ATTACHMENT 1-PERFORMANCE WORK STATEMENT (PWS)
By
Air Traffic Organization (ATO)
Operational Concepts, Validation, and Requirements Directorate (AJV-S) For Systems Engineering and Technical Support Services

PART 1
GENERAL INFORMATION

1. **GENERAL:** This is a non-personal support services contract to provide systems engineering and technical support services for operational needs assessment, concept exploration, development, and verification, as well as requirements continuity, for system and service enhancements to integrate Unmanned Aircraft Systems (UAS) into the National Airspace System (NAS) under the purview of AJV-S. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor will provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the requirements hereinto as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor will perform to the standards in this contract.

The Air Traffic Organization (ATO) Operational Concepts, Validation and Requirements Directorate (AJV-S) is charged with identifying air traffic–related shortfalls and developing, integrating, and prioritizing ATO requirements based on operational needs. This includes concept engineering and requirements validation (CE&RV) for new services, enhancements to existing services, technology transfer from the research community, and replacement of obsolete technology.

Within AJV-S, the Technical Analysis and Operational Requirements Group (AJV-S1) provides engineering and project management expertise to ensure technical and programmatic aspects are considered in all concept maturation and product development efforts. The ATO Operational Concepts Group (AJV-S2) provides air traffic domain expertise to all CE&RV efforts to ensure air traffic operations are effectively represented. Collectively, AJV-S adopts a disciplined systems engineering approach to ensure technical, operational, and programmatic aspects are considered in all concept and product development efforts, and traceability is maintained from proposed solutions back to validated operational needs.

AJV-S's major multi-year initiatives include, but are not limited to, UAS, flight data modernization, aeronautical and weather information management, enroute and terminal improvements, traffic flow management, and commercial space. Specifically, AJV-S conducts the overall analysis and planning for the development, integration, and subsequent implementation of air traffic–enabling capabilities within the NAS) for each program under AJV-S's purview. AJV-S leads concept and requirements exploration, development, and validation to support budget planning and investment decisions. This work is necessary to ensure required air traffic–related improvements are incorporated in a timely manner to keep pace with the evolving National Airspace System (NAS) and fully realize Next Generation Air Transportation System (NextGen) benefits.

Any changes/enhancements to FAA automation systems identified through CE&RV efforts must go through the FAA Acquisition Management System (AMS) lifecycle, leveraging the Concepts, Validation, and Requirements (CVR) Operating Model. AJV-S leads the evolution of concepts through Concept and Requirements Definition Readiness Decision (CRDRD) and up to the Investment Analysis Readiness Decision (IARD). After hand-off to the Program Management Organization (AJM/PMO) after IARD, AJV-S assumes a support/consultation role for requirements continuity, prioritization, and implementation planning (during the AMS Investment Analysis phases and the Solution Implementation phase). The scope

of work associated with requirements continuity focuses primarily on assuring traceability of requirements from the preliminary program requirements to the initial and final program requirements. Further AJV-S support includes prioritizing requirements for implementation based on overall program budget and schedule constraints.

1.2 Background: The current terminal (Terminal Radar Approach Control [TRACON] and Tower) and enroute (Air Route Traffic Control Center [ARTCC]) domains are not as efficient as they need to be to meet current and future air traffic capacity requirements. Operational shortfalls are broadly associated with decision making, separation management, information exchange, and airspace management.

Both the terminal and enroute domains use outdated means of separation, spacing, communication, coordination, and information exchange—limiting NAS efficiency and resulting in increased delays and costs to NAS users. The impact is especially noticeable when traffic volume is heavy or when weather is affecting normal operations. Terminal and enroute automation capabilities must evolve to support far-term NextGen concepts (Segment Charlie).

Air traffic–related system and service shortfalls, if unaddressed, will ultimately increase Air Traffic Control (ATC) workload, impact situational awareness, and degrade NAS safety and predictability as flight operations increase. As such, these shortfalls must be further explored—in accordance with systems engineering best practices—to define, validate, and allocate requirements to existing and future NAS systems and services. This will enable AJV-S to identify optimal solutions and provide sound investment recommendations to support the safe implementation of necessary improvements and new capabilities within the NAS.

The purpose of this Contract is to conduct analyses of potential air traffic–related deficiencies, refine the definition of proposed concepts and requirements, and validate them as viable necessary additions to the NAS. Further, it is to lay out a logical sequence by which to introduce those concepts into the NAS.

