

PARTS AND REPAIR ORDERING SYSTEM (PROS VI)

PERFORMANCE WORK STATEMENT (PWS)

**AIR FORCE SECURITY ASSISTANCE
COOPERATION DIRECTORATE**

17 March 2021

Table of Contents

1.0 Description of Services	3
1.1 Organizational Summary	3
1.2 Scope of Work	3
1.3 Primary Objectives	5
1.4 Objective Performance Incentive (OPI)	5
2.0 General Program Requirements	6
2.1 Management	6
2.2 Requisition and Task Order Requirements	19
2.3 Receipt of Requisition	23
2.4 Contract Award and Shipment Objectives	24
2.5 Service Categories	25
2.6 Vendor RFQ/RFP Requirements	27
2.7 Vendor On-Ramping	27
2.8 Dormant Status	28
2.9 Off-Ramping	28
2.10 Distributor Utilization	29
2.11 Partnering	29
2.12 Obsolescence	29
2.13 Small Business Goals	30
2.14 Quality Assurance (QA) Management	30
2.15 PC&H	36
2.16 Transportation	36
2.17 Technical Data	39
Appendix A – Acronyms	40
Appendix B – Glossary	43

1.0 Description of Services

1.1 Organizational Summary

The Air Force Security Assistance and Cooperation (AFSAC) Directorate located at Wright-Patterson Air Force Base, OH manages the Parts and Repair Ordering System (PROS) contract that provides Commercial Buying Services (CBS) for Non-Standard and Difficult to Support Standard Items. The AFSAC PROS contract is a performance-based service acquisition providing supply, maintenance, and task order support services. This tri-service capable contract will support Air Force, Navy, and Army Foreign Military Sales (FMS) customers.

1.2 Scope of Work

- 1.2.1 The PROS program provides FMS defense service support for supply, repair, and task orders to eligible countries in support of their defense articles. Arms Export Control Act (AECA) section 47 (22 U.S.C. 2794) defines the terms "defense article" and "defense service." The U.S. Munitions List (22 CFR part 121) designates specific items that fall into these categories as identified in the Security Assistance Management Manual (SAMM) C4.4. Contractor shall adhere to Logistics Support by operating as the Commercial Buying Service (CBS) (as defined SAMM C6.4.4) to support FMS purchaser requirements for Non-Standard and Difficult to Support Standard Items.
- 1.2.2 PROS VI is a single award Indefinitely Delivery, Indefinite Quantity (IDIQ) contract with firm fixed price (FFP) fill prices and cost reimbursable (CR) material. The PROS VI Period of Performance (PoP) consists of a ten year ordering period allowing for a five-year residual performance period. The ten year ordering period consists of a five-year base period and five one-year unilateral options. The United States Government (USG) reserves the right to exercise the options as set forth in Section B of this contract.
- 1.2.3 Contractor shall serve as the Source of Supply (as defined SAMM C4.4.1) to provide logistics support for defense articles and defense services by contracting through the Department of Defense (DoD), Defense Security Cooperation Agency's (DSCA) Implementing Agency (IA), the Air Force Security and Cooperation Directorate (AFSAC), to fulfill requisition requirements on behalf of eligible foreign countries. DoD procurements for FMS use standard Federal Acquisition Regulation (FAR) contract clauses and contract administration practices except where deviations for FMS are authorized in the Defense Federal Acquisition Regulation Supplement (DFARS). IAs may procure from foreign sources as required to conduct Materiel Standards (MS) acquisitions in accordance with the DFARS under the same acquisition and contract management procedures used for other defense acquisitions. IAs should refrain from entering into such sales arrangements for equipment not in the U.S. inventory unless DSCA (Strategy, Plans, and Policy Directorate (SPP), and Office of the General Counsel (OGC)) have approved an exception.
- 1.2.4 Contractor shall adhere to MS (as defined SAMM C4.4.2). It is DoD policy that defense articles sold under FMS programs should reflect favorably upon the USG. Defense

articles offered and sold under FMS are new or unused or, as a result of refurbishment, possess original appearance insofar as possible and, as a minimum, have serviceability standards prescribed for issue to U.S. Forces. If the purchaser desires exclusively new equipment, this requirement is stated in the LOA and/or the requisition requirement. If the purchaser wishes to purchase "as is" (no assurance of serviceability), this should be stated in the LOA and/or the requisition requirement. Additionally, full disclosure of any item condition, the purchaser shall be informed of unusual safety or environmental risks known at the time of sale.

- 1.2.5 DoD will take reasonable steps to support systems that are not used by U.S. Forces including items that were never adopted by U.S. Forces. Support is provided for these items when mutually satisfactory arrangements are made, implemented LOA with eligible Case and Line. Effort is made to support Non-Standard Items, whether acquired commercially, through FMS, or Non U.S. Origin when this effort serves U.S. interests (SAMM C4.4.3.2).
- 1.2.6 Contractor shall adhere to Logistics Support (SAMM C4.4.3). The DoD considers the support of U.S. origin defense articles critical to the success of the Security Assistance (SA) program. Systems in use with U.S. Forces are supported through the DoD procurement system as a Standard Item. Support items that are stocked, stored, and issued due to common application with end items in use, should be provided even though the end items may have been acquired commercially or system support buyout is complete.
- 1.2.7 Contractor shall adhere to Logistics Support to FMS purchaser requirements for Difficult to Support Standard Items, when DoD organic capability or contractual supportability is not available or timely.
- 1.2.8 Contractor shall adhere to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and Section J, Attachment 6, Specifications and Standards.
- 1.2.9 Contractor shall identify innovative strategies for rapid design, qualification and deployment of sustainment solutions which leverage new manufacturing materials, processes, and components.
- 1.2.10 Contractor shall, as the initial Task Order, execute a Contractor Technology Solution (CTS) Implementation Study that delivers, for USG approval, a Technical Report and a Project Planning Chart.
- 1.2.11 Contractor shall deliver a CTS that allows for automated data analysis and report generation, while supporting enhanced Vendor competition, innovation, transparency, and communication. The CTS shall provide logistics technology to streamline customer requisition daily responsibilities, improve transparency and communication, and deliver greater efficiencies. Contractor CTS shall be capable of interfacing with multiple USG systems, which could be replaced anytime during the life of the PROS contract. Contractor shall ensure an interface is maintained and interface documentation is updated and delivered, at no additional cost to the USG. Contractor shall deliver a CTS capability

that includes best practices to deliver Digital Dashboards (DD) for key performance indicators, Independent Document Exchanges (IDE) for electronic media delivery, Customer Relationship Management (CRM), and Help Desk Support.

1.3 Primary Objectives

1.3.1 Contractor (henceforth referred to as Contractor, unless otherwise stated) shall be the USG CBS for supply, repair, and task orders for all eligible items under the PROS contract. The primary objectives of the contract are Requisition Transparency and Best Value Decision through competition, Beyond Economical Repair (BER)/Beyond Physical Repair (BPR) support, low cancellation rate, and quality assurance. CTS shall capture, at a minimum, the primary objectives of the contract and provide interoperability between all the systems either inter-Governmental or between the USG and Commercial Industry.

1.3.2 Service Summary

1.3.2.1 Contractor shall be measured against the following criteria in the below Service Summary.

TABLE 1.3.2.1.A - SERVICE SUMMARY

PERFORMANCE CRITERIA	PERFORMANCE THRESHOLD (Standard)	SURVEILLANCE METHOD
SS-1 Contract Competition Index (CCI)	For all Active Vendors, the CCI shall not exceed 1000 $CCI\ X = s_1^2 + s_2^2 + s_3^2 \dots s_n^2$	Sampling reported through SMC, CTS, and supported by 100% surveillance
SS-2 BER&BPR Rate	(100% Failure Report and 100% Market Research Report shall be delivered) Rate X = Total Reports / Total BER & BPR	Sampling reported through SMC, CTS, and supported by 100% surveillance
SS-3 Cancellation Rate	Shall not exceed 20% Cancellation Rate X = Total Cancel / Total Requisitions	Sampling reported through SMC, CTS, and supported by 100% surveillance
SS-4 Quality	Shall NTE 1 valid CAR/month	Sampling reported through SMC, CTS, and supported by 100% surveillance

1.4 Objective Performance Incentive (OPI)

1.4.1 Objective Performance Incentives (OPIs) shall be earned by accomplishing the performance thresholds identified in Section H. The Firm Fixed Price (FFP) CLIN structure incentivizes the Contractor to deliver the minimum performance required

without adverse performance actions. FFP inherently places all cost risk on the Contractor, therefore incentivizing value added efficiencies and effectiveness to provide scalability and reward the Contractor for their efforts to manage scalability of the program.

TABLE 1.4.1.A – OBJECTIVE PERFORMANCE INCENTIVE

PERFORMANCE CRITERIA	PERFORMANCE FORMULA	SURVEILLANCE METHOD
OPI-1 Contract Competition Index top 100 vendors by awarded values	$X = s_1^2 + s_2^2 + s_3^2 + \dots + s_n^2$	Sampling reported through SMC, CTS, and supported by 100% surveillance
OPI-2 Beyond Economical Repair and Beyond Physical Repair	$X = CRTB / RTB$	Sampling reported through SMC, CTS, and supported by 100% surveillance
OPI-3 Cancellation rate due to inability to utilize qualified source	$X = TRC/TR$	Sampling reported through SMC, CTS, and supported by 100% surveillance

2.0 General Program Requirements

2.1 Management

2.1.1 Contract Start-Up

Contractor shall deliver the Technical Report (CDRL A003) and the Project Planning Chart (CDRL A024) for the CTS Implementation Study 30 calendar days after contract award. The Project Planning Chart shall include all core activities and processes necessary to successfully execute the Software Test Plan (CDRL A019), Software Test Report (CDRL A020), and CTS Full Operational Capability (FOC) to receive and process requisitions. Contractor shall develop customer CTS training materials and provide virtual training to all customers prior to processing requisitions. Contractor shall ensure all training materials are available on the Contractor website, accessible with log-in credentials (CDRL A025). Contractor shall be prepared to receive and process requisitions no later than 120 calendar days after contract award. The CTS shall be fully operational with USG Software Test Report approval prior to any requisitions being directed to the Contractor's CTS. [CDRL A019, Software Test Plan, DI-IPSC-81438], [CDRL A020, Software Test Report, DI-IPSC-81440], [CDRL A003, Technical Report, DI-MISC-80508B], [CDRL A024, Project Planning Chart, DI-MGMT-80507], [CDRL A025, Training Conduct Support Document, DI-PSSS-81523D]

2.1.2 Contract Closeout

Contractor shall develop and implement a Closeout Plan for USG approval in accordance with FAR 4.804, Closeout of Contract Files. The Contract Closeout shall begin at physical completion of all residual performance, where the Contractor has performed all services and the USG has accepted these services. [CDRL A010, Phase-Out Transition Plan, Transition Closeout Plan DI-MGMT-81945]

2.1.2.1 Transition Plan

Contractor shall collect, manage, and store all PROS procurement data and media and document procedures to mark/identify and separate the data for delivery upon contract closeout. At contract close-out, contractor shall transfer, in an orderly manner, all USG provided and PROS developed data and media to the USG and follow-on contractor as determined by the AFSAC PMO. Contractor Transition Plan shall address areas deemed necessary to ensure a seamless transition such as: milestone schedule of major events, transition assistance, transfer of CRM in Microsoft™ Office compatible format, transfer of price notification matrix in Microsoft™ Office compatible format, data transfer (technical and procurement), handling open requisitions, and resolution of open SDRs.

[CDRL A023, Transition Plan, DI-MGMT-80790]

- 2.1.3 Inspection of services pertains to any and all information required by or obtained under this contract. Contractor shall provide this information as requested by the USG and in accordance with FAR 52.246-3 (Inspection of Services Fixed Price) and FAR 52.246-4 (Inspection of Supplies Cost Reimbursement).

2.1.4 Meeting and Reviews

Meetings may be held virtually or in-person at a USG facility, a commercial conference center, or the Contractor facility on a rotational basis, as determined by the USG. Follow-up or out of cycle meetings may be held periodically throughout the duration of PROS VI in order to assess performance against the requirements, reinforce partnering principles, and/or address customer support. Attendees at all meetings shall be documented with designated affiliation, to include country represented, USG employee, or Contractor employee. All travel shall be IAW Joint Travel Regulation (JTR), Vol. II, and travel costs shall be incorporated into Fill Prices.

2.1.4.1 Post-Award Kickoff Meeting

Within ten (10) days of contract award, Contractor shall host a kickoff meeting at a mutually agreed upon facility. Discussion items at this meeting shall include contract and PWS requirements, financial and invoicing procedures, security and system access (PWS 2.1.8.3), transition planning, and quality assurance activities. The kickoff meeting shall

be a duration of X* working days. The specific dates, times, location, attendance, and discussion items for the kickoff meeting shall be set at contract award.

2.1.4.2 Business Meeting/Site Visit

Contractor shall, at a minimum, host four business meetings/site visits per year to present and review program status, performance metrics, major open issues, and discuss topics identified by USG. Meetings shall be conducted quarterly, with each occurrence lasting X* days. At USG discretion, these meetings may be held virtually or at the Contractor's facility. Contractor shall produce presentation materials, as well as, complete an accurate minutes to capture the proceedings. [CDRL A011, Status Report, PMR Support, DI-MGMT-80368A]

2.1.4.3 Program Management Reviews (PMRs)

Contractor shall host two U.S. Air Force Customer PMRs per year to present and review program status, performance metrics, major open issues, improvement initiatives, business and marketing opportunities, and discuss topics identified by USG and Customer. Contractor shall provide USG-only briefing and discussions. Customers shall be afforded the opportunity for one-on-one reviews and discussion as part of corrective action for a valid customer complaint with significant impact as determined by the PMO. Meetings will be conducted semi-annually, with each occurrence lasting X* days. At USG discretion, these meetings may be held virtually, at the Contractor's facility, or on/about Wright-Patterson AFB, OH. Attendance shall be at USG discretion. Any Contractor costs associated with PMR Meetings shall be incorporated into Fill Prices. Contractor shall produce presentation materials, Data Item Description (DID) compliant Status Reports for USG Approval, as well as complete and accurate minutes to capture the proceedings. [CDRL A011, Status Report, PMR Support, DI-MGMT-80368A]

2.1.4.4 Contractor shall host two U.S. Navy Customer PMRs per year to present and review program status, performance metrics, major open issues, improvement initiatives, discuss business and marketing opportunities, and discuss topics identified by USG and Customer. Contractor shall provide USG only briefing and discussions. Customers shall be afforded the opportunity for one-on-one reviews and discussion as part of corrective action for a valid customer complaint with significant impact as determined by the PMO. Meetings will be conducted semi-annually, with each occurrence lasting X* days. At USG discretion, these meetings may be held virtually, at the Contractor's facility, or on/about Naval Support Activity, PA. Attendance shall be at USG discretion. Any Contractor costs associated with PMR Meetings shall be incorporated into Fill Prices. Contractor shall produce presentation materials, Data Item Description (DID) compliant Status Reports for USG Approval, as well as complete and accurate minutes to capture the proceedings. [CDRL A011, Status Report, PMR Support, DI-MGMT-80368A]

2.1.4.5 Contractor shall host two U.S. Army Customer PMRs per year to present and review program status, performance metrics, major open issues, improvement initiatives, discuss business and marketing opportunities, and discuss topics identified by USG and Customer. Contractor shall provide USG only briefing and discussions. Customers shall be afforded the opportunity for one-on-one reviews and discussion as part of corrective action for a valid customer complaint with significant impact as determined by the PMO. Meetings will be conducted semi-annually, with each occurrence lasting X* days. At USG discretion, these meetings may be held virtually, at the Contractor's facility, or on/about Army Support Activity. Attendance shall be at USG discretion. Any Contractor costs associated with PMR Meetings shall be incorporated into Fill Prices. Contractor shall produce presentation materials, Data Item Description (DID) compliant Status Reports for USG Approval, as well as complete and accurate minutes to capture the proceedings. [CDRL A011, Status Report, PMR Support, DI-MGMT-80368A]

2.1.4.6 Contractor shall participate in weekly virtual meetings with the USG to discuss program status and address any open issues. Contractor shall provide any information, reports, metrics, or other material necessary to facilitate discussion and shall produce minutes of that discussion. [CDRL A012, Conference Minutes, Teleconference and Meeting Minutes, DI- ADMIN-81250A]

2.1.4.7 Contractor shall support the USG at World Wide Reviews in various CONUS locations. Contractor shall answer questions from and provide information to USG and FMS customers on PROS support specific to aircraft platforms including the F-16, F-15, and C-130. Contractor shall support three reviews per year, one for each aircraft review, lasting no more than five days each.

2.1.4.8 Visits with Foreign Customers

2.1.4.8.1 All PROS formal and informal CONUS visits or meetings between contractor employees and foreign officials shall be attended by and coordinated through USG. All requests for contractor meetings shall be coordinated with USG.

2.1.4.8.2 Foreign Liaison Officer (FLO) visits to contractor facilities shall be at USG discretion. All requests for such visits shall be approved through USG no less than 30 calendar days prior to departure. The visit request shall include date, time, duration, topics to be discussed, and names of attendees. Notification of pending customer visit requests and clearance verification shall be formally documented and coordinated with USG. For both formal and informal visits, contractor shall provide USG meeting minutes within five calendar days following such visits. [CDRL A012, Conference Minutes, Teleconference and Meeting Minutes, DI-ADMIN-81250A]

2.1.5 Marketing

2.1.5.1 Contractor shall submit for USG approval a re-brand of PROS VI nomenclature and USG design delivered with unlimited rights. CDRL A011.

2.1.5.2 Contractor shall support Vendor participation and on-ramping to meet or exceed Contract Competition Index (CCI) requirement for all requisitions and task orders.

2.1.5.3 Contractor shall develop Vendor specific marketing materials for distribution at trade shows, conferences, seminars, etc. to streamline on-ramping.

2.1.5.4 Contractor shall participate in trade shows and conferences to facilitate outreach efforts targeting Customer participation and to aid in the marketing of PROS.

2.1.5.5 AFSAC reserves the right to review and approve any PROS Contractor marketing materials, promotional materials, news releases, and related webpage content (not including creative design).

2.1.6 AFSAC PROS Webpage

2.1.6.1 Contractor shall develop, host, update, and archive a PROS website for the purposes of informing our customers, stakeholders, and the general public of the attributes and procedures for PROS. Contractor shall have fully operational webpage within 120 calendar day of contract award in accordance with PWS 2.1.

2.1.6.2 Contractor shall develop and maintain a current, publicly available webpage accessible via the Internet throughout the term of PROS. Contractor shall make their PROS webpage Rehabilitation Act Section 508 compliant.

2.1.6.3 USG will own all information and content captured throughout the life of the contract

2.1.6.4 Contractor PROS webpage shall include, but not be limited to, the following:

2.1.6.4.1 Webpage shall include specific information and access for USG, Contractor, Customer, and Vendors

2.1.6.4.2 PROS Contract Overview

2.1.6.4.3 AFSAC Key Personnel Point of Contact (POC) information (Names, Titles, Phone Numbers, E-mail Addresses)

2.1.6.4.4 Contractor Key Personnel POC information (Names, Titles, Phone Numbers, E-mail Addresses)

2.1.6.4.5 Vendor On-Ramping process to include Contractor POC

2.1.6.4.6 List of Contract Vendors broken out by NAICS, customer reviews (PWS 2.2.2.2), and link to Vendor website

2.1.6.4.7 List of Vendors not eligible for solicitations and awards due to Dormant Status or Off-Ramped

2.1.6.4.8 General overview of the attributes of PROS, Contractor capabilities for PROS

2.1.6.4.9 PROS Training, CTS Training, Ordering Guides and Procedures, and Video Tutorials for USG, Contractor, Customer, and Vendor

2.1.6.4.10 Statistical information available by Agency and Contractor

2.1.6.4.11 PROS related marketing materials and news releases

2.1.6.4.12 Links to other mandatory websites

2.1.6.4.13 Login Credentials for user specific accounts in the following categories USG/Contractor, Vendor, and Customer

2.1.6.4.14 Help Desk POC

2.1.6.4.15 Frequently Asked Questions

2.1.7 Contractor Technology Solution (CTS)

[CDRL A016, Interface Design Description, DI-IPSC-81436], [CDRL A017, Interface Requirements Specification, DI-IPSC-81434], [CDRL A018, System/Subsystem Specification, DI-IPSC-81431]

2.1.7.1 Information Technology (IT), by legal definition, means any equipment, or interconnected system(s) or subsystem(s) of equipment that is used for the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Contractor/USG.

2.1.7.2 Contractor CTS shall interface (send and receive logistics and financial data) with multiple USG systems including, but not limited to Air Force Security Assistance Management Information System (SAMIS), Navy Management Information System – International Logistics (MISIL), and Army Centralized Integrated System – International Logistics (CISIL). USG IT systems could be replaced anytime during the life of the PROS contract and the Contractor shall ensure an interface is maintained and interface documentation is updated and delivered, at no additional cost to the USG. The CTS shall be capable of exporting data to Microsoft (MS) Office Suite, Tableau, and SAMIS, MISIL, CISIL, or equivalent USG systems. The CTS shall provide automated report generation. Contractor shall develop customer CTS training materials and provide virtual training to all customers prior to processing requisitions. Contractor shall be prepared to receive and process requisitions no later than 120 calendar days after contract award. The CTS shall be fully operational with USG Software Test Report approval prior to any requisitions being directed to the Contractor's CTS.

2.1.7.3 Contractor support of CTS interface to USG IT systems shall include requirements analysis, defining/documenting automation requirements, recommending automation solutions, application programming, validation and operational testing,

architectural support and systems in support of the PROS program specifically, the Contractor shall provide the following [CDRL A019, Software Test Plan, DI-IPSC-81438], [CDRL A020, Software Test Report, DI-IPSC-81440], [CDRL A024, Project Planning Chart, DI-MGMT-80507]:

2.1.7.3.1 Sustainment and enhancement support for application programming, operational testing, and developing/maintaining documentation

2.1.7.3.2 Developing/maintaining a Project Planning Chart (CDRL A024) for software updates and releases. Contractor shall notify any CTS users of system downtime prior to any release and/or update installation

2.1.7.3.3 Daily issue resolution/system troubleshooting tracking and reporting

2.1.7.3.4 Digital Dashboards (DD)

Contractor shall deliver a DD. A DD is an electronic interface that aggregates and visualizes data from multiple sources, such as databases, locally hosted files, and web services. Dashboards allow monitoring of business performance by displaying historical trends, actionable data, and real-time information. Digital Dashboards shall actively track and manage all requisitions, automated techniques are encouraged. (CDRL A011)

2.1.7.3.4.1 FMS Customer Digital Dashboard with
USG/Contractor Access

2.1.7.3.4.2 USG/Contractor Only Digital Dashboard

2.1.7.3.5 Independent Document Exchange (IDE)

Contractor shall deliver an IDE. An IDE provides the location to manage the official program record; contract file documentation, to include requisitions, CDRLs, Contractor/USG generated letters, etc.; and provides the ability for all stakeholders to transfer data electronically with automated electronic notification of new documents added.

2.1.7.3.5.1 FMS Customer IDE with USG/Contractor

2.1.7.3.5.2 USG/Contractor Only IDE

2.1.7.3.6 Customer Relationship Management (CRM)

Contractor shall establish and maintain a Customer Relationship Management (CRM) system to ensure proper administration of interactions with customers. Contractor shall ensure USG, Air Force customer, Navy customer, and Army customer contacts are updated and maintained for automated communication through the CTS. Contractor shall ensure that all follow-up messages are correctly addressed in the event a customer's address change occurs during the requisition process. Contractor shall ensure that all messages are addressed correctly and no instances of misdirected messages occur. Contractor shall notify the PMO for any

instances of misdirected messages or communications. (CDRL A006, Quality Assurance Plan)

2.1.7.3.7 Help Desk Support

Help desk support shall be hosted on the DD as part of the CTS solution and serve as a source of technical support for hardware or software. The help desk shall be appropriately staffed to either solve the problem directly or forward the problem to the appropriate parties. The help desk software shall provide the means to log problems, track them until resolved, provide USG/Contractor information regarding support activities, provide a messaging feature, live chat, and provide an export feature for the help desk record created. The help desk ticket is an electronic format, which contains the customer's name, organization, country code, Document Control Number (DCN) (if applicable), description of the problem to be solved, and the ability to attach files. Contractor shall identify a priority level for all tickets. The numbered ticket becomes part of the support workflow until the case is resolved. Upon receipt of a help desk ticket, the Contractor shall acknowledge receipt within one (1) hour, provide automated status and tracking, and resolve within 14 days. Messaging live chat

2.1.7.3.8 Active tracking and management of requisitions from contract award through delivery

2.1.7.4 Contractor shall deliver all data and media generated or received under this contract, annual delivery, in a usable format to USG in accordance with CDRL A021. Contractor shall ensure all data and media is accurate, complete, legible, and usable. Data includes, but is not limited to, supply status, billing, technical data, re-procurement, and engineering data/drawings. Contractor shall contact the customer or AFSAC PMO for instructions if data necessary to procure items or perform maintenance support is not available. [CDRL A021, Contractor's Data Management Plan, DI-MGMT-82228]

2.1.7.5 Contractor shall provide a USG approved contingency plan for any instance where electronic transmission of data from the Contractor to the USG is unavailable. Contractor shall provide an audit trail for all communications and changes to all data during execution. Contractor shall track and record all requisition and task order communications and data to include, but not limited to; financial, acquisition, contract, and logistics data to capture in the Official Record.

2.1.7.6 Access to SAMIS is secured through authentication provided by the Defense Information Systems Agency (DISA) Multi-Host Internet Access Portal (MIAP) system. Contractor personnel are required to request a MIAP account from DISA, and request a SAMIS account from AFSAC IT. The PROS PMO and AFSAC Security shall review and approve SAMIS user requests, and process all MIAP user requests and forward to DISA for account creation. Contractor shall determine additional system access (PWS 2.1.8.3) requirements and coordinate with the PMO prior to completing system access requests.

Contractor shall provide CTS access via Common Access Card (CAC) using PIV-Auth

Certificate, in addition to an alternate two factor authentication sign-on method. CTS access shall be provided for AFSAC employees/contractors and Foreign Liaison Officers (FLO) and other customer account requests with USG approval. Contractor shall submit electronic system access (PWS 2.1.8.3) request through CTS for USG review and approval.

Contractor CTS shall be Internet Protocol Version 6 (IPv6) compatible and update to ensure compliance with industry standards as required.

[CDRL A022, DI-MGMT-82247, Contractor's Systems Security Plan And Associated Plans Of Action to Implement NIST SP 800-171 on a Contractor's Internal Unclassified Information System]

2.1.8 Security Requirements

2.1.8.1 Clearance Requirements

Contractor shall obtain and maintain a final Secret Security Clearance for employees handling classified material. A Tier 1 Investigation is required, at a minimum, for any Contractor personnel using USG Unclassified automated information systems (e.g. SAMIS, MISIL, CISIL, WebSDR, and AFSAC Online). Contractor shall obtain and maintain required clearances for the entire period of contract performance. Contractor shall ensure employees performing duties under this contract are submitted for periodic reinvestigations as required by the DoD and AF personnel security program requirements.

2.1.8.2 National Industrial Security Program Operating Manual (NISPOM)

Contractor shall comply with appropriate USG regulations and directives contained in the latest version of DOD 5220.22M, NISPOM.

2.1.8.3 USG System Access Requests

Prior to being granted access to USG systems, Contractor shall submit a DD Form 2875 (System Authorization Access Request) for each employee. The DD 2875 requires a favorable Tier 1 Investigation and USG supervisor concurrence. Additionally, Contractor personnel shall complete all USG required security training. This includes either the DoD IAA Cyber Awareness v4.0 (Course ZZ133098) available on the Advanced Distributed Learning Service (ADLS) website at <https://golearn.adls.af.mil> or the Cyber Awareness Challenge course for Department of Defense Employees available on the DoD Cyber Exchange website at <https://public.cyber.mil/training/cyber-awareness-challenge/>

NOTE: ADLS is a CAC-enabled secure website.

2.1.8.4 Cybersecurity

Contractor shall implement the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 DoD Assessment Methodology. Additionally, Contractor shall adhere to DFARS 252.204-7019, *Notice of NIST SP 800-171 DoD Assessment Requirements*, DFARS 252.204-7020, *NIST SP 800-171 DoD Assessment Requirements*, and DFARS 252.204-7012 by.

2.1.8.5 Foreign Ownership, Control, or Influence (FOCI)

Contractor shall comply with the FOCI guidelines contained in DOD 5220.22-M, NISPOM.

2.1.8.6 DD Form 254

If Contractor receives and processes classified items in its facility, Contractor shall ensure facility is approved by the Defense Security Service (DSS) for classified storage within 60 calendar days of contract award (via an approved DD Form 254). Contractor shall ensure classified material is processed IAW appropriate USG regulations and directives. Contractor shall ensure immediate reporting to USG of any unexpected receipt of classified data, requisitions and/or repairable items. Contractor shall ensure that no classified material is stored prior to facility approval.

2.1.8.7 Security Issue Reporting

Contractor shall immediately report to their DSS representative any security issue and provide full cooperation with the DSS and USG in any security investigation required.

2.1.8.8 Handling of Classified Materiel

Contractor shall ensure classified material is processed IAW all appropriate USG regulations and directives. Classified requirements shall be acknowledged from initial identification to facilitate tracking and control. Contractor shall ensure all individuals authorized to receive classified material to include but not limited to: warehouse, transportation, vendor(s) and other applicable personnel are identified to the USG. Classified material will require signature receipt by the person receiving custody of materiel. Transfer points shall retain signed documentation confirming location of materiel.

2.1.8.9 Non-US Citizens

Contractor shall consult USG prior to any non-US citizen being placed on any position with access to specific customer program information. USG will determine if access will be granted.

2.1.8.10 Customer Data Handling

Contractor shall consider all customer information data as "Controlled Unclassified Information." Contractor shall ensure no country information is referenced within another country's messages, communications, narratives, briefings, etc.

2.1.8.11 Operations Security

Contractor personnel shall be thoroughly familiar with Operations Security (OPSEC) strategies and methods. OPSEC requirements are stipulated in an effort to reduce program vulnerability from successful adversary collection and exploitation of critical information. Contractor shall employ sound OPSEC principles and procedures in the performance of their duties and responsibilities and apply OPSEC in their management of

this contract IAW DOD and AF OPSEC publications. Contractor shall produce and maintain an OPSEC Plan. [CDRL A007, Operations Security (OPSEC) Plan, DI-MGMT-80934C]

2.1.8.12 Contractor Identification

Contractor employees shall identify as contractors by introducing themselves as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with USG and customers. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in written correspondence.

2.1.9 Invoicing

2.1.9.1 Invoicing Responsibility

Contractor has financial responsibility to promptly transfer funds reimbursed by USG to pay vendors within 30 days after final shipment of materiel to customer. The USG will reimburse Contractor for such payments via the process described in the following sections. Contractor shall fulfill this responsibility as described below and IAW FAR 52.232-25 Prompt Payment.

2.1.9.2 Invoice Submissions

2.1.9.2.1 Within 30 days after shipment of materiel, Contractor shall include the related requisitions in an invoice.

2.1.9.2.2 Contractor shall submit invoices IAW the following schedule:

2.1.9.2.2.1 Navy invoices: First USG workday of the week.

2.1.9.2.2.2 Army invoices: Second USG workday of the week.

2.1.9.2.2.3 Air Force invoices: Last USG workday of the week.

2.1.9.2.3 Contractor shall deliver accurate and complete invoices IAW FAR 52.232-25 Prompt Payment. Contractor shall execute in accordance with approved Quality Assurance Plan. Non-conforming invoices submitted shall be rejected in their entirety and the USG shall document for corrective action reports. Contractor shall assist USG to adjudicate USG IT System-generated errors.

2.1.9.2.4 Contractor shall provide Financial Management (FM) report generation to automate accuracy of data in supporting financial data for invoice. FM data shall be automated, electronic, and searchable within the CTS. (CDRL TBD)

2.1.9.3 Invoice Content

2.1.9.3.1 Payment to Contractor for an awarded requisition typically consists of:

2.1.9.3.1.1 Cost of materiel for supply items and repair services, CLINs 0006AA and 0006AB

2.1.9.3.1.2 PC&H and vendor storage charges when exceeding 30 days, CLINs 0006AC and 0006AD

2.1.9.3.1.3 Applicable fill prices, CLINs 0001, 0002, and 0005

2.1.9.3.2 The cost of materiel is charged as a pass-through cost and allocated to a Cost Reimbursable (CR) CLIN IAW FAR 52.215-23 limitations on pass-through charges. Contractor shall invoice, for reimbursement, the vendor FFP cost of materiel or actual cost not to exceed the awarded FFP. Contractor shall not earn profit on materiel cost.

2.1.9.3.3 PC&H and storage charges incurred by the vendor shall be treated in the same manner as the cost of materiel, as specified in 2.1.9.3.2.

2.1.9.3.4 Within 30 days of shipment, Contractor shall provide a payment request along with proof of shipment for each requisition filled.

2.1.9.3.5 Contractor will be paid a FFP fill price, IAW the established price determination in Section B (Schedule), for each requisition awarded to compensate for all work performed. The Contractor shall ensure that fill prices include all costs associated with the acquisition of the supply/repair requisition IAW CLIN 0001 and Section J Attachment 5 Pricing Matrix (except those costs specifically provided for elsewhere in the contract line items).

2.1.9.3.6 Invoices shall be composed of individual vendor invoices and associated backup documentation for each requisition in an electronic format.

2.1.9.3.7 Contractor shall prepare invoices IAW the CLIN structure.

2.1.9.4 Invoicing When No Materiel/Repair Service Provided

When no materiel or repair service is provided, Contractor shall invoice for only the service performed (e.g., research and price and availability, cancellation price, and when applicable termination and/or disposal charges) within 30 days.

2.1.9.4.1 Contractor may invoice for vendor actual costs incurred, Disposal Charge, for customer directed materiel disposal.

2.1.9.4.1.1 Disposal Charge (DC1) equals Disposal Cost (DC2) minus Scrap Value (SV): $DC1 = DC2 - SV$.

2.1.9.4.1.2 If Scrap Value exceeds Disposal Cost (DC2), then no Disposal Charge (DC1) may be assessed, nor shall a credit be given to the customer.

2.1.10 Organizational Conflicts of Interest (OCI)

Contractor shall resolve potential OCI issues to mitigate impacts on PROS. "Contractor" includes parent company, subsidiaries, affiliates, and entities under control of the Contractor. When a potential OCI is identified, Contractor shall provide a comprehensive

OCI report (per CDRL A014) detailing how they will mitigate each OCI issue for approval by the USG prior to proceeding on any award. Contractor shall comply with FAR Subpart 9.5. [CDRL A014, Risk Management Status Report, Organizational Conflict of Interest Report, DI-MGMT-81809]

2.1.10.1 Proprietary Data

Contractor agrees that, if granted access to proprietary information of other contractors in performing services for the USG, they shall protect proprietary data from unauthorized use or disclosure so long as the data remains proprietary. Furthermore, Contractor shall not use data obtained to supply a system or components thereof to the USG outside this contract, nor shall they use such data in supplying parts or performing for the DoD in additional audits, studies, or evaluations. These limitations do not apply if Contractor obtains permission or rights to use proprietary information from the owner(s) of such information. Contractor shall obtain authorization to use or have access to proprietary technical data as required for the performance of this contract. Contractor shall furnish to the Contracting Officer any proprietary data received in connection with work under this contract.

2.1.10.2 Employee Agreements

Contractor shall obtain from each employee a written agreement providing that said employee shall not, during employment by the Contractor or thereafter, disclose to others or use for the employee's own benefit any trade secrets, confidential information, or proprietary data received in connection with work under this contract.

2.1.10.3 Contractor, to include parent company, subsidiaries, affiliates, and entities under their control, are prohibited from bidding on requisitions.

2.1.11 USG Access to Contractor Facilities

The Contracting Officer, Contracting Officer Representative (COR), and other USG personnel, authorized in writing by the Contracting Officer, shall have access to Contractor facilities to perform surveillance, periodically check operations, inspect facilities, and perform necessary liaison functions between customer and Contractor. The Contractor shall make working space, a meeting room, and network connectivity available to USG personnel during these visits.

2.1.12 Public Release of Information

Information in any form concerning the existence, characteristics, potentialities, or capabilities of the PROS program (classified/unclassified) proposed for publication or release to the public through any medium, whether such information is prepared as an official or personal enterprise, must be submitted through USG channels for review and clearance. Contractor shall submit to the USG, all information fitting the above criteria for review prior to the public presentation. Note: Approval/Denial of release of information will be handled in accordance with AFI 61-204.

2.1.13 Language Requirement

Contractor shall conduct all communications with vendor, customer, and/or USG in English. As all contractor documentation is subject to USG review, the Contractor shall ensure all procurement-related and PROS contract documentation is in English.

2.1.14 Contract Deliverables

2.1.14.1 Contract Data Requirement List (CDRL)

The Contracting Officer may unilaterally change the place of delivery and technical office for any CDRL, designated as exhibits or attachments hereto, at no change in contract price, notwithstanding the provisions of the clause hereof entitled "Changes." DD Form 1423 is the standard format for identifying potential data requirements in a solicitation, and deliverable data items in a contract.

2.1.14.2 CDRL Changes

The Contracting Officer may unilaterally increase or decrease the number of addressees and/or increase or decrease the number of copies, (regular or reproducible) specified for any addressee of any data item of said exhibits or attachments hereto, at no change in contract price, provided that the increase in the total number of copies (regular and reproducible) for an individual line item of data shall not be greater than one hundred percent (100%) of the total number of copies (regular and reproducible) initially specified in said exhibits or attachments nor shall the decrease in the total number of copies (regular and reproducible) for an individual line item of data be greater than fifty percent (50%) of the total number of copies (regular and reproducible) initially specified in said exhibits and attachments. In the event of an increase greater than 100% or a decrease greater than 50% the parties will negotiate any equitable adjustments IAW the changes clause (FAR 52.243-4).

2.1.15 Recognized Holidays

The following Federal holidays are observed by the USG and are provided for Contractor planning purposes concerning communication with USG employees: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas. If a holiday falls on a Saturday, it is observed the previous Friday. If the holiday falls on a Sunday, it is observed the following Monday. An up-to-date listing of Federal holidays is available at the U.S. Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>.

2.2 Requisition and Task Order Requirements

2.2.1 Customer Decision Authority (CDA) Requisition Overview

Contractor shall receive Part Number (P/N) or National Stock Number (NSN) requisitions and Task Orders electronically via USG Information Technology (IT) systems and execute requisition or Task Order award in accordance with (IAW) the

Customer Decision Authority (CDA) requirements. The Contractor shall deliver the CDA with a Best Value Decision Matrix (BVDM) utilizing competition in contracting to the maximum extent practicable. Competition Index shall be provided to deliver the quality of competition received relevant to the market for cost, schedule, and performance. The BVDM shall be used by the CDA for award decisions to provide the customer transparency into best value decisions. The BVDM provides the customer the opportunity to select the best value based upon their needs for cost, schedule, quality, and past performance.

2.2.1.1 Contractor shall incorporate customer decision authority SAMIS, CISIL, MISIL, and/or SCIP narrative messages when direct source and cost, schedule, or performance are identified prior to BVDM.

2.2.1.2 Contractor shall incorporate Customer option, at time of requisition submittal, to waive CDA best value decision, in lieu of Low Price Technically Acceptable (LPTA) award. Contractor shall obtain price approval for award of LPTA requisitions. Customer may provide pre-approved price threshold. Contractor shall facilitate execution of pre-approved price thresholds that protect the customer and in accordance with USG approved QAP.

2.2.2 Best Value Decision Matrix

The Contractor shall develop and deliver a BVDM and at minimum shall contain the following categories:

SAMPLE*

Vendor	Cost	Schedule	Quality (Form, Fit, Function)/Condition	Past Performance Score (1 star – 5 star)
Vendor A	\$100/\$200	10 Wks/5 Wks	See Notes	★★★
Vendor B	\$150	9 Wks		★★★★★
Vendor C	\$200	5 WKS		★★

The Contractor shall deliver a BVDM in a format that is consistent with best practices for information technology to remain current and relevant in a fast moving technology environment. The Contractor shall present all qualified vendors on the BVDM.

2.2.2.1 Urgent Operational Need (UON) Requirements

UON requirements are most critical to the FMS customer's military operations. UON requirements include capability requirements identified by a Customer as impacting an ongoing or anticipated contingency operation. If left unfulfilled, UONs result in capability gaps potentially resulting in loss of life or critical mission failure.

The Contractor shall deliver UON BVDM to the CDA.

The Contractor shall develop and deliver a UON BVDM, which at minimum shall contain the following categories:

SAMPLE*

Vendor	Cost/ UON Cost	Schedule/ UON Schedule	Quality (Form, Fit, Function)/Condition	Past Performance Score (1 star – 5 star)
Vendor A	\$100/\$200	10 WKs/5 WKs	See Notes	★★★
Vendor B	\$150	9 WKs		★★★★★
Vendor C	\$200	5 WKS		★★

Requirements are critical to the FMS customer's military operations. They represent requirements that require best value.

2.2.2.2 Customer Reviews of Vendors

The Contractor shall deliver Customers the ability to select ratings (1 Star as lowest increasing to 5 Star at highest) and write editable reviews (300 word limit) to permanently record Vendor's performance. The Contractor shall provide the Vendor the ability to comment in response and provide remedies to the Customer Review. The Contractor shall aggregate Vendor reviews to populate the BVDM Past Performance Score (PPS) and allow all ratings and reviews to be seen at the time of award by the CDA. Contractor shall cover Customer Reviews of Vendors as part of CTS training (PWS 2.1.1) and enforce software protocols that protects and mitigates Foreign Disclosure. Foreign Disclosure of country identity is prohibited.

2.2.3 Solicitation Requirements

2.2.3.1 Contractor shall obtain adequate price competition when soliciting vendor requisitions, as defined by FAR 15.403, FAR Part 6 (Competition Requirements), and the Competition in Contracting Act of 1984. The Contractor shall adequately document fair and reasonable price determination IAW FAR Part 15.406-3 for all awarded requisitions, regardless of competition achieved. Requisitions for USAF standard items and LOA directed sole source are excluded from competition requirement.

2.2.3.2 Contractor shall:

2.2.3.2.1 Only obtain a quote from the specified source when a requisition or Task Order is received with documented LOA sole source or customer provides within SAMIS, MISIL, and/or CISIL (SMC) narrative.

2.2.3.2.2 Only utilize USAF ESA approved source(s) provided by the applicable Air Logistics Complex (ALC) for requisitions received for AF standard items. Contractor shall attempt competition among provided sources if the ALC provides more than one approved source.

2.2.3.2.3 Document contracting file to reflect all attempts made to compete the requisition and obtain a fair and reasonable price when competition is not obtained.

2.2.3.2.4 Issue a Request for Quote (RFQ) when Customer provides a suggested source (in addition to the required Commercial and Government Entity (CAGE) code field) within the SMC narrative, if the source is qualified. A suggested source shall not be considered an LOA directed sole source; competition is still required when a suggested source is provided.

2.2.3.2.5 Award all requisitions to Vendors as Firm Fixed Price (FFP), unless otherwise approved by the Contracting Officer.

2.2.3.2.6 Consolidate like requirements under a single award when practical.

2.2.3.2.7 Ensure sales tax exemptions are documented appropriately according to state and federal laws. Where sales tax exemptions exist, Contractor shall ensure vendor proposals or quotes received accurately reflect the exemption. If sales tax is applicable, Contractor shall itemize these charges in all proposals/quotes.

2.2.3.3 Contracting File

Contractor shall develop a contracting file, as the Official Record, which contains all pertinent information for each requisition from receipt of requirement through shipment or cancellation. The contracting file shall be automated, electronic, and searchable within the CTS. The Contractor shall ensure documentation contains detailed analysis supporting award decision IAW FAR 15.406-3. The Contractor shall make documentation available to the Contracting Officer or designated representative for surveillance at any time during contract performance. The Contractor may contact the Contracting Officer for assistance when a pricing review is necessary for items over \$2,000,000.00.

2.2.3.3.1 Contractor shall submit a Data Accession List (DAL) CDRL A002, Data Accession List (DAL), DI-MGMT-81453/A and CDRL A015, and automated live CTS Source/Vendor List, Vendor List DI-MGMT-80894A. Contractor shall convey USG Purpose Rights upon the documents provided as part of these CDRLs.

2.2.3.3.2 Fair and Reasonable Price Determination

Contractor shall document fair and reasonable price determination for all awards. For those requisitions that exceed the Truth In Negotiations Act (TINA) threshold (\$2,000,000.00), Contractor shall make the certified cost and pricing data available to the USG, unless an exemption applies IAW FAR 15.403-1(b).

2.2.3.3.3 Electronic File Reports (EFR): Non-Competitive Award

The Contractor shall automatically manage EFRs in the CTS for all non-competitively awarded actions and deliver automated EFR notifications to the Customer via CTS. EFRs shall encompass the lifecycle of the requisition. Lifecycle includes from requisition requirement receipt to physical performance complete and closeout IAW FAR 4.8. The Contractor shall provide market

research analysis to support why competition was not achieved and what efforts were taken to achieve competition. The Contractor shall support market research analysis with the digital marketing data of the solicitation at a minimum: Impressions, Unique Impressions, Click Through, Expanded Details, Link Clicks, and Analysis of Alternatives.

2.2.3.3.4 Electronic File Reports: Competitive Awards

The Contractor shall automatically manage EFRs in the CTS for all competitively awarded actions and include the lifecycle of the requisition. Lifecycle includes from requisition requirement receipt to physical performance complete and closeout IAW FAR 4.8. The Contractor shall support market research analysis with the digital marketing data of the solicitation at a minimum: Impressions, Unique Impressions, Click Through, Expanded Details, Link Clicks, and Analysis of Alternatives.

2.2.3.3.5 The EFR shall contain the Document Control Number (DCN), all decision point narratives, and customer notes to document significant actions and authority during requisition.

2.2.3.3.6 The EFR shall contain the Contract Competition Index (CCI) at the time of award. The CCI is a modified utilization of the Herfindahl-Hirschman Index (HHI). The HHI is a commonly accepted measure of market concentration and market competitiveness. It is calculated by squaring the market share of each firm competing in a market and then summing the resulting numbers. It can range from close to zero to 10,000. The U.S. Department of Justice uses the HHI for evaluating market concentration as it relate to pure competition, restricted competition, and monopolies. A lower HHI indicates increased competition and a higher HHI indicates decreased competition.

$$2.2.3.3.6.1 \text{ CCI} = S_1^2 + S_2^2 + S_3^2 + \dots S_n^2$$

Where: S_n = the contract competition market share percentage of a vendor firm n expressed as a whole number, not a decimal.

2.2.3.3.6.2 The CCI, modified HHI, evaluates the competition of the vendors for all competitively awarded contracts at the time of award.

2.3 Receipt of Requisition

The Contractor shall utilize their CTS to process a Receipt of Requisition acknowledgement to pass into SMC within X^* calendar days.

- 2.3.1 The Contractor shall award contracts to vendors to fulfill requisitions while offering best value products and services in a timely manner, attempting to meet small business goals, achieving competition IAW FAR 6, maintaining quality standards, and documenting fair and reasonable price determinations IAW FAR 15. (CDRL A011)

2.3.2 The Contractor shall process varying Requisitions for Supply, Repair, and Task Orders.

2.3.3 Types of Requisitions (Reference DLM 4000.25-1):

2.3.3.1 NSN Requisition

Contractor shall only award to the USAF Engineering Source Authority (ESA) approved source as documented in SMC. Requisitions input by NSN are routed to the applicable USG SoS. When SoS is unable to support, customer is provided with the option of forwarding the requirement to PROS for continued support. These requisitions will contain the USAF ESA approved source and Item Unique Identification (IUID) information as required.

2.3.3.1.1 When the USAF ESA approved source fails to provide a quote, Contractor shall cancel requisition of a standard item or LOA directed item due to vendor no-bid, and earn a research price to provide Non-Competitive Award EFR to the Customer (PWS 2.2.3.3.3).

2.3.3.1.2 Exception to requisition cancellation exists if Contractor market research produces Original Equipment Manufacturer (OEM) or USAF ESA traceability to a Distributor. The Contractor shall deliver notification of Distributor utilization. (CDRL A011)

2.3.3.2 P/N Requisition

Requisition input by P/N into SMC for action by the Contractor. These requisitions will contain narrative information to assist in procurement. (CDRL A011)

2.3.3.3 Alpha-Numeric Country Code Requisition

Alpha-Numeric country code requisitions are supported by Foreign Military Financing (FMF) which expires at the conclusion of the fiscal year. Contractor shall not cancel or approve auto-generated cancellations on these requisitions without USG concurrence.

2.3.3.4 Additional Requisition Types

Contractor may receive other types of supply requisitions such as orders for a part number with a tech order reference or orders for a special designated item. Contractor shall utilize normal supply processes for these types of requisitions. (CDRL A011)

2.4 Contract Award and Shipment Objectives

Contractor shall award contracts to vendors IAW objectives established in Table 2.1.A, but no later than Contractor Day (KTR Day) X*. Contractor Days, as defined Appendix B, are calendar days minus customer delay calendar days. Contractor shall cancel all requisitions not awarded on Contractor day X*+1 (some exclusions apply; reference Paragraph 2.4.1). Supply requisitions are measured from Receipt of Requisition Requirement to Shipment or Cancellation. Repair requisitions are measured from Receipt of Requisition Requirement to contract award for Test, Teardown, and Inspection, from

the Price Quote to the contract award for the actual Repair, and Receipt of Requisition to Shipment. (CDRL A011)

TABLE 2.4.A – CONTRACT AWARD OBJECTIVES

Supply Contractor Days to Award	Repair Test Teardown and Inspection (TTI) Contractor Days to Award	Repair Contractor Days to Award after Price Quote for Repair
X* KTR Days	X* KTR Days	X* KTR Days

TABLE 2.4.B – CONTRACT REQUISITION TO SHIPMENT OBJECTIVES

Level Of Service (LOS)	Supply Receipt of Requisition to Shipment	TTI and Repair to Shipment	Repair to Shipment after Price Quote for Repair
UON	X* KTR Days	X* KTR Days	X* KTR Days
Routine	X* KTR Days	X* KTR Days	X* KTR Days

2.4.1 Exception to the X* Day Cancellation Requirement

If a contract is able to be awarded, but not within X* Contractor days, Contractor shall request customer approval to exceed the X* Contractor day cancellation date. Contractor shall document SMC/CTS with a narrative explanation for the extension and the planned award date. Contractor shall use this exception only when award is less than or equal to X* Contractor Days and Contractor delivers firm award schedule with SMC/CTS message to the customer. If Contractor failed to award and or meet the delivery award schedule, the Contractor shall receive a Corrective Action Report (CAR). (CDRL A011)

2.5 Service Categories

The service categories are Supply Support, Repair Support, and Task Order Support. Contractor shall perform the following: item research, purchasing, quality assurance, vendor management, and transportation IAW DCMA E-Tools Shipping Instruction Requests 2.0 (SIR 2.0). Packaging, Crating, and Handling (PC&H) is vendor management and quality assurance.

2.5.1 Supply Support

Contractor shall be responsible for procurement of materiel, providing Price and Availability (P&A) data, and all efforts associated with supply contract actions. (CDRL A011)

2.5.2 Repair Support

Contractor shall be responsible for maintenance efforts, which are those actions necessary to return an item to serviceable condition; Test Teardown Inspection (TTI), Repair, Overhaul, Modify, Upgrade, Calibrate/Functional Test, Failure Report, Scrap Certificate, Disposition. (CDRL A011)

2.5.3 Task Order Support

Contractor shall be responsible for all efforts associated with task orders. The Contractor may issue task orders on behalf of the customer for studies, analysis, site surveys, installation, familiarization training, and technical services; this list is not all inclusive. Task orders may include minimal materiel items (coordinated with Contracting Officer) or maintenance support related with other PROS requirements. (CDRL A011)

2.5.3.1 Task Orders

Individual task orders shall be issued against the contract in writing, dated, and labeled as "FA8630-22-F-XXXX" on a DD 1155, Order for Supplies or Service. Each order shall identify the specific task to be accomplished, the estimated period of performance, and the required Certificate of Performance report to be delivered upon completion. All costs associated with task order travel shall be charged against the appropriate travel Contract Line Item Numbers (CLINs) 0004 for the base period and option years.

2.5.3.2 Task Order Process

The USG will send a RFP with an attached Statement of Objectives (SOO) to the Contractor to compete a proposal for a task order; concurrently a requisition will be processed by the USG through the SMC system requesting an electronic cost estimate for proposal preparation cost. The cost estimate for proposal preparation shall be provided by the Contractor via SMC/CTS within 14 calendar days after receipt of the RFP and requisition. After receipt of the RFP, Contractor shall submit their proposal, to include a PWS, pricing, comprehensive cost or price analysis of subcontractors' proposal, single source justification (if required), commercial item determination (if required), and a list of all needed GFE/Government Furnished Information (GFE/GFI) to the USG IAW the RFP. For all task orders in excess of \$2,000,000.00, contractor shall provide certified cost or pricing data IAW FAR 15.408(1). Cost/Price Data will include an estimated amount for travel expenses when applicable and all estimated travel costs will be awarded against the Cost Reimbursable Travel CLINs. Contractor shall submit final price to SMC/CTS with applicable CLINs. The USG will negotiate and award the task order. Contractor shall not proceed with task order requisitions until award has been made via a DD 1155 form (standard form to award task orders). During the performance of a task order, Contractor shall submit a monthly summary report for CDRL A005 (Task Order Status & NVD Summary Report.) Upon completion of individual task orders, Contractor shall be required to submit a report as applicable to CDRL A003 or CDRL A004. [CDRL A003, Technical Report, DI-MISC-80508B] [CDRL A004, Contract Summary Report, DI-

ADMN-80447A] [CDRL A005, Technical Report-Study/Services, Task Order Status & NVD Summary Report, DI-MISC- 80508B]

2.5.3.3 Task Order Changes

Task order changes shall be issued via written modification by the Contracting Officer. Contractor is responsible for completion of each task order within the period of performance regardless of whether or not the effort was subcontracted. When Contractor fails to perform within the contract period of performance, Contractor shall submit a proposal for consideration in exchange for a period of performance extension. The consideration proposal shall be submitted with the request for period of performance extension and negotiated prior to contract modification. When the negotiated consideration is a monetary amount, it shall be de-obligated from the CLIN.

2.5.3.4 Task Order Cancellation

If a task order is cancelled prior to award, the Contracting Officer will notify Contractor by e- mail; only applicable charges shall be proposal preparation costs. If cancelled after award, the Contracting Officer shall negotiate termination costs. Contractor shall determine if proposal preparation or termination costs will be billed or waived. If proposal preparation or termination costs are to be billed, the Contractor shall submit a price revision (PR). Upon financial approval (OK), the Contractor shall submit a BV status code to invoice. If proposal preparation or termination costs are waived, the Contractor shall provide a status and narrative in CTS/SMC requesting cancellation be processed. Contractor shall submit a status in CTS/SMC in response to cancellation request.

2.6 Vendor RFQ/RFP Requirements

Contractor shall ensure the RFQs/Request For Proposals (RFPs) supplied to vendors include all applicable requirements such as, but not limited to terms and conditions, request for one-year warranty, Government Furnished Equipment (GFE)/Government Furnished Property (GFP), transportation requirements, requisition priority (Routine or UON), payment terms, certificate of current cost and pricing data for TINA compliance (when required), and commercial item determination.

2.7 Vendor On-Ramping

- 2.7.1 The total number of Vendors may fluctuate due to any number of reasons including but, not limited to, competition levels on task orders, mergers & acquisitions, and exercise of the off-ramp process.
- 2.7.2 It is in the best interest of the USG that there remain an adequate number of Contractors eligible to compete for task orders in each PROS Contract to meet USG professional service mission requirements.

- 2.7.3 Immediately upon on-ramping, the Vendor is eligible to submit a proposal in response to any task order solicitation and receive task order awards with the same rights and obligations as any other Vendor.

2.8 Dormant Status

- 2.8.1 AFSAC is responsible for ensuring performance and compliance with the terms of PROS and safeguarding the interests of the USG and the American taxpayer in its contractual relationships. Additionally, AFSAC must ensure that Vendors receive impartial, fair, and equitable treatment. PROS must be reserved for high performing PROS Vendors. Accordingly, if the Contractor or PROS CO determines that any requirement of PROS is not being met a PROS Vendor may be placed into Dormant Status.
- 2.8.2 If Dormant Status is activated, the Vendor shall not be eligible to participate or compete in any subsequent task order solicitations while the Vendor is in Dormant Status; however, Vendors placed in Dormant Status shall continue performance on previously awarded and active requisitions and task orders, including the exercise of options and modifications.
- 2.8.3 Dormant Status is not a Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4 or a Termination as defined in FAR Part 49. Dormant Status is a condition that applies to the PROS contract only. Grounds for being placed in Dormant Status specifically include, but are not limited to, trends or patterns of behavior associated with the failure to meet the deliverables.
- 2.8.4 Dormant status will only be imposed after careful consideration of the situation and collaboration with the Vendor to resolve the issues. To place a Vendor in Dormant Status, the Contractor (or PROS CO) must first send a letter, in writing, to the Vendor (Contractor) regarding the poor performance or non-compliance issue. The Vendor shall have reasonable time, at the discretion of the Contractor or PROS CO, to provide a remediation plan to correct the deficiencies/issues. If the Contractor or PROS CO is satisfied with the Vendor's response, the Vendor will not be placed in Dormant Status. If the Contractor or PROS CO is not satisfied with the response, or the remediation plan is not effective, the Contractor or PROS CO may issue a final decision, in writing, placing the Vendor in a Dormant Status.

2.9 Off-Ramping

- 2.9.1 AFSAC reserves the unilateral right to Off-Ramp non-performing Vendors. Vendors that are Off-Ramped have no active requisitions or task orders at the time of the Off-Ramping.
- 2.9.2 Off-ramping methods may result from one of the following conditions:
- 2.9.2.1 After a Vendor is placed in Dormant Status and the Vendor has completed all previously awarded requisitions and task orders under PROS
- 2.9.2.2 Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4.

2.9.2.3 Termination as defined in FAR Part 49

2.9.2.4 Vendors who fail to meet the standards of performance, deliverables, or compliances

2.9.2.5 Taking any other action which may be permitted under the PROS contract

2.9.3 Failure to attend meetings, maintain a Vendor PROS webpage, or otherwise not comply with this section may result in activation of Dormant Status and/or result in a Vendor being off-ramped.

2.10 Distributor Utilization

When an award is made to a distributor, Contractor shall document sequence of events within the EFR, pricing memorandum, SMC/CTS narrative, and deliver Distributor report IAW Program Management Review (CDRL A011) to demonstrate Added Value, as defined at FAR 52.215-23, by distributor and efforts made to contract without use of distributor direct to the OEM.

2.11 Partnering

2.11.1 AFSAC intends to encourage the foundation of a cohesive partnership between the PROS Contractor, PROS subcontractors, PROS vendors, AFSAC PROS personnel, and Federal agency customers to identify and achieve reciprocal goals, with effective and efficient customer-focused service, in accordance with the terms of the PROS contract.

2.11.2 Partnering is encouraged for teaming/subcontractor relationships for areas including IT, additive manufacturing, reverse engineering, and 3-D scanning.

2.12 Obsolescence

2.12.1 When the OEM/OEM approved source identifies an item as obsolete (no stock or replacement exists) or an item has previously cancelled due to no bid, Contractor shall utilize the CTS to document and track all obsolete items or requisitions previously cancelled due to no bid (CDRL A011). Contractor shall obtain and maintain OEM documentation to include market research for analysis of alternatives to support the end item, and upon delivery to the customer, Contractor shall invoice research/price and availability price in accordance with CLIN 0005-5005. Contractor shall provide option of task order support if additive manufacturing, reverse-engineering, and/or 3-D scanning capabilities exists.

2.12.2 Contractor shall provide engineering to support solicitations and technical evaluations of proposals.

2.12.3 Contractor establish breadth and depth of vendor pool in accordance with PWS 2.1.5.3 and/or partnering relationships in accordance with PWS 2.11.2 to provide automated 3-D scanning capability for additive manufacturing candidate parts to produce 3-D models.

2.12.4 Contractor shall ensure vendor/industry partner generates accurate 3-D models capable of being utilized, manipulated, and/or modified for additive manufacturing purposes.

Contractor shall ensure all files are compatible with common commercially available CAD software.

2.12.5 Contractor shall utilize CTS to maintain a technical data library for all data generated or procured through the contract.

2.12.6 Contractor shall facilitate engineering certification of all additive manufacturing, reverse-engineering, and/or 3-D scanning generated end-items.

2.13 Small Business Goals

2.13.1 Contractor shall deliver a description of the efforts the offeror will make to assure that Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Veteran-Owned Small Businesses (VOSB), Service-Disabled Veteran-Owned Small Businesses (SDVOSB), and Historically Underutilized Business Zone (HUBZone) business concerns have an equitable opportunity to compete for subcontracts IAW FAR 52.219-9(d)(8) during the performance of this contract. Table 2.16.1.A reflects DoD small business goals. Contractor shall produce and maintain a Small Business Subcontracting Plan IAW CDRL A001 (Small Business Subcontracting Plan). The Small Business Subcontracting Plan shall be contractually binding as a Section J attachment. The plan will be used to ensure compliance with Public Laws 95-507, 99-661, 100-180, and 100-656, along with the Federal Acquisition Regulation (FAR) and other acts or regulations that relate to subcontracting with small businesses. Although achieving individual SB goals (SDB, WOSB, VOSB, SDVOSB, and HUBZone) are important, contractor is measured against their ability to meet the overall SB subcontracting goal. [Contract Data Requirements List (CDRL) A001, Small Business Subcontractor Report, Small Business Subcontracting Plan, DI- MGT-81642]

TABLE 2.16.1.A - INDIVIDUAL SMALL BUSINESS GOALS

Category	Goal
Small Business	36.7%
Small Disadvantaged Business	5%
Women-Owned Business	5%
Veteran-Owned Small Business	5%
Service Disabled Veteran-Owned Small Business	3%
HUBZone	3%

2.14 Quality Assurance (QA) Management

2.14.1 Standard items

Contractor shall ensure conformance to design drawings, specifications, and approved sources provided by USG for supply and repair requisitions. Contractor shall provide a

Certification of Conformity (CoC) and/or Form FAA 8130-3 Authorized Release Certificate for all materiel and repairs delivered under this contract.

2.14.2 Non-standard items

Contractor shall ensure conformance to design specifications, e.g. commercial, federal, or OEM. Contractor shall provide a Certification of Conformity (CoC) and/or Form FAA 8130-3 Authorized Release Certificate for all materiel and repair delivered under this contract. Contractor shall remain fully committed to providing each customer with supply items and repair services that prevent defects and preserve safety, suitability, and system effectiveness while meeting USG and/or commercial specifications and standards.

2.14.3 Quality Assurance Plan (QAP)

Contractor shall develop and execute a QA Program, subsequent revisions to the QAP shall be submitted to the USG for approval, in accordance with CDRL A006. Contractor shall make the approved QAP and any subsequent drafts available on the CTS. At a minimum, the following areas shall be addressed in the QAP [CDRL A006, Quality Assurance Plan, DI-QCIC-81794]:

2.14.3.1 Process for contractor to attain and maintain certification to AS 9100 or equivalent industry quality standards

2.14.3.2 Process for quality records and data management

2.14.3.2.1 Not Limited to the following: Financial Management, Contract Deliverables (CDRLs), EFR, Technical Data, Vendor Records, Warranty, IT System Records, Logistics Data, Valid Tracking Information on all Shipments, Data Integrity, Data Metrics, and Data Analysis.

2.14.3.3 Definitions and abbreviations

2.14.3.4 Conformance with FAR, SAMM, and Att. 6 Specifications and Standards

2.14.3.5 Standard terms and conditions

2.14.3.6 QA education and training

2.14.3.7 Process of conducting surveillance/audits

2.14.3.8 Communication and customer relations

2.14.3.9 Compliance with procurement processes and CPS approval

2.14.3.10 Vendor management processes not limited to the following: Qualification Process, Corrective Action Process, Onboarding

2.14.3.11 Identification of Safety of Flight (SOF) and Critical Safety Items (CSI)

2.14.3.12 Process for verifying incoming/outgoing materiel, proper packaging, and accuracy of shipping documentation

2.14.4 Certificate of Conformance (CoC)

The CoC is documented affirmation that the item or repair provided conforms to the following: drawings, specifications, approved instructions, industry standards or approvals, aviation regulations, Vendor standards, government approvals, OEM traceability, etc. The CoC shall be signed by a person 'authorized' by the manufacturer to do so. Contractor shall provide a CoC for each item and repair supplied. When applicable, the CoC shall reflect the serial number. If materiel does not contain a serial number, contractor shall provide the lot or batch number, or other identification markings associated with materiel. The warranty period shall also be reflected on the CoC. It is implied that the representative has firsthand knowledge or supporting documentation available that affirms that the contract item or repair is conforming in all respects. For the purpose of this contract, the CoC is considered to be the equivalent of a DD Form 250.

Contractor shall provide a copy of the CoC with each shipment, maintain an electronic copy within their payment request file, and include a copy with electronic payment request file provided to the USG. Failure to provide the CoC within the payment request package will result in the payment being withheld.

2.14.5 In most cases, the CoC will satisfy documentation requirements for acceptance, however depending on vendor location and specific customer import regulations, a USG signed DD250 may be required. In these cases and upon request by the USG, contractor shall fill out a DD250 and submit to the USG for signature.

2.14.6 An FAA Form 8130-3 Authorized Release Certificate (Airworthiness Approval Tag) is a suitable substitution in lieu of a CoC.

2.14.7 Award to Qualified Sources

2.14.7.1 Contractor shall award requisitions only to qualified sources not currently debarred or suspended by the USG. Criteria for a qualified source may include, but is not limited to: designated OEM/OEM approved source, FAA/Joint Aviation Authority (JAA) approved source, assigned US CAGE Code, possession of AS 9100 certification or compatibility, and capability to handle classified material.

2.14.7.2 Contractor shall, regardless of awarded source, be required to obtain and maintain OEM (or approved, qualified source) traceability documentation; successful completion of First Article Testing will also satisfy traceability documentation requirements.

2.14.8 CSI/SOF

2.14.8.1 CSI designation of a particular part is made by the Engineering Support Activity (ESA) and is defined by Public Law 108-136, Section 802, and Defense Federal Acquisition Regulation Supplement (DFARS) 209.270. SOF is defined per DCMA guidebook.

2.14.8.2 Contractor may contact the appropriate Technical Coordination Group (TCG) or Program Management Office (PMO) to assist in the identification of a SOF part. Written

responses (email acceptable) from the TCG or PMO concerning SOF questions shall be maintained in the contractor's file.

2.14.8.3 If an item is identified as CSI/SOF, Contractor shall coordinate with appropriate ALC and check other databases, such as D043 or WEBFLIS, to obtain approved sources. Requisitions processed under these conditions will follow the same competitive processes established for other items and will be clearly identified in the CTS/SMC to highlight CSI/SOF designation.

2.14.9 Quality of Data

The contractor shall ensure all data is accurate, complete, legible, and usable. Data includes, but is not limited to, supply status, billing, technical data, re-procurement, shipment data, and engineering data/drawings. Contractor shall contact the customer or AFSAC PMO for instructions if data necessary for procurement or repair support is not available.

2.14.10 Quality of Parts and Repairs

Contractor shall ensure provided parts and repair actions meet customer requirements and applicable ALC or catalog form, fit, and function criteria

2.14.11 Warranty

2.14.11.1 One Year Warranty

Contractor shall attempt to obtain a one year warranty on materials and workmanship that is at least the same terms offered to the general public or other customers in customary commercial practice. If a one year warranty cannot be obtained or a greater than one year warranty is offered, contractor shall notify customer and must receive approval prior to award. Contractor shall track and maintain warranty information. Contractor shall provide a copy of warranty to USG with the electronic payment request package. Warranty timeframe begins when the title transfers from vendor to customer at initial point of shipment which will be at the vendor's loading facility. If vendor requires exhibit to be at its facility (versus USG turn-in point) within specified warranty timeframe and turn-in date will occur in less than 180 days, contractor shall notify customer of condensed return time IAW Section J, Attachment 4 – SDR Process. For latent defects, the warranty timeframe is governed by the latest version of Defense Logistics Manual (DLM) 4000.25. Contractor shall be liable for any warranty time lost due to contractor's quality inspection (not applicable to DTS shipments).

2.14.11.2 Documentation

Contractor shall ensure vendor provides a copy of warranty to customer. Warranty documentation shall be placed within the package used to ship item(s). If Contractor

receives warranty documentation after shipment, Contractor shall send a copy of warranty to customer and retain a copy.

2.14.12 SDR Processing and Resolution

Contractor shall process SDRs IAW DLM 4000.25 Volume 2 Chapter 17, AFMCMAN 20-2, and Section J, Attachment 4 - SDR Process.

The customer submits warranty claims via the SDR process. SDRs can be reported within the warranty timeframe for the following reasons: overage, duplicate shipment, wrong item, misdirected materiel, non-receipt, shortage, quality/materiel deficiency, damaged or improperly packed shipment, insufficient shelf life, warranty, and billing errors. SDRs are submitted by customer to USG via Standard Form (SF) 364 using SDR-A; USG will review and forward to contractor via WebSDR,

2.14.12.1 Contractor shall treat SDRs IAW the timelines in Section J, attachment 4 of the PROS VI contract.

2.14.12.2 Contractor shall use the WebSDR and SDR-A systems to identify and resolve SDRs. Contractor will be provided access to and training on both systems. Contractor shall acknowledge receipt of SDR via WebSDR and provide an update within narrative addressing no less than the following:

2.14.12.2.1 TTI cost (if applicable, provide TTI NTE cost to perform evaluation)

2.14.12.2.2 Receipt of exhibit at contractor's warehouse and/or vendor's facility

2.14.12.2.3 Return shipment to customer from contractor or vendor

2.14.12.2.4 Requests for additional information

2.14.12.3 Contractor shall initiate SDR investigation, bearing sole responsibility for the integrity of the SDR process.

2.14.12.4 Contractor shall input current SDR processing status into WebSDR. WebSDR follow-up notices will be sent to contractor every 30 days of the SDR process. If status is not updated by Contractor in WebSDR within the first 90 days, Contractor shall coordinate with the USG. Contractor shall input a USG-approved narrative in WebSDR which includes explanation for SDR delay and estimated SDR resolution date.

2.14.12.5 Contractor shall coordinate all SDR recommendations with vendor and OEM as applicable. Contractor's validity recommendation shall include sufficient information and documentation for USG to make a determination of validity (e.g. CoC, traceability documentation, test records, reports, certifications, screen shots of DLA or other applicable substantiating catalog pages, photographs (excludes classified items), shipping documents, warranty). Contractor shall acquire and maintain as much of this documentation as practicable during procurement process, allowing USG access throughout contract close-out period. Contractor's SDR recommendation to USG shall be impartial, timely, and objective. In the event that an OEM is hesitant to provide drawings

or specifications, contractor may advise OEM to send the data direct to USG at the AFSAC PROS SDR mailbox, afsac.pros.sdrs@us.af.mil and assure OEM that AFSAC PROS PMO will maintain strict control and NOT release any data outside of USG.

2.14.12.6 Contractor is not responsible for resolution of SDRs submitted after warranty expiration or for requisitions with a total value of \$200 or less. However, Contractor shall evaluate information provided in all SDRs for the purpose of trend analysis.

2.14.12.7 For Total Non-Receipts and Billing, the SDR timeframe begins when customer receives final billing as documented in