified the type of commercial item claim (FAR 2.101 commercial item definition, paragraphs (1) through (8)), and the basis on which the item meets the definition? b. For modified commercial items (FAR 2.101 commercial item definition paragraph (3)); did the offeror classify the modification(s) as either— i. A modification of a type customarily available in the commercial marketplace (paragraph (3)(i)); or | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|-------------------------------|--|--|------------------------------|---|
| | | ii. A minor modification (paragraph (3)(ii)) of a type not customarily available in the commercial marketplace made to meet Federal Government requirements not exceeding the thresholds in FAR 15.403-1(c)(3)(iii)(B)? c. For proposed commercial items “of a type”, or “evolved” or modified (FAR 2.101 commercial item definition paragraphs (1) through (3)), did the contractor provide a technical description of the differences between the proposed item and the comparison item(s)? | | |
| 19. | | [Reserved] | | |
| 20. | FAR 15.408, Table 15-2, Section II Paragraph A(1) | Does the proposal support the degree of competition and the basis for establishing the source and reasonableness of price for each subcontract or purchase order priced on a competitive basis exceeding the threshold for certified cost or pricing data? | | |
| INTERORGANIZATIONAL TRANSFERS | | | | |
| 21. | FAR 15.408, Table 15-2, Section II Paragraph A.(2) | For inter-organizational transfers proposed at cost, does the proposal include a complete cost proposal in compliance with Table 15-2? | | |
| 22. | FAR 15.408, Table 15-2, Section II Paragraph A(1) | For inter-organizational transfers proposed at price in accordance with FAR 31.205-26(e), does the proposal provide an analysis by the prime that supports the exception from certified cost or pricing data in accordance with FAR 15.403-1? | | |
| DIRECT LABOR | | | | |
| 23. | FAR 15.408, Table 15-2, Section II Paragraph B | Does the proposal include a time phased (i.e.; monthly, quarterly) breakdown of labor hours, rates and costs by category or skill level? If labor is the allocation base for indirect costs, the labor cost must be summarized in order that the applicable overhead rate can be applied. | | |
| 24. | FAR 15.408, Table 15-2, Section II Paragraph B | For labor Basis of Estimates (BOEs), does the proposal include labor categories, labor hours, and task descriptions; (e.g.; Statement of Work reference, applicable CLIN, Work Breakdown Structure, rationale for estimate, | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|--|---|--|------------------------------|---|
| | | applicable history, and time-phasing)? | | |
| 25. | FAR subpart 22.10 | If covered by the Service Contract Labor Standards statute (41 U.S.C. chapter 67), are the rates in the proposal in compliance with the minimum rates specified in the statute? | | |
| <u>INDIRECT COSTS</u> | | | | |
| 26. | FAR 15.408, Table 15-2, Section II Paragraph C | Does the proposal indicate the basis of estimate for proposed indirect costs and how they are applied? (Support for the indirect rates could consist of cost breakdowns, trends, and budgetary data.) | | |
| <u>OTHER COSTS</u> | | | | |
| 27. | FAR 15.408, Table 15-2, Section II Paragraph D | Does the proposal include other direct costs and the basis for pricing? If travel is included does the proposal include number of trips, number of people, number of days per trip, locations, and rates (e.g. airfare, per diem, hotel, car rental, etc)? | | |
| 28. | FAR 15.408, Table 15-2, Section II Paragraph E | If royalties exceed \$1,500 does the proposal provide the information/data identified by Table 15-2? | | |
| 29. | FAR 15.408, Table 15-2, Section II Paragraph F | When facilities capital cost of money is proposed, does the proposal include submission of Form CASB-CMF or reference to an FPRA/FPRP and show the calculation of the proposed amount? | | |
| <u>FORMATS FOR SUBMISSION OF LINE ITEM SUMMARIES</u> | | | | |
| 30. | FAR 15.408, Table 15-2, Section III | Are all cost element breakdowns provided using the applicable format prescribed in FAR 15.408, Table 15-2 III? (or alternative format if specified in the request for proposal) | | |
| 31. | FAR 15.408, Table 15-2, Section III Paragraph B | If the proposal is for a modification or change order, have cost of work deleted (credits) and cost of work added (debits) been provided in the format described in FAR 15.408, Table 15-2.III.B? | | |
| 32. | FAR 15.408, Table 15-2, Section III Paragraph C | For price revisions/redeterminations, does the proposal follow the format in FAR 15.408, Table 15-2.III.C? | | |

| | <u>REFERENCES</u> | <u>SUBMISSION ITEM</u> | <u>PROPOSAL PAGE No.</u> | <u>If not provided EXPLAIN (may use continuation pages)</u> |
|--------------|---|---|------------------------------|---|
| <u>OTHER</u> | | | | |
| 33. | FAR 16.4 | If an incentive contract type, does the proposal include offeror proposed target cost, target profit or fee, share ratio, and, when applicable, minimum/maximum fee, ceiling price? | | |
| 34. | FAR 16.203-4 and FAR 15.408 Table 15-2, Section II, Paragraphs A, B, C, and D | If Economic Price Adjustments are being proposed, does the proposal show the rationale and application for the economic price adjustment? | | |
| 35. | FAR 52.232-28 | If the offeror is proposing Performance-Based Payments-did the offeror comply with FAR 52.232-28? | | |
| 36. | FAR 15.408(n) FAR 52.215-22 FAR 52.215-23 | Excessive Pass-through Charges— Identification of Subcontract Effort: If the offeror intends to subcontract more than 70% of the total cost of work to be performed, does the proposal identify: (i) the amount of the offeror's indirect costs and profit applicable to the work to be performed by the proposed subcontractor(s); and (ii) a description of the added value provided by the offeror as related to the work to be performed by the proposed subcontractor(s)? | | |

(End of provision)

252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued TBD after date of award.

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

(c)(1) If issued electronically, the order is considered "issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered "issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

252.239-7009 REPRESENTATION OF USE OF CLOUD COMPUTING (SEPT 2015)

(a) Definition. Cloud computing, as used in this provision, means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. This includes other commercial terms, such as on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. It also includes commercial offerings for software-as-a-service, infrastructure-as-a-service, and platform-as-a-service.

(b) The Offeror shall indicate by checking the appropriate blank in paragraph (c) of this provision whether the use of cloud computing is anticipated under the resultant contract.

(c) Representation. The Offeror represents that it--

☐ Does anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

☐ Does not anticipate that cloud computing services will be used in the performance of any contract or subcontract resulting from this solicitation.

(End of provision)

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

| DOCUMENT TYPE | DESCRIPTION | PAGES | DATE |
|---------------|--|-------|-------------|
| Attachment 1 | Facility Layout | | |
| Attachment 10 | SCA Wage Determination 15-4683 - Rev 03 | | |
| Attachment 11 | Performance Work Statement | | |
| Attachment 12 | DD-0254 | | 01-SEP-2017 |
| Attachment 13 | Within Scope Tasks | | |
| Attachment 14 | Pricing Worksheet | | |
| Attachment 2 | Building Photographs | | |
| Attachment 3 | Mission Essential Equipment List | | |
| Attachment 4 | Authorized Stockage List | | |
| Attachment 5 | Government Furnished Equipment | | |
| Attachment 6 | Form DD200 - FLIPL | | |
| Attachment 7 | Historical Workload Data | | |
| Attachment 8 | Examples of Current Equipment Shelf-Life & Calibration Req's | | |
| Attachment 9 | Equipment Certifications | | |

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

| | | |
|-----------|---|----------|
| 52.203-11 | Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions | SEP 2007 |
| 52.204-7 | System for Award Management | OCT 2016 |
| 52.204-16 | Commercial and Government Entity Code Reporting | JUL 2016 |
| 52.204-18 | Commercial and Government Entity Code Maintenance | JUL 2016 |
| 52.209-2 | Prohibition on Contracting with Inverted Domestic Corporations--Representation | NOV 2015 |
| 52.209-5 | Certification Regarding Responsibility Matters | OCT 2015 |

CLAUSES INCORPORATED BY FULL TEXT

52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)

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

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means--

- (1) The total value of all current, active contracts and grants, including all priced options; and
- (2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror () has () does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

- (i) In a criminal proceeding, a conviction.
- (ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in--

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

L.1. INSTRUCTIONS TO OFFERORS**GENERAL INFORMATION**

L.1.1. These instructions are a guide for preparing a proposal. These instructions describe the type and extent of information required, and emphasize the significant areas to be addressed in the proposal. Review the Performance Work Statement (PWS) contained in this Request for Proposal (RFP) for further insight into the areas that must be addressed within the proposal. Include detailed information sufficient to enable the Government evaluators to conduct a meaningful review and make a determination relative to the Offeror's understanding of the requirements in each of the evaluated areas. The Government intends to award a five (5) year, IDIQ, single-award, hybrid Firm Fixed-Price (FFP) contract consisting of one (1) base year and four (4) optional years with some non-fee bearing cost elements (e.g. Travel) which are ancillary to the services provided.