1.3 Objectives: The objective of this contract is to support AJV-S in the conduct of its mission. The Contractor will provide systems engineering and technical support services for operational needs assessment, concept exploration, development, and verification, as well as requirements continuity, for NAS system and service enhancements for programs under the purview of AJV-S.

Specifically, the Contractor will mature concepts associated with the adaptation of existing and planned enabling systems, decision support tools, and services; and identify corresponding operations, functions, and performance characteristics for the concepts. Concept maturation work conducted must reduce technical risk, quantify benefits, support alternatives development, and identify safety concerns. These activities will arrive at and evaluate program-specific operational deficiencies and proposed solutions addressing those deficiencies. Task activities must include detailed, structured analyses of the solution areas to support and enhance acquisition products and prepare for acquisition milestones.
The Contractor will employ the ATO Concepts, Validation, and Requirements Operating Model and Acquisition Management System (AMS) policy and guidance[1], as necessary, for operational needs assessment, concept development, functional analysis, requirements analysis, architectural design synthesis, and technical verification.

Potential AJV-S programs for which the Contractor may provide systems engineering and technical support services include, but are not limited to, the following:

- Unmanned Aircraft Systems (UAS)

[1] FAA. (2020). *Acquisition Management Policy*. Retrieved from: http://fast.faa.gov/docs/acquisitionManagementPolicy/acquisitionManagementPolicy.pdf

- Common Support Services – Flight Data (CSS-FD)
- Enterprise Information Protocol and Exchange Standards (EIPES)
- EnRoute Improvements
- Terminal Improvements

1.4 Scope: The scope of this Performance Work Statement (PWS) is a set of tasks to support AJV-S in the fulfillment of their charter for the programs under AJV-S's purview.

The Contractor must conduct the following tasks:

- Task 1 – Task Order Management
- Task 2 – Program and Project Management Support
- Task 3 – Operational Needs Assessment
- Task 4 – Concept Exploration
- Task 5 – Concept Development and Requirements Definition
- Task 6 – NAS Enterprise Architecture Product Development
- Task 7 – Concept Verification
- Task 8 – Requirements Continuity
- Task 9 – Specialty Engineering
- Task 10 – Professional and Administrative Support

The Contractor must provide programmatic and technical expertise to support various concept maturation, engineering, and requirements validation initiatives. The Contractor will provide contract and program management support, and will perform operational needs assessment, concept exploration and development, requirements definition, verification efforts, requirements continuity activities, and specialty engineering activities to support implementation of proposed solutions.

1.5 Period of Performance: The period of performance will not exceed 60 months.

1.6 General Information

1.6.1 Reserved

1.6.2 Recognized Holidays: The contractor is not required to perform services on holidays.

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

1.6.3 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0900-1500 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor must keep in mind that the stability and continuity of the workforce are essential.

1.6.4 Place of Performance: The work will be performed at the contractor's site.

1.6.5 Type of Contract: The Government will award an IDIQ contract.

1.6.6 Reserved

1.6.7 Physical Security: The contractor will be responsible for safeguarding all government equipment, information and property provided for contractor use.

1.6.8 Reserved

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

1.6.10 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions:

- assure that the Contractor performs the technical requirements of the contract;
- perform inspections necessary in connection with contract performance;
- maintain written and oral communications with the Contractor concerning technical aspects of the contract;
- issue written interpretations of technical requirements, including Government drawings, designs, specifications;
- monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies;
- coordinate availability of government furnished property;
- provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is **not** authorized to change any of the terms and conditions of the resulting order.

1.6.11 Key Personnel: The Program Manager and Principal System Engineer are designated as Key Personnel categories under this contract.

1.6.12 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.13 Contractor Travel Contractor may be required to travel during the performance of this contract to attend meetings and to perform tasks as outlined in 5.1. Contractor will be authorized travel expenses consistent with the substantive provisions of the Federal Travel Regulation (FTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR

1.6.14 Other Direct Costs: This category includes travel (outlined in 1.6.13), reproduction, and shipping expenses associated with activities and visits to contractor facilities.

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

1.6.16 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in AMS 3.1.7. The Contractor must notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.17 Transition/Close-out Plan: Approximately four (4) weeks prior to this contract's end date, the FAA will require the Contractor to provide the following:

- All documentation as of the most recent version
- A final financial report
- A final status report that includes a projection of activities for the remainder of the active Task Orders
- A closeout meeting with the FAA (details and participants to be determined by the FAA)

All FAA security badges, if issued, must be turned in to the COR by closeout of this contract.

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

CONTRACTOR: A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

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

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

DELIVERABLE: Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

KEY PERSONNEL: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key

personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

PHYSICAL SECURITY: Actions that prevent the loss or damage of Government property.

QUALITY ASSURANCE: The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

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

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

WORK DAY: The number of hours per day the Contractor provides services in accordance with the contract.

WORK WEEK: Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

AMS	Acquisition Management System
AJV-S	Operational Concepts, Validation, and Requirements Directorate
ATO	Air Traffic Organization
CE&RV	Concept Engineering and Requirements Validation
CO	Contracting Officer
CONUS	Continental United States
COR	Contracting Officer Representative
CRDRD	Concept and Requirements Definition Readiness Decision
IARD	Investment Analysis Readiness Decision
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
NAS	National Airspace System
PMO	Program Management Organization
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit
UAS	Unmanned Aircraft Systems

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 Equipment: The Government reserves the right to provide equipment (e.g. laptop computers, mass electronic storage media) and/or system access (e.g. Email) as necessary at the Task Order level for the execution of specific tasks.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

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

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

4.2 Secret Facility Clearance: The contractor may be required to possess and maintain a SECRET facility clearance from the Defense Security Service. The Contractor's employees, performing work in support of this contract may also require SECRET security clearance from the Defense Industrial Security Clearance Office. The need to possess a SECRET Facility clearance will be dependent on the requirements of the individual task order.

PART 5
SPECIFIC TASKS

5.0 Specific Tasks: Work is ordered and managed under the contract by Task Order (TO). TOs break down the contract scope and cost into specific, manageable elements of the overall contract PWS requirement. Individual PWS will identify and define all requirements within the TOs and will guide the contractor efforts. The contractor must report on the percentage of TO work performed by budget expenditure for each TO as specified in 5.1.

5.1 Task 1- Task Order Management

The Contractor must provide task order management support to ensure that identified tasks are performed efficiently, accurately, on time, and in compliance with the requirements. The Contractor must participate as a member of a government-led team as requested by the COR. The Contractor must conduct a Kick-Off meeting between the FAA, COR, and Contractor to review SOW requirements and understand work scope and deliverables.

5.1.1 Project Plan

The Contractor must provide a Project Plan to include the following for each major task within the task order:

- Description of the planned schedule to include all deliverables and milestones
- Identification of each process step required for completing the work
- The period of time needed to accomplish each step (expressed in calendar dates)
- Description of the staffing resources allocated to each task
- Rationale for the project organization, staff utilization, and other resource allocations.

The Project Plan must be kept current and updated. It must be resubmitted for approval whenever any approved changes result in a schedule impact of more than 10 working days.

5.1.2 Monthly Status Reports

The Contractor must provide Monthly Status Reports (MSRs), and any other required reports, based on the deliverables identified in this PWS. The Contractor must provide an MSR that documents the activities of the previous month and identifies planned activities for the following month. The reports must be delivered to the COR and must include, at a minimum, the following information:

- A detailed listing of all work assigned (including agreed upon delivery schedule), work completed, work in progress, and work planned for each tasking/assignment
- Hours expended by task, labor category, and personnel
- Status of individual deliverables
- Identification of risk areas with recommended remedial actions
- Status of all outstanding risks identified in previous MSRs
- Quality and Performance Reports that include the following

- Scheduled deliverables and planned delivery dates
- Actual delivery dates
- Deliverables accepted
- Deliverables rejected with reason and corrective action steps taken.

- Any additional information pertinent to the Government in administering the performance of this effort or as requested by the COR.

5.1.3 Quality Control Plan

The Contractor must develop a Quality Control Plan (QCP) that will be reviewed and approved by the COR. The QCP will support any FAA Quality Assurance Surveillance Plans (QASPs) that are put in place to monitor Contractor performance. The QCP must, at a minimum:

- Comply with ASQ/ANSI/ISO 9001:2015: Quality Management Systems – Requirements
- Identify the quality standards that are applicable to this effort and include procedures for complying with those standards
- Identify metrics and techniques for measuring quality and performance
- Include an approach for eliminating the causes of unsatisfactory performance
- Address Task Order and PWS task level performance for applicable tasks.

The approved QCP will be reviewed and updated regularly as required by any changes Upon request by the COR, the QCP will be updated and revisions will be presented by the Contractor within 15 days of the request for review and approval by the FAA.

5.1.4 Monthly Financial Reports

The Contractor must provide Monthly Financial Reports. Each report must include the following for each Task:

- CLINs used during month
- Cost/hours funded or apportioned by CLIN
- Cost/hours used by CLIN
- Projected date when 75% of funds are spent
- Projected date when funds are exhausted
- Funds/hours remaining by CLIN
- Other direct costs (ODCs) estimated, used, and remaining by month
- Summary of expenditures by resource and labor category for the monthly reporting period, as well as cumulative year-to-date totals for the performance period.

5.1.5 Program Management Review (PMR)

The Contractor must meet quarterly with the Project Manager and COR for a Program Management Review (PMR) at their Washington DC office to include discussion of the following:

- Contract/Task Order Information
- Financial Summary
- Task Order Staffing Summary
- Subcontractor Status, if any
- Performance Summary
- Accomplishments
- Task Order Quad Charts
- Action Item Summary.

5.2 Task 2 – Program and Project Management Support

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Program and Project Management Support:

- Develop budget artifacts and program plans to support justification of AJV-S fiscal year

program funding requests.

- Develop and maintain integrated program and project-specific schedules
- Prepare briefing materials and participate in Project Management Reviews (PMRs) and Portfolio Management Reviews (PfMRs), as requested by AJV-S, AJM/PMO, or ANG [NextGen].

5.3 Task 3 – Operational Needs Assessment

The Contractor must provide systems engineering and technical support services— to include, but not limited to, the following activities as they pertain to Operational Needs Assessment (ONA):

- Support originators / sponsor organizations in defining unaddressed needs/gaps, operational characteristics, and potential impacted stakeholders via the ONA Input Request Form
- Support confirming scope of impacts, assessing operational priority of identified needs, and generating rough order of magnitude (ROM) schedule and labor estimates for concept definition and confirmation activities to assess potential solutions.

5.4 Task 4 – Concept Exploration

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Concept Exploration:

- Support planning for CE&RV efforts to address existing air traffic–related shortfalls
- Develop and/or refine concept-level (i.e., operational) requirements with ATC subject matter experts (SMEs) and other relevant stakeholders
- Characterize the "As-Is" environment by describing current operations, systems, and functions for selected capabilities
- Identify and qualitatively describe legacy shortfalls, and document impact metrics and measurement methods in a Preliminary Shortfall Analysis Report
- Characterize and capture the "To-Be" environment by describing future operations, systems, and functions for selected capabilities in an Operational Services and Environment Description (OSED) document
- Develop operational scenarios and use case descriptions for "To-Be" operations, considering both nominal and off-nominal operating conditions
- Qualitatively describe benefits of the "To-Be" environment, highlighting how future system/service functions will mitigate legacy shortfalls.

5.5 Task 5 – Concept Development and Requirements Definition

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Concept Development and Requirements Definition:

- Support development of a Concept and Requirements Definition (CRD) Plan
- Apply impact metrics and measurement methods to quantify the magnitude of identified shortfalls (with respect to both economic and operational aspects of performance) in a Final Shortfall Analysis Report
- Document proposed solution concept capabilities in a Concept of Operations (ConOps), or update/augment existing ConOps to incorporate findings from ongoing CE&RV efforts
- Describe system/service functions and interactions via functional hierarchy diagrams, functional flow block diagrams, and interface diagrams in a Functional Analysis Report
- Perform safety risk assessments and identify safety hazards and mitigations in accordance with Safety Management System (SMS) guidelines and Safety Risk Management Guidance for System Acquisitions (SRMGSA)
- Quantitatively describe benefits of the "To-Be" environment
- Allocate operations, functions, and performance characteristics to NAS systems and/or services and actors, and develop preliminary program requirements
- Identify, evaluate, and document viable alternatives (i.e., implementation options that can fulfill the functional requirements) with ROM cost/benefits estimates in a Preliminary Alternatives Description.

5.6 Task 6 – NAS Enterprise Architecture Product Development

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to NAS Enterprise Architecture Product Development:

- Support development/refinement and validation of the following, but not limited to, "As-Is" and/or "To-Be" Enterprise Architecture Products, in collaboration with the NAS Systems Engineering and Integration Office (ANG-B):
  - OV-1: Operational Concept Graphic
  - OV-5: Operational Activity Model
  - OV-6c: Operation Event Trace Description
  - SV-1: System Interface Description
  - SV-4: System Functional Description
  - AV-1: Overview & Summary Information
  - AV-2: Integrated Data Dictionary
- Update "As-Is" and/or "To-Be" Enterprise Architecture Products to incorporate findings from ongoing CE&RV efforts
- Prepare change notices, as necessary, to enable incorporation of service needs and shortfalls into the NAS Enterprise Architecture.

5.7 Task 7 – Concept Verification

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Concept Verification:

- Identify and capture planned verification activities (i.e., modeling, simulation, proof of concept, and demonstration) in a concept verification plan and Verification Requirements Traceability Matrix (VRTM)
- Execute/conduct concept verification activities (i.e., modeling, simulation, proof of concept, and demonstration) in accordance with the verification plan
- Capture data, analysis, findings, and/or results of verification efforts, confirming or refuting capability performance, and update to the VRTM products from Tasks 3-6, 8, 9 to incorporate findings from verification efforts.

5.8 Task 8 – Requirements Continuity

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Requirements Continuity:

- Support AJM/PMO with development of an Initial Investment Analysis Plan
- Review and provide input on the following AMS artifacts—developed by AJM/PMO for Initial Investment Decision (IID)—to ensure requirements traceability is maintained throughout the Initial Investment Analysis phase:
  - Initial Program Requirements Document
  - Initial Business Case
  - Initial Implementation Strategy and Planning Document (ISPD)
  - Final Investment Analysis Plan
  - Other products, as required
- Review and provide input on the following AMS artifacts—developed by AJM/PMO for Final Investment Decision (FID)—to ensure requirements traceability is maintained throughout the Final Investment Analysis phase:
  - Final Program Requirements Document
  - Final Business Case
  - Final ISPD
  - Acquisition Program Baseline (Execution Plan)
  - Other products, as required.

5.9 Task 9 – Specialty Engineering

The Contractor must provide systems engineering and technical support services to include, but not limited to, the following activities as they pertain to Specialty Engineering:

- Coordinate with project stakeholders to identify specialty engineering products required to support

program-specific needs. These stakeholders include, but are not limited to representatives from the following FAA Offices: Information and Technology Services (AIT), Investment Planning and Analysis (AFI), Safety and Technical Training (AJI), Security (AJR), Technology Development and Prototyping (ANG-C5), NAS Enterprise Architecture and Requirements (ANG-B1), and Spectrum Engineering (AJW-1C).

- Conduct specialty engineering activities associated with the following areas to support concept development and validation efforts: performance modeling and analysis; safety, hazard, and risk analysis; human factors; sustainability and environment; integrated logistics support; lifecycle cost analysis; system security; reliability, availability, and maintainability assessments; and spectrum engineering.

5.10 Task 10 – Professional and Administrative Support

The Contractor must provide support services to include, but not limited to, the following activities as they pertain to Professional and Administrative Support:

- Develop white papers, discussion papers, and other materials to support stakeholder engagement and discussions on various program-specific topics
- Review and provide input/feedback on program implementation plans, roadmaps, strategy documents, research plans, and technical documentation from other FAA Offices
- Participate in the necessary Working Groups on behalf of AJV-S to provide input and ensure development activities reflect the air traffic perspective
- Review and edit AJV-S technical documentation
- Develop and prepare agendas, schedules, and materials for stakeholder meetings
- Reserve conference rooms, WebEx, and teleconference numbers, and distribute meeting invites to involved participants
- Reserve, set up, and operate the necessary audio and visual equipment during meetings
- Document informal and formal meeting minutes, as required, to capture discussions and action items
- Prepare and update binders with key briefings, documents, reports, plans, and schedules for selected AJV-S programs/efforts, as required.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

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

FAA Acquisition Management Policy:
http://fast.faa.gov/AMP_TOC.cfm

FAA Acquisition Toolset:
http://fast.faa.gov/

ID Badge Online Application:
https://employees.faa.gov/org/staffoffices/ash/id_badge/ <<Need new link>>

Contractor & Industrial Security Program:
http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentid/15573

Orders and Notices:
http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/parentTopicID/184

Forms:

http://www.faa.gov/library/forms/

Standard Operating Procedures:
https://employees.faa.gov/org/staffoffices/afn/finance/sop/

DoD Architecture Framework v2.02:
http://dodcio.defense.gov/Library/DoD-Architecture-Framework/

NAS Enterprise Architecture Model:
https://sep.faa.gov/architecture/main

ASQ/ANSI/ISO 9001:2015: Quality Management Systems - Requirements:
https://asq.org/quality-press/display-item?item=T1040

FAA Order 8040.4A - Safety Risk Management Policy:
http://www.faa.gov/documentLibrary/media/Order/8040.4A%20.pdf