L.1.1.1. In accordance with FAR Subpart 19.8, this solicitation will be conducted as a competitive acquisition set-aside 100% for 8(a) Business concerns. All offerors must meet the requirements outlined in FAR 19.802 in order to be eligible to submit an offer under this solicitation.

L.1.1.2. The primary NAICS code is 493110, General Warehousing and Storage. The size standard for this NAICS code is \$27.5 M.

L.1.2. The offeror's proposal shall be clear, concise, and shall include sufficient detail for evaluation and substantiation of the validity of stated claims. The Government may consider the offeror's assertions or merely restating or paraphrasing the Government's requirements without further explanation, clarification, or context to be weaknesses or deficiencies. Therefore, the offeror should not simply rephrase or restate the Government's requirements, but shall provide a rationale or explanation to convince the Government that the offeror's approach will meet the Government requirements. Likewise, the Government will not consider assertions or representations without substantiation and context to be convincing or explanatory.

L.1.3 In accordance with Federal Acquisition Regulation (FAR) Clause 52.215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004), the Government intends to evaluate proposals and award a contract without discussions with offerors, but reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In accordance with FAR 15.306(c)(2), if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may make a competitive range determination for purposes of efficiency, consisting of only those proposals that have a reasonable chance of award without a major rewrite. Any Offeror eliminated from further consideration will be notified in writing. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. Offerors are cautioned to examine this RFP in its entirety, inclusive of clauses and provisions incorporated by reference, and to ensure that proposals contain all necessary information, provide all required documentation, and are complete in all respects. The

Government is not obligated to make another request for the required information nor does the Government assume the duty to search for data to cure problems it finds in proposals. During the evaluation process, the Government may request clarifications as needed. Clarifications do not constitute discussions and an Offeror is not permitted to change its proposal in response to a request for clarification.

L.1.4. Offerors shall assume that the Government has no prior knowledge of the company's capability and experience. The basis of the Government's evaluation is the information offerors present in their proposals.

L.1.5. A proposal is presumed to represent the Offeror's best efforts in response to this RFP. Any inconsistency, whether real or apparent, between promised performance and the costs shall be explained in the proposal. For example, if a business policy decision was made to absorb a portion of the estimated costs, that approach shall be stated within the proposal (including any associated calculations). The burden of proof as to the cost credibility rests with the Offeror.

L.1.6. The proposal shall be valid for **180 days** from the required submission date.

L.1.7 Offers, modifications, revisions, or withdrawals of Offers received after the date established in this RFP for receipt of proposals will be handled in accordance with FAR Clause 52.215-1. Offerors are advised that they must notify the contracting officer immediately if there is any change to their proposal after submission (e.g. a proposed employee departs the company or is no longer available).

L2. NOTICE OF PRE-PROPOSAL CONFERENCE

L.2.1. A pre-proposal conference will be conducted on **28 February 2018** for the purposes of briefing on the proposal requirements and answering questions regarding this solicitation. This conference will be held at the CoMSupCen, Blue Grass Station - Bldg 415, 5751 Briar Hill Rd, Lexington, KY. Interested Contractors are highly encouraged to attend the Pre-Proposal Conference. The conference will include a tour of the facility.

L.2.2. Due to security conditions, all offerors must register in advance to attend this Conference. NGB requests no more than 2 employees per Offeror. Email the information required for all attendees to the following address: cole.p.cook.civ@mail.mil and theresa.m.glasgow.civ@mail.mil include the words CoMSupCen SOLICITATION PRE-PROPOSAL CONFERENCE in the subject line of the email request.

L.2.3. Authorized Visitor Information for **each** person who will be attending the Conference (maximum of 2 per vendor).

Name: _____
 Driver's License (State and number) _____
 Vehicle (make/model/color/year) _____
 Company _____
 Destination on base: Blue Grass Station - Building 415; 5751 Briar Hill Rd

Date of access requested: February 28, 2018

L.2.3. This information must be provided in advance, not later than **12:00 pm ET, 23 February, 2018**, in order to ensure access to the military base and Conference site; also ensuring adequate seating for the Conference attendees. Because of the coordination constraints involved in this requirement, no requests will be honored after that date. The time limits for this requirement cannot be extended. The furnishing of the above information is voluntary; however, your failure to furnish all or part of the requested information may result in the Government's denial of your access to the pre-proposal conference. This information will be provided to the Blue Grass Station Security who will authorize your entrance to the site. You will be required to present the following information upon arrival at the gate: (1) Vehicle Registration, (2) Valid Driver's License, (3) Proof of Valid Insurance for vehicle, (4) Safety Inspection and Car Rental agreement if applicable. Any of the above information furnished by you is protected under the Privacy Act and shall not be released unless permitted by law and/or you have consented to such.

L.2.4. Information provided at this conference shall not qualify the terms and conditions of the solicitation. Terms of the solicitation remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply.

L.2.5. A record of the conference shall be made and furnished to all prospective offerors via an amendment which will be posted on www.fedbizopps.gov. The record will include a list of attendees, minutes of the conference, including questions (on a non-attribution basis) and answers.

L.2.6. Transport will be provided from the gate to Building 415 promptly at 08:00 a.m.

L3. FORMAL COMMUNICATION, OFFEROR EXPLANATIONS

L.3.1. The Contracting Officer is the **sole** point of contact for this acquisition. Any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, for proposals, Performance Work Statement (PWS), etc., must be requested in writing and with sufficient time allowed for a reply to reach offerors before the submission of their offer. A cut-off date for receiving questions concerning the RFP has been established as **4:00 pm, EST, 5 March, 2018**. Because of the tight time constraints involved in this requirement, questions will not be addressed after that date. After 5 March, 2018, sufficient time will not be available to answer questions and give ample time for the interested offerors to make changes or respond. At this time, the Government does not intend to extend the proposal due date.

L.3.1.1. The Contracting Officer reserves the right to address questions received after the cutoff date with those offers deemed responsive and/or in the competitive range (if established) after closing. OFFERORS ARE STRONGLY ENCOURAGED TO SUBMIT QUESTIONS EARLY IN THIS PROCESS. Any interpretations made will be in the form of an amendment of the solicitation and will be furnished to all prospective offerors via posting to www.fedbizopps.gov. Explanations or instructions given in a form other than an amendment to the solicitation shall not

be binding. Questions (on a non-attribution basis) and answers shall be furnished to all prospective offerors via the web site.

L.3.2. Submit proposal questions by email to the contracting office at the addresses shown below:

National Guard Bureau
Subject Line: Questions W9133L-18-R-0008
Email: cole.p.cook.civ@mail.mil
theresa.m.glasgow.civ@mail.mil

L.3.3. AMENDMENTS PRIOR TO DATE SET FOR RECEIPT OF PROPOSALS: The right is reserved, as the interest of the Government may require, to revise or amend the solicitation prior to and/or after the date set for receipt of proposals as necessary. Such amendments, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and information prior to the date set for receipt of proposals, will be posted on www.fedbizopps.gov. Though every effort will be made to provide email notification when a change is posted, such notification is NOT guaranteed and should not be expected. Offerors are strongly cautioned to check this site frequently and to “refresh” their web page to ensure they have the latest information.

L.4. SUBMISSION OF OFFERS

L.4.1. The proposal shall be prepared in a clear and legible manner. In addition, the Offeror shall write the proposal in English and the proposal must be specific and complete as described in these instructions. Offerors shall not specifically prepare samples or descriptive literature for submission with the proposal. Adherence to the prescribed format is required. An official authorized to bind the firm shall sign the Standard Form (SF) 33, all signed amendment coversheets, SF30, and all certifications requiring original signature. Electronic signatures are acceptable.

L.4.2. All information pertaining to a particular volume shall be confined to that volume. For example, no Price information shall be included in any volume other than the Price Proposal volume. The Government is not required to and will not search other volumes for a missing file.

L.4.3. Offerors shall not include CLASSIFIED material in the proposal. Proprietary data contained in the offer must be clearly marked as such by the offeror, and shall be handled in accordance with DFARS 252.227-7013.

L.4.4 Offeror must be registered in the System for Award Management (SAM) and have a Marketing Partner Identification Number (MPIN) and Commercial and Government Entity (CAGE) Code.

L.4.5. Each offeror must comply with the detailed instructions for the format and content of the offer in order to be considered for award. When evaluating an offer, the Government will consider how well the offeror complied with both the letter and spirit of these instructions. The

government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, offerors are encouraged to contact the Contract Specialist by e-mail in order to request an explanation of any aspect of these instructions.

L.4.6. Offerors shall mail or hand-deliver their proposals and submit their proposals digitally via AMRDEC on the following link: <https://safe.amrdec.army.mil/safe/Welcome.aspx>. Offerors shall submit proposals (3 hard copies and one soft copy) in a sealed package and shall clearly mark the outer portion of the sealed package with the address specified below:

NGB-AQ
ATTN: Cole P. Cook
111 S. George Mason Drive, Bldg 2
Arlington, VA 22204

L. 4.7. Offers must be received at the address listed in section L.4.6 above **no later than 2 P.M. EST on Thursday, 22 March, 2018.**

L.5. OFFER FORMAT

L.5.1. The offeror shall submit one softcopy and 3 hardcopies of proposal Volumes I, II and III. Volume I shall contain the auxiliary supporting price data Microsoft Excel spreadsheets. The Government considers all proposals as "For Official Use Only" and to contain "Source Selection Information in accordance with FAR 2.101 and FAR 3.104.

L.5.2. The offer shall meet the following format requirements:

L.5.2.1. Fold-out pages shall be counted as two pages for page limitation purposes. Offerors shall number pages sequentially by volume or plan. Offerors shall number pages printed on both sides, if both sides contain information.

L.5.2.2. The offeror's hardcopy version of the proposals shall be 8.5 x 11 inches, not including foldouts. Text shall be single-spaced. Except for the reproduced sections of the solicitation document, the font shall be Times New Roman, the font size shall be no less than 11 point; print pages shall have at least 1-inch margins on the top and bottom and 3/4 inch side margins. For tables, charts, graphs and figures, any readable font is acceptable, but the font size shall be no smaller than 8 point.

L.5.2.3. The offeror may use legible tables, charts, graphs, and figures wherever practical to depict systems, implementation schedules, and plans. These displays shall be legible and easy to follow and shall not exceed 11 x 17 inches. Foldout pages shall fold entirely within the volume and each foldout shall count as two pages. The offeror may only use foldout pages for large tables, charts, graphs, diagrams, and schematics, not for pages of text.

L.5.2.4. The offeror shall deliver proposal softcopies on CD-ROMs, and softcopies shall comprise all data submitted in the hard copy (e.g. all proposal volumes and the auxiliary

supporting cost and price data Microsoft Excel spreadsheets). Softcopies shall be in Microsoft Office or Adobe Acrobat compatible formats only. Offeror shall ensure that data contained on CD-ROMs are virus-free. Offeror shall label each CD-ROM with the volume title, solicitation number, company name, and date.

L.5.2.4.1. Digital Microsoft (MS) Word files and MS Excel files shall be compatible with MS Office 2013.

L.5.2.4.1.(a) Please Note: Do not lock or password protect any file (e.g. *.doc, *.pps, *.xls, *.txt, *.msg).

L.5.2.5. In the event hardcopy and softcopy content conflict, the hardcopy version will take precedence over softcopy version.

L.5.2.6. Each hardcopy proposal volume shall be in its own three-ring loose-leaf binder, which shall permit the pages to lie flat when open.

L.5.2.7. The offeror shall provide a separate three-ring loose-leaf binder containing all of the CD-ROMs (softcopies) for the proposal volumes and the auxiliary supporting cost and price Excel spreadsheets.

L.5.3. Offerors should use cross-references within their offer and provide a clear, consistent reference system by section, paragraph, page, etc. The cross-reference index is excluded from the page limitation of the offer.

L.5.4. The offer shall be limited to the following submissions and pages:

5.4.1. Volume I, RFP Documents

No page limit

5.4.2. Volume II, Technical and Management - 125 pages (excludes Quality Control Plan)

Factor 1 – TECHNICAL APPROACH

Factor 2 – MANAGEMENT APPROACH

5.4.3. Volume III, Past Performance

25 pages plus five pages for each major subcontractor

5.4.4. Volume IV, Price

No page limit

5.5. The page limits do not apply to the Questionnaires, cover letter, solicitation, Amendments, table of contents, cross reference index, resumes, definitions, required representations and certifications. The Government shall treat page limitations as maximums. If exceeded, the Contracting Officer will remove the excess pages prior to the evaluation. The Government will not read or evaluate removed pages.

L6. PROPOSAL CONTENT

L.6.1. Volume I RFP Documents

L.6.2. RFP documents shall contain the signed original of all documents requiring signature of the offeror. This would include the Standard Form (SF) 33. Offerors are cautioned that the SF 33 (original submission) must contain an original signature in Block 17 of the form. Each offeror should complete (fill-ins and signatures) and submit the original as stated below. An authorized official of the firm shall sign the offer and all certifications requiring original signature. PART I should include the following information:

L.6.2.1. (Tab 1) Executive Summary - A summary cover letter to the proposal should provide the following: Identification of the proposal POC and phone number; Cage Code, DUNS Number and Tax Identification Number TIN.

L.6.2.1.1. Also include a list of the proposal package contents;

L.6.2.1.2. Name of the offeror's cognizant DCAA office, if available, DCAA POC and phone number; date of last audit

L.6.2.1.3. List of subcontractors and the task areas of expertise in which they will perform. (Note: In accordance with 13 CFR 125.6 and FAR 52.219-14, "Limitation of Subcontracting" at least 50% of the work must be performed by either the small business acting as the Prime Contractor or a small business JV). If a formal teaming agreement is contemplated provide a copy of the agreement.

L.6.2.1.4. Indicate socioeconomic status (see paragraph 6.2.4 below)

L.6.2.1.5. Provide Equal Employment Opportunity (EEO) Pre-award Clearance Information. To expedite the Government's EEO pre-award clearance request process, the prime Contractor shall include a list of all proposed subcontractors with a proposed subcontract value estimated at \$10 million or more, to include the following information: Name, address, individual's name/point of contact, and telephone number. The Government plans to request EEO clearances early in the evaluation process to avoid possible delays in making contract awards.

L.6.2.1.6. Joint Venture and Teaming Information.

L.6.2.1.7. Include a narrative addressing the financial capability of the prime Contractor, critical subcontractors, teaming Contractors, and/or Joint Venture partners. This narrative should demonstrate the understanding of and capability to meet the financial requirements of the solicitation.

L.6.2.2. (Tab 2) Section A – Standard Form 33, Solicitation Offer and Award. Acknowledgment of Amendments can be made on the face of the SF 33 or signed copies of the amendments can be included in this Section.

L.6.2.3. (TAB 3) Section K – Representations, Certifications, and Other Statements of Offerors. Include any Representations and Certifications contained in Section K of this solicitation only. All potential offerors are required to register in the System for Award Management (SAM), <https://www.sam.gov/index.html/#1> in order to complete the annual Representations and Certifications requirements of the solicitation. Note: the SAM site has incorporated the former "ORCA" and "CCR" websites site for completing your business representations and certifications. The SAM site contains an FAQs, user guides and videos for assistance. Ensure your SAM information is up-to-date and does not expire before the solicitation due date. You are not required to provide a copy of the Representations and Certifications with your written proposal. Do include any Representations and Certifications contained in Section K of this solicitation, which are in addition to the annual certifications on SAM. Additionally, provide the following in Tab 3 concerning your Business Size. Include all categories that are applicable- explanations/definitions of these can be found in the representations and certifications located at the SAM link above. Offerors are reminded that it is their responsibility to ensure that their SAM Representations and Certifications are accurate and current as of the date of their proposal submission.

L.6.2.4. Information provided below will be used to verify your certifications. Check all that are applicable

- ☐ Small Business
- ☐ Small Business, Woman Owned
- ☐ Small Business, HUBZone (Certified)
- ☐ Small Disadvantaged Business
- ☐ Certified Section 8(a) Contractor - SBA District of Certification _____
- ☐ Small Veteran Owned Business
- ☐ Service Disabled Veteran Owned Small Business

L.6.2.5. Section I clauses that require contractor completion.

L.6.2.6. Offeror POCs: The Offeror is required to provide at least two (2) company individuals whose responsibilities will include reading and responding to Evaluation Notices (ENs). For example, the Offeror's Contract Manager, as an agent of the company might be the main agent responsible, but a second agent should be available in case of the main agent's unavailability. The agents' names, company titles, telephone numbers, and e-mail addresses should be provided. A Title Page is allowable to provide for the restriction or disclosure and use of data as specified in FAR Clause 52.215-1.

L.6.2.8. By responding to this solicitation, the Offeror agrees to meet all the requirements incorporated herein, including those listed in the PWS, and agrees to all terms, conditions, and provisions.

L.6.3. VOLUME II – Technical and Management Proposal

L.6.3.1. The following information shall be provided and will be evaluated to assess proposal risk in accordance with Section M, Evaluation Basis for Award. Proposals shall be clear, concise, and include sufficient detail for effective evaluation. Offerors shall assume that the Government has no prior knowledge of their experience, and will base its evaluation on the information presented in the offeror's proposal. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements.

L. 6.3.2 Evaluation Factor 1 – Technical Approach. (TAB A) Within the page limit outlined in paragraph 5.4 above, the offer shall contain sufficient detail to indicate the offeror's ability to deliver performance of the requirements within the Performance Work Statement without great risk. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS). The Government will evaluate the proposal against the Technical factor as delineated in section M.5.1, Factor I - Technical Approach.

Additional guidance is as follows:

- (a) The offeror shall discuss their proposed process and procedures to plan and perform the work required to achieve all of the tasks specified in the PWS.
- (b) The offeror shall include a table of contents cross referencing each PWS task to the applicable page number(s) within the proposal which addresses how the performance objectives will be achieved.

Sub-factor 1-IDIQ Technical Approach. (TAB A1)

Element 1 – General Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach to achieving the objectives stated in the IDIQ PWS. Specifically, describe the technical capability to effectively perform the range of technical requirements outlined in the IDIQ PWS

Element 2 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the mission and role of the CoMSupCen as it relates to the requirements of the PWS.
- b. Describe the understanding of the mission and organization of the National Guard Bureau and the entities to be supported through the resultant contract as they relate to the requirements of the contract.

- c. Describe the understanding of the integrating of tasks and plans in supporting the missions of the CoMSupCen and the supported elements as it relates to the requirements of the PWS.

Sub-factor 2- Logistics, Facilities and Repair Processes (TAB A2)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the Logistics, Facilities & Repair requirements as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the Logistics, Facilities & Repair requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the Logistics, Facilities & Repair requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of Logistics, Facilities Operations & Repairs. The proposal will provide a detailed explanation of how their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Sub-factor 3- Procurement Processes (TAB A3)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the procurement requirements and regulations as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the procurement requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the procurement requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of procurement actions. The proposal will provide a detailed explanation of how their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Element 3 - Program Management – Describe their plan to provide staffing for procurement activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services.

Sub-factor 4- Information Technology (IT) Approach (TAB A4)

Element 1 – Understanding of Requirements - The Offeror shall provide a detailed explanation of its understanding of the requirements of the PWS to include:

- a. Describe the understanding of the IT requirements and regulations as it relates to the mission and role of the CoMSupCen per the PWS requirements.
- b. Describe the understanding of their role, as potential awardee, in support of this requirement.

Element 2 – Technical Approach - The Offeror shall provide a description of the proposed technical approach and associated enabling capabilities as follows:

- a. Describe the technical approach in terms of how well the methodology proposed will accomplish the IT requirements and how effectively the proposal describes, in detail, how the contractor intends to meet the requirements at the lowest cost possible.
- b. Provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the IT requirements outlined in the PWS.
- c. Describe the unique processes and/or approaches to overcome performance risks in performance of IT functions. The proposal will provide a detailed explanation of how

their process and/or approach will deliver timely, effective services and their process of how they will manage changing customer needs and requirements.

Element 3 - Program Management – Describe their plan to provide staffing for IT activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services.

L.6.3.3. Evaluation Factor 2 – Management Approach. (TAB B) Within the page limit outlined in paragraph L.5.4 above, offer shall provide sufficient detail to address the management approach to meet the requirements listed in the Performance Work Statement to include Facility Operations and Maintenance. Offerors are encouraged to provide personnel and processes that support their ability to provide a low risk solution to accomplishment of the desired end state and their ability to exceed the minimum requirements and qualifications. The offeror shall use the PWS, together with other applicable portions of the solicitation, as a basis to prepare a specific and comprehensive proposal. Mandatory sections include the following:

Factor 2, Sub-factor 1 - Management/Staffing Plan (TAB B1)

The offeror shall provide a management/staffing plan that addresses the requirements of the IDIQ. This approach must include adequate details of chain of command structure and methodology, and internal controls for problem resolution.

(a) The offeror shall provide an organization chart that shall identify staff and key personnel positions.

the (b) The offeror shall describe existing policies and procedures that the offeror will use in operation of the contract, including the management of subcontractors and the process of obtaining Government review and approval for intermediate and final deliverables as they relate to the PWS.

(c) The offeror shall provide evidence of its corporate stability and competencies with respect to the requirements of the PWS such as length of time in business, both for the corporation and for the organization performing the work.

(d) The offeror shall provide a comprehensive staffing plan that demonstrates a corporate ability to both hire and maintain a strong, stable workforce with appropriate qualifications that match the technical requirements related to the tasks in the PWS.

plan (e) The Offeror shall provide a summary of its approach for Program Management. This summary shall describe the Program Management approach to control Cost, Schedule, Personnel, Communications, Documentation, and Training. The offeror shall outline its plan to organize, direct, control and deliver the administrative and technical requirements of

this contract as implemented through future task orders. The offeror shall detail effective processes for risk identification, mitigation reporting and methods to reduce or eliminate those risks associated with effectively managing its personnel and performance in order to ensure timely and seamless delivery of services. The offeror shall detail its approach to interacting with contract oversight personnel and other Government personnel to include various stakeholders while controlling for the potential of performance of personal, inherently governmental or out of scope services.

Factor 2, Sub-factor 2 - Key Personnel (TAB B2) (Refer to PWS 4.2.3 Key Personnel for position specific requirements)

(a) The Offeror shall provide the following information in regards to proposed personnel:

(i) Individual roles, responsibilities, and lines of authority to include Key Personnel and managers that report directly to any Key Person (only Key Personnel must be named);

(ii) A description of the structure, composition, duties of the involved organization(s), and any resources available outside of the site to ensure performance under the Contract without loss of efficiency

(iii) How the proposed organizational structure ensures coherent governance.

(b) Key Personnel consist of the Site Director, Contracts Manager and Information Technology Manager, personnel with direct responsibility for performance of the PWS

The Offeror shall submit written resumes addressing the elements described below, for the Key Personnel.

1. Name of Offeror:
2. Name of Key Person:
3. Proposed Position:
4. Duties and Responsibilities in Proposed Position including elements of the Statement of Work assigned:
5. Chronological Work History: Start with current position and work backwards.
 - A. Name and Address of Firm:
 - B. Dates of Employment:
 - C. Position(s) Held:
 - D. Name, Title, Phone Number, and Email of Supervisor:
 - E. General Summary: *Address the Key Person's expertise and experience in: leading and/or managing work similar in size, scope or complexity to the SOW, for the position proposed*
6. Education: *List degree(s); Discipline(s); Year(s); and Institution(s)*
7. Citizenship:
8. Level of Security Clearance (if any):

9. References: *Name, title, address, current telephone number, e-mail. The proposed Key Personnel should list three references. It is the Government's preference that Offerors provide references that are not currently Federal employees.*

10. Signature of Key Person:

Include the following statement: *By submission of this information, the Key Person and Offeror authorize Department of the Government to contact references and previous employers provided to verify accuracy.*

By submission of each resume, the Key Person and Offeror authorize the Government to contact any references and previous employers to verify accuracy of information provided in the resume. The Offeror shall submit a signed and dated Letter of Commitment for each proposed Key Person. The Letter of Commitment shall indicate the Key Person's intention to accept employment, total compensation to include reimbursable and non-reimbursable costs under the contract, benefits, commitment to relocate as necessary, and they shall remain in their position beginning on the effective date of the contract through the first two years of the contract term. Proposed Key Personnel must be United States citizens, and be eligible to receive a Secret clearance.

Listing of Key Personnel, commitment letters, and resumes shall be included as a separate Appendix to Volume II and are *excluded* from the Volume II page count limitation. Each resume shall be limited to three pages, except for the Program Manager's resume, which shall be limited to five pages (no cover page for resumes is required). The Government will not evaluate information contained on pages that exceed the page limits.

Failure to provide commitment letters for all "Key personnel" may result in the rejection of the offer.

Factor 2, Sub-factor 3 - Quality Control (QC) Plan (TAB B3)

The offeror shall provide a Quality Control Plan which identifies how the offeror intends achieve and maintain quality performance standards listed in the performance requirements summary and the PWS. This plan shall also outline how the offeror intends to develop and implement procedures and controls to identify, prevent and ensure non-recurrence of defective services. This section should address the general requirements of the base IDIQ. There is no page limit to the QC Plan.

Factor 2, Sub-factor 4 - Transition Plans (TAB B4)

Transition Plans – Include:

- a. Phase-In Plan.
- b. Phase-Out Plan.

For each transition plan, the offeror shall include milestones to reflect how your company will use the transition period. For each of the transition plans, the offeror shall use a transition period of three weeks. The offeror shall discuss specific methods for ensuring: (1) consistency of operations, and (2) continuity of operations in the following areas: Human Resources,

Warehouse Operations/Inventory Management, Maintenance, Purchasing, and Information Technology.

For the Phase-In and Phase-Out Plans: Describe your plan for transition staffing (including training), including hiring incumbent employees, and contingency plans in case such incumbent employees cannot be hired. Discuss your plan to ensure the seamless transfer of inventory, work-in-progress, data, and hand-receipt Government Furnished Property from one contractor to another.

L.6.4 VOLUME III – Past Performance

This volume shall contain past performance information regarding similar contracts. This volume shall not exceed 25 pages plus five pages for each major subcontractor, excluding Past Performance Questionnaire Forms. Offerors shall submit all Government and/or commercial contracts for the prime offeror and each major subcontractor in performance or awarded during the past three years, from the issue date of this RFP, which are relevant to the efforts required by this solicitation. Relevant efforts are defined as services/efforts that are the same as or similar to the effort required by the RFP. Data concerning the offeror shall be provided first, followed by each proposed major subcontractor, in alphabetical order. The Offeror shall also submit the written consent of its major subcontractors to allow the disclosure of its subcontractor's past performance information to the Offeror. In addition, letters of commitment shall be included for all major subcontractors for their past performance to be considered. This volume shall be organized into the following sections:

L.6.4.1. Section 1 – Contract Descriptions. This section shall include the following information in the following format:

- (a) Contractor/Subcontractor place of performance, CAGE Code and DUNS Number. If the work was performed as a subcontractor, also provide the name of the prime contractor and Point of Contact (POC) within the prime contractor organization (name, and current address, e-mail address, and telephone and fax numbers).
- (b) Government contracting activity, and current address, Procuring Contracting Officer's name, e-mail address, telephone and fax numbers.
- (c) Government's technical representative/COR and current email address, telephone and fax number.
- (d) Government contract administration activity and the Administrative Contracting Officer's name, and current e-mail address, telephone and fax number.
- (e) Government contract administration activity's Pre-Award Monitor's name, and current e-mail address, telephone and fax numbers.
- (f) Contract Number and, in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery/Task Order Numbers.

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

(h) Awarded price/cost.

(i) Final or projected final price/cost.

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

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

L.6.4.2. Section 2 – Performance. Offerors shall provide a specific narrative explanation of each contract listed in Section 1, Contract Descriptions, describing the objectives achieved and detailing how the effort is relevant to the requirement of this RFP.

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

L.6.4.3 Section 3 – New Corporate Entities. New corporate entities may submit data on prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the offeror shall discuss in detail the role performed by such persons in the prior contracts cited. Information should be included in the files described in the sections above. Letters of Commitment shall be included in the proposal for these employees in order to be considered.

L.6.4.4. Past Performance Questionnaire. For all contracts identified in Section 1, Contract Descriptions, a Past Performance Questionnaire must be completed and submitted. The offeror shall complete Part I of the Past Performance Questionnaire and e-mail the questionnaire to both the Government contracting activity and technical representative responsible for the past/current contract. The POCs shall be instructed to electronically complete Part II of the questionnaire and e-mail the entire questionnaire to the Contracting Office no later than the proposal due date, to cole.p.cook.civ@mail.mil

L.6.4.5 The offeror shall e-mail to the POC listed above a list of all the POC's who were sent a questionnaire. The Government must receive this list no later than the proposal due date. The POC List shall be submitted in Word for Windows Table Format to include the following fields:

Solicitation Number; Company Name; Contract Number; Government Agency; POC Last Name, First Name; POC Title; POC Telephone Number; POC E-mail Address; and Date E-Mail to POC (month/day).

L.6.4.6. Submissions. Offerors are discouraged from providing points of contact with another contractors' facility, i.e., in case an offeror (or one of his/her team members) is in a subcontract with another contractor who has submitted a proposal on the same requirement. Offerors shall provide and submit the prime contract number and all Governmental agency points of contact (POC) in lieu of subcontract numbers or prime contract POCs in situations as described above.

L.6.5 VOLUME IV – Price

The Price Proposal shall include a comprehensive summary of all pricing information for the proposed services. The offeror shall submit a price proposal describing proposed cost and pricing data for contract performance. The price proposal shall include a basis of estimate describing the rationale, and relating cost to the Technical/Management proposal. The offeror shall state all ground rules and assumptions used to derive, develop, or calculate costs and prices. Offerors shall structure their pricing proposal in three parts: Group A, exempt employees and Group B Non-exempt, Service Contract Act (SCA) employees.

L.6.5.1. Additional guidance is as follows:

- (a) The offeror shall clearly explain their approach to deriving and calculating proposal price. The CLIN for services is to include all labor, resources, etc.
- (b) The offeror shall provide basis of estimate information that is consistent with and traceable to the offeror's Technical/Management approach. This includes describing the tasks identified in the proposal and labor hours (by labor category) required to complete those tasks. The offerors proposal shall clearly justify the proposed level of effort, both total and for each labor category.
- (c) The offeror shall use Microsoft Excel to calculate and produce all price and cost tables used in the price proposal (ATTACHMENT 14 - PRICING WORKSHEET). The offeror shall submit supporting price and cost data that the offeror used to develop pricing and costs. This data shall include the Excel spreadsheet versions of all cost and price tables and data that included in the price proposal. It also includes an Excel version of the basis of estimate includes all the tasks and cost calculations.
- (d) The offeror shall price out all rates (base and option years) to include FAR 52.217-8 Utilization of 52.217-8, Option to Extend Services. Circumstances may arise that require the Contracting Officer to utilize FAR 52.217-8, Option to Extend Services, upon the performance end date of Option Period 4, for no more than six (6) months. Offeror shall provide pricing for an additional six (6) months based off of pricing proposed for Option Period 4 by adding one-half of the offeror's final option period price to the offeror's total

price. Thus, the offeror's total price for the purpose of evaluation will include the base period, 1st option, 2nd option, 3rd option, 4th option, and 1/2 of the 4th option.

(e) The offeror shall provide pricing for the first task order (Attachment #14) for price evaluation purposes only to be utilized upon award of future task orders.

(f) The offeror shall provide a Total Compensation Plan in accordance with FAR 52.222-46, Evaluation of Compensation for Professional Employees including salaries and fringe benefits proposed for the professional employees who will work under the contract. Offerors shall address all requirements FAR 52.222-46, inclusive of the bases for proposed salaries and a detailed breakdown of fringe benefits, including annual and sick leave and other "bona fide" fringe benefits. Offerors shall submit the proposed fringe rate in relation to proposed salaries for each option period.

(g) A lack of a realistic pricing or supporting data such as that required by (b) and (d) above may result in the assessment of a weakness or deficiency with regard to non-price factors.

L.6.5.2. Offerors who fail to provide pricing for Groups A, B and C or any of the tiers, if applicable, on their price proposal will not be evaluated.

L.6.5.3. Price Proposal: Offerors are encouraged to provide any mix of labor categories that they deem appropriate so long as they cover the full spectrum of services in this solicitation and they also comply with the requirements of the Service Contract Act for those labor categories not determined to be "Professional Services" (i.e. Subject Matter Expert.)

L.6.5.3.1. Group A. Fixed unit prices for the base year and all option years shall be placed in the Group A SCA-exempt section. It is the responsibility of the Offeror to determine the number and types of labor categories that are necessary to perform all of the services listed in the solicitation.

L. 6.5.3.2. Group B. Non-exempt Group B Schedule covered by the SCA will include the fully burdened coefficient, stated in the form of a percentage. The SCA rate will be determined by Task Order as it will be derived from the applicable SCA Wage Determination in effect for the location of the work at the time of Task Order award. The applicable SCA rate will be multiplied by the proposed/awarded coefficient to obtain the unit rate. The applicable SCA required Health and Welfare amount (currently \$4.27) will be added to the unit rate to obtain the fixed unit rate or bill rate. For example, the applicable SCA rate is \$10.00, your proposed coefficient is 140% then the unit rate is \$14.00 and the fixed unit (bill) rate would be \$18.27 (\$14.00 + \$4.27). For the purposes of providing labor rates for the base year, offerors shall utilize the Wage Determination WD 15-4683 (Rev.-3) attached.

L. 6.5.3.3. Additionally, for evaluation purposes only, a breakdown of all cost elements shall also be provided for each representative labor category demonstrating exactly what the loaded labor rates consist of. This labor rate breakout shall include all direct, indirect, general and administrative costs and profit associated with providing the required skills.

L. 6.5.3.4 Contract and Task Order support management costs, to include travel for meetings and miscellaneous expenses, cannot be separately billed and must be included. The fully-burdened

labor rates shall include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, vacation time, sick pay, holidays and all other allowances based upon a comprehensive employee compensation plan.

L. 6.5.3.5 Contractor site rates shall also include Contractor-provided facilities, furniture, equipment, supplies, tool kits, employee training and overhead amounts required for work at Contractor site rates. This includes, but is not limited to, telephones, facsimile machines and their telecommunications lines, copiers, personal computers, ordinary business software, such as word processors, spreadsheets, graphics, normal copying and reproduction costs.

L. 6.5.3.6 The use of uncompensated overtime is not allowed. Offerors shall propose all hourly rates based on a 40-hour work week (1920 hours per year).

L. 6.5.3.7 Offerors are to provide a description of the components of the loaded rates (i.e., a narrative detailing the composition and methodology for determining health and welfare overhead, G&A, etc. to include proposed salaries to exempt employees) and the actual rates for the components of the loaded rates (i.e., proposed salaries (exempt) percentage values for health and welfare, overhead, G&A, etc.

L. 6.5.3.8 For the purposes of evaluation, only the SCA Wage determination (attached) shall be used in the discussion on the Group B requirements. This information will be used in the evaluation of pricing realism and reasonableness.

L. 6.5.3.9 The Government reserves the right to request additional price breakdowns of offerors' prices to include cost elements for additional categories, under FAR Part 15.306 clarifications. Requests for this additional information are not to be construed as discussions.

END SECTION L

CLAUSES INCORPORATED BY REFERENCE

| | | |
|--------------|---|----------|
| 52.215-1 | Instructions to Offerors--Competitive Acquisition | JAN 2017 |
| 252.232-7003 | Electronic Submission of Payment Requests and Receiving Reports | JUN 2012 |

CLAUSES INCORPORATED BY FULL TEXT

52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE, EMERGENCY PREPAREDNESS, AND ENERGY PROGRAM USE (APR 2008)

Any contract awarded as a result of this solicitation will be DX rated order; DO rated order certified for national defense, emergency preparedness, and energy program use under the Defense Priorities and Allocations

System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation. [Contracting Officer check appropriate box.]

(End of provision)

52.211-15 DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS (APR 2008)

This is a rated order certified for national defense, emergency preparedness, and energy program use, and the Contractor shall follow all the requirements of the Defense Priorities and Allocations System regulation (15 CFR 700).

(End of clause)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a hybrid Firm Fixed-Price (FFP) and Cost Reimbursable (CR) contract resulting from this solicitation.

(End of provision)

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 Cicely D. Simmons-Carroll via email at cicely.d.simmons-carroll.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)

52.233-3 PROTEST AFTER AWARD (AUG. 1996)

(a) Upon receipt of a notice of protest (as defined in FAR 33.101) or a determination that a protest is likely (see FAR 33.102(d)), the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the

Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.
- (e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.
- (f) If, as the result of the Contractor's intentional or negligent misstatement, misrepresentation, or miscertification, a protest related to this contract is sustained, and the Government pays costs, as provided in FAR 33.102(b)(2) or 33.104(h)(1), the Government may require the Contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, and pursuant to the requirements of Subpart 32.6, the Government may collect this debt by offsetting the amount against any payment due the Contractor under any contract between the Contractor and the Government.

(End of clause)

52.233-3 PROTEST AFTER AWARD. (AUG 1996) -- ALTERNATE I (JUN 1985)

(a) Upon receipt of a notice of protest (as defined in 33.101 of the FAR) the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Termination clause of this contract.
- (b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected and the contract shall be modified, in writing, accordingly, if--
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(f) If, as the result of the Contractor's intentional or negligent misstatement, misrepresentation, or miscertification, a protest related to this contract is sustained, and the Government pays costs, as provided in FAR 33.102(b)(2) or 33.104(h)(1), the Government may require the Contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, and pursuant to the requirements of Subpart 32.6, the Government may collect this debt by offsetting the amount against any payment due the Contractor under any contract between the Contractor and the Government.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/?q=browsefar>

(End of provision)

252.209-7999 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012,(Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [____] is not [____] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [____] is not [____] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(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.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by 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.acquisition.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 must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Combo

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

TBD at the time of award.

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

system.

Routing Data Table*

| Field Name in WAWF | Data to be entered in WAWF |
|---------------------------|----------------------------|
| Pay Official DoDAAC | TBD at the time of award. |
| Issue By DoDAAC | W9133L |
| Admin DoDAAC | W9133L |
| Inspect By DoDAAC | TBD at the time of award. |
| Ship To Code | TBD at the time of award. |
| Ship From Code | _____ |
| Mark For Code | _____ |
| Service Approver (DoDAAC) | _____ |
| Service Acceptor (DoDAAC) | _____ |
| Accept at Other DoDAAC | _____ |
| LPO DoDAAC | _____ |
| DCAA Auditor DoDAAC | _____ |
| Other DoDAAC(s) | _____ |

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

TBD at the time of award.

(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 at the time of award.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Section M - Evaluation Factors for Award

M.1 BASIS FOR AWARD

M.1.1 The award will be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the four (4) evaluation factors: Technical Approach, Management Approach, Past Performance, and Price. The Contracting Officer will use the Tradeoff Source Selection Process in accordance with FAR 15.101-1 to determine which offer represents the best value to the Government. This process allows the Contracting Officer to consider making award to other than the lowest priced offeror or other than the highest technically rated offeror. This process permits tradeoffs among price and non-price factors and allows the Government to accept other than the lowest priced proposal. A rating of "Unacceptable" for any individual sub-factor/sub-element will result in an overall rating of Unacceptable for the entire Factor.

M.1.2 To receive consideration for award, an offeror's response must be in full compliance with the instructions in the solicitation. All items within the solicitation must be completed and returned as part of their response.

M.1.3 Offerors are cautioned that an award may not necessarily be made to the lowest price offeror; or, if non-price factors are evaluated as comparatively equal between two or more offerors, price may become a determinative factor.

M.1.4 Evaluation of the offeror's proposal shall address each factor as it applies to the Performance Work Statement (PWS). A detailed explanation of the criteria for the evaluation is set forth below. During evaluations of each proposal, the Government will assign each factor an adjectival rating and write a narrative evaluation reflecting the identified findings.

M.2 FACILITY CLEARANCE COMPLIANCE REVIEW

M.2.1 Secret Facility Clearance - A security clearance of SECRET from the Defense Security Service is required for all Contractor employees. All work is to be performed in accordance with the attached DD254 and the onsite specifications. This also requires the ability to qualify for a Common Access Card (CAC) for use on a government computer network. The Contractor shall prepare and submit DD254 and its attachments are part of this document and apply herein.

M.3. FACTORS and Sub-factors TO BE EVALUATED

M.3.1. Relative Order of Importance Terminology. An evaluation of all offers will be made in accordance with the criteria set forth below. Evaluation criteria consist of four factors. In order to provide the Offeror with an understanding of the significance assigned by the Government, the factors are assigned a relative order of importance. The following terminology is used:

M.3.1.1 Significantly More Important: The factor or sub-factor is substantially more important than another factor or sub-factor. The factor or sub-factor is given far more consideration than another factor or sub-factor.

M.3.1.2 More Important: The factor or sub-factor is greater in value than another factor, but not as much as a significantly more important factor or sub-factor. The factor or sub-factor is given more consideration than another factor or sub-factor.

M.3.1.3 Equal: The factor or sub-factor is the same in value as another factor or sub-factor.

M.3.2. The evaluation factors and sub-factors are as follows:

- Factor 1 - Technical Approach
 - Sub-factor 1 – Overall IDIQ Approach
 - Sub-factor 2 – Logistics, Facilities & Repair Processes
 - Sub-factor 3 – Procurement Processes
 - Sub-factor 4 – Information Technology Approach
- Factor 2 - Management Approach
 - Sub-factor 1 – Management/Staffing Plan
 - Sub-factor 2 – Key Personnel
 - Sub-factor 3 – Quality Control Plan
 - Sub-factor 4 – Transition Plans
- Factor 3 - Past Performance
- Factor 4 - Price Proposal

M.3.3 Relative Order of Importance of Factors:

When evaluating offers, the Government considers Technical Approach to be significantly more important than Management Approach. Management Approach is considered more important than Past Performance. When combined, all non-price factors shall be considered significantly more important than Price.

M. 3.3.1 Under the Technical Approach Factor, the sub-factors are listed in the order of importance.

M.3.3.2 Under the Management Approach Factor, the sub-factors are listed in the order of importance.

M.4 EVALUATION APPROACH

M.4.1. All proposals shall be subject to evaluation by the Source Selection Evaluation Board (SSEB).

M.4.2. The over-arching evaluation approach for all factors and sub-factors is as follows:

M.4.2.1. 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 Request for Proposal (RFP) solicitation. 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.

M.4.2.2. 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's proposed approach is expected to be able to successfully complete the proposed tasks and technical requirements within the required schedule.

M.5 EVALUATION CRITERIA

M.5.1 FACTOR 1 - TECHNICAL APPROACH

M.5.1.1. The Government will use the following sub-factors listed in descending order of importance, to evaluate the technical approach.

M.5.1.2. SUB-FACTOR 1 - IDIQ TECHNICAL APPROACH.

M.5.1.2.1. The Government will evaluate the technical approach in terms of how well the methodology proposed will accomplish the requirements of the PWS and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements of the overall IDIQ. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.2.2 The Government will evaluate how the offeror demonstrates a clear understanding of the overall IDIQ requirements as it relates to the mission and role of the CoMSupCen. Further, the Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this IDIQ.

M.5.1.2.3 The Government will evaluate how the offeror demonstrates a clear understanding of the integrating of tasks and plans in supporting the missions of the CoMSupCen and the supported elements as it relates to the requirements of the PWS.

M.5.1.3. SUB-FACTOR 2 – LOGISTICS, FACILITIES & REPAIR PROCESSES.

M.5.1.3.1. The Government will evaluate how the offeror demonstrates a clear understanding of the Logistics, Facilities & Repair requirements as it relates to the mission and role of the CoMSupCen.

M.5.1.3.2. The Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.3.3. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the logistics, facilities & repair requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements at the lowest cost possible. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.3.4. The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of logistics, facilities & repair processes. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.3.5. The Government will evaluate the offeror's proposed plan to provide staffing for logistics, facilities & repairs to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

M.5.1.4. SUB-FACTOR 3 – PROCUREMENT PROCESSES.

M.5.1.4.1. The Government will evaluate how the offeror demonstrates a clear understanding of the procurement requirements and regulations as it relates to the mission and role of the CoMSupCen.

M.5.1.4.2. The Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.4.3. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the procurement requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements at the lowest cost possible. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.4.4. The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of procurement actions. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.4.5. The Government will evaluate the offeror's proposed plan to provide staffing for procurement activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

M.5.1.5. SUB-FACTOR 4 – INFORMATION TECHNOLOGY (IT) APPROACH.

M.5.1.5.1. The Government will evaluate how the offeror demonstrates a clear understanding of the IT requirements and regulations as it relates to the mission and role of the CoMSupCen.

M.5.1.5.2. The Government will evaluate the offeror's understanding of their role, as potential awardee, in support of this requirement.

M.5.1.5.3. The Government will evaluate the offeror's technical approach in terms of how well the methodology proposed will accomplish the IT requirements and how effectively the proposal describes, in detail, how the offeror intends to meet the requirements. Proposals that provide a clear and thorough explanation regarding how the offeror will provide a quality solution to the requirements outlined in the PWS will be rated more favorably than offers that provide limited detail (including merely restating the requirements in the PWS).

M.5.1.5.4. The Government will evaluate the offeror's unique processes and/or approaches to overcome performance risks in performance of IT functions. The Government will evaluate the offeror's detailed explanation of how their process and/or approach will deliver timely and effective services. The Government will evaluate the offeror's process to how they will manage changing customer needs and requirements.

M.5.1.5.5. The Government will evaluate the offeror's proposed plan to provide staffing for IT activities to ensure appropriate labor resources (qualifications, levels of effort, and labor categories) are commensurate to the tasks outlined in the PWS.

M.5.2. FACTOR 2 - MANAGEMENT APPROACH

M.5.2.1. The Government will use the following sub-factors listed in descending order of importance, to evaluate the management approach.

M.5.2.2. SUB-FACTOR 1 – MANAGEMENT / STAFFING PLAN.

M.5.2.2.1. The offeror will be evaluated on their processes and capabilities to provide a sound and practical approach for managing personnel turnover, outline clear and sound quality improvement initiatives for personnel, and demonstrate a proactive methodology for mitigating programmatic risks associated with hiring/assignment of personnel, retention, maintaining a fully trained workforce and compliance with all applicable regulatory limitations. An approach which is determined to minimize the potential impact to performance and ensure continuity will be given more consideration.

M.5.2.3. SUB-FACTOR 2 – KEY PERSONNEL.

M.5.2.3.1. The offeror will be evaluated on whether or not proposed personnel are adequately educated or demonstrate satisfactory experience in the ability to complete the tasks and

deliverables within the PWS. More consideration will be given if the offeror demonstrates that their personnel's education and experience will reduce programmatic risk and add value to the Government in performing the tasks and deliverables within the PWS. In addition, the projected quantity of personnel and labor hour quantity (herein considered labor mix) will be evaluated in order to determine how realistically and reasonably the proposed labor resources will be able to effectively fulfill the requirement.

M.5.2.4. SUB-FACTOR 3 – QUALITY CONTROL PLAN.

M.5.2.4.1. The Government will evaluate the plan's ability to offer effective, appropriate and advantageous mechanisms to deliver high quality services. In addition, plans that identify additional quality services and offer plausible auditing procedures which provide enforcement mechanisms (increments and decrements) will be rated more favorably. Plans with vague assurances or which merely promise compliance with the PWS requirements will be evaluated as higher risk and may be considered unsatisfactory. The Quality Control Plan should demonstrate the ability to plan, monitor and ensure contract compliance to include quality control, contract administration, management inspection procedures, corrective action planning and follow-up reporting. The offeror's plan should not merely restate/parrot the government Performance Requirements Summary (PRS).

M.5.2.5. SUB-FACTOR 4 – TRANSITION PLANS.

M.5.2.5.1. The Government will evaluate the soundness, and attention to detail in the offeror's plans for (1) Phase-In and (2) Phase-Out activities. In each of those plans, the Government will assess the degree to which the offeror's approach will ensure a smooth transition between contractors. In both plans, the quality of the offeror's plan to ensure consistency of operations and continuity of operations with respect to major PWS functions will be evaluated.

M.5.2.6 The Government will evaluate both the technical and management factors and sub-factors using the Table below

COMBINED TECHNICAL/RISK RATING FOR FACTORS 1 AND 2

| Color Rating | Adjectival Rating | Description |
|--------------|-------------------|---|
| Blue | Outstanding | Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low. |
| Purple | Good | Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate. |
| Green | Acceptable | Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate. |

| | | |
|--------|--------------|--|
| Yellow | Marginal | Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high. |
| Red | Unacceptable | Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is un-awardable. |

M.5.3 FACTOR 3 – PAST PERFORMANCE

M.5.3.1. The Government will evaluate the offeror's record of past and current performance to ascertain the probability of a successfully performing the required efforts of the PWS.

M.5.3.2 The evaluation will consider the offeror's Past Performance considering recency, relevancy, quality, sources, context and trends. Specific details of similar analytical, technical, instructor, training, procurement and/or other requirement details in the PWS and appendices will be analyzed. Past performance includes current on-going performance.

M.5.3.3. 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. The past performance will be considered in relation to the significance of the subcontractor's proposed role in the performance of this effort. Offerors are cautioned that major subcontractor performance may not be given the same level of consideration as the past performance of the offeror in developing an overall performance confidence assessment. 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 five 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 "neutral confidence rating" and its proposal will not be evaluated either favorably or unfavorably on past performance; however it may be determined a "Substantial Confidence" or "Satisfactory Confidence" past performance rating is worth more than a "Neutral Confidence" rating. 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) code 541614, Process, Physical Distribution, and Logistics Consulting Services. Data used in conducting performance risk assessments shall not extend past five years prior to the issue date of the RFP, but may include performance data generated during the past five years without regard to the contract award date.

M.5.3.3.1. The past performance factor considers each offeror's demonstrated recent and relevant record of performance in supplying products and services that meet contract requirements. There are three aspects to the past performance evaluation: recency, relevancy

(including context of data), and quality (including general trends in contractor performance and source of information).

M.5.3.3.2. Recency. The first is to evaluate the recency of the offeror's past performance. Recency is generally expressed as a time period during which past performance references are considered relevant, and is critical to establishing the relevancy of past performance information. For the purpose of this solicitation, recency is performance occurring within the last five (5) years.

M.5.3.3.3. Relevancy. The offeror's past performance must be assessed to determine the relevancy of an effort accomplished by the offeror to the effort to be acquired through the source selection with regard to price, recency and similarity of scope. 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.

FACTOR 3 - PAST PERFORMANCE RELEVANCY RATING METHOD

| Adjectival 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 off effort and complexities this solicitation requires. |

M.5.3.3.4 The third aspect of the past performance evaluation is to establish the overall quality of the offeror's past performance (see FAR 15.304(c)(2)). The past performance evaluation conducted in support of a current source selection does not establish, create, or change the existing record and history of the offeror's past performance on past contracts; rather, the past performance evaluation process gathers information from customers on how well the offeror performed those past contracts. Requirements for considering history of small business utilization are outlined at FAR 15.304(c)(3)(ii) and DFARS 215.305(a)(2). The Past Performance Evaluation Team will review all past performance information collected and determine the quality of the offeror's performance, general trends, and usefulness of the information and incorporate these into the performance confidence assessment. A separate quality assessment

rating is not required; rather, the past performance confidence assessment rating is based on the offeror's overall record of recency, relevancy, and quality of performance.

M.5.3.3.4.1 Sources of Past Performance Information for evaluation 3.1.3.2 are as follows:

- Past performance information may be provided by the offeror, as solicited;
- Past performance information may be obtained from questionnaires tailored to the circumstances of the acquisition; and
- Past performance information may be obtained from any other sources available to the Government, to include, but not limited to, the Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), or other databases; the Defense Contract Management Agency; and interviews with Program Managers, Contracting Officers, and Fee Determining Officials.

While the Government may elect to consider data obtained from other sources, the burden of providing current accurate and complete Past Performance information rests with the offeror.

M.5.3.3.5 Performance Confidence Assessment. The final step for the team to arrive at a single consensus performance confidence assessment, selecting the most appropriate rating from the chart below. This rating considers the assessed quality of the relevant/recent efforts evaluated. The role of the contractor in the performance of a given effort, as well as that contractor's proposed role in the performance of this requirement may be considered in the formulation of the performance confidence assessment. In the case of offerors for which there is no information on past contract performance or where past contract performance information is not available, the offeror may not be evaluated favorably or unfavorably on the factor of past contract performance (see FAR 15.305(a)(2)(iv).) In this case, the offeror's past performance is unknown and assigned a performance confidence rating of "neutral."

FACTOR 3 - PERFORMANCE CONFIDENCE ASSESSMENTS

| Performance Confidence Assessments Rating Method | |
|---|---|
| Adjectival Rating | Description |
| Substantial Confidence | Based on the offeror's recent/relevant performance record, the Government has a high expectation that 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 that the offeror will successfully perform the required effort. |
| Neutral Confidence | No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The offeror may not be evaluated favorably or |

| | |
|---------------------------|---|
| | unfavorably on the factor of past performance. |
| Limited Confidence | Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort. |
| No Confidence | Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort. |

M.5.4 FACTOR 4 – PRICE

M.5.4.1. Proposals shall contain a total price with a breakdown showing cost elements that make up the total price, i.e. labor breakdown, tasks/deliverables breakdown, and travel/ODCs. The Government will evaluate the offeror's proposal to determine if the proposed price is fair and reasonable. This factor will not receive an adjectival or risk rating, but will be evaluated to ensure that the price is reasonable, realistic, complete and balanced.

M.5.4.1.1. In terms of "price reasonableness" the Government will focus on whether the price is too high to be considered fair and reasonable. In terms of "price realism", the Government will focus on whether the price is too low. The Government's concern is that the offeror may not understand the requirement or may be offering such a low price that there may be disruption to the program such as high employee turnover. In terms of "completeness", the Government will focus on whether the price appears to cover all of the work identified in the PWS. In terms of "balance", the Government will focus on whether the pricing is consistent throughout the term of contract to include any options.

M.5.4.1.2 The Government will evaluate the first task order (Attachment #14) for price evaluation purposes only. The Government will not evaluate the attachment for the purposes of award. But, pricing will be utilized upon award of future task orders.

M.5.4.1.3 The Government will evaluate G&A for CLIN 0004 IAW FAR 15.404-1.

M.5.4.1.4 Evaluation for the first Task Order. Price will not be scored or adjectivally rated. Evaluation of Price will be performed using one or more of the price analysis techniques identified in FAR 15.404-1. Through these techniques the Government will determine whether prices are fair, reasonable and complete.

M.5.4.1.4.1 Utilization of 52.217-8, Option to Extend Services. Circumstances may arise that require the Contracting Officer to utilize FAR 52.217-8, Option to Extend Services, upon the performance end date of Option Period 4, for no more than six (6) months. Pricing for an additional six (6) months will be evaluated based off of pricing proposed for Option Period 4 by adding one-half of the offeror's final option period price to the offeror's total price. Thus, the offeror's total price for the purpose of evaluation will include the base period, 1st option, 2nd option, 3rd option, 4th option, and 1/2 of the 4th option.

M.6 AWARD

M.6.1 It is the government's intention to award a single IDIQ contract without discussions. However, the government reserves the right to conduct discussions if it is determined to be in the best interests of the government to do so. Discussions, if necessary, will be conducted in accordance with FAR 15.306. If the Government does enter into discussions, they may be only held with those offerors determined to be in the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

M.6.1.2. The Government reserves the right to waive informalities and minor irregularities in offers received. If a minor clerical error has occurred, then the offeror may be given an opportunity to correct the minor error within the constraints of the "clarifications" process.

M.6.1.3. Should discussions be held, a final proposal revision shall be requested; at which time the remaining qualified offerors may submit revisions to their proposals by an established cut-off date. Final proposal revisions will be evaluated against the same criteria and factors as were the initial offers.

M.6.1.4. Enforceability of Proposal: The proposal must set forth full, accurate and complete information as required by this solicitation. The Government will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior Contracting Officer's approval.

M.6.1.5. Until a formal notice of award is issued, no communication by the Government, either written or oral, shall be interpreted as a promise that an award will be made. No cost chargeable to the prospective contract shall be incurred before receipt of a fully executed contract or other specific written authorization from the Contracting Officer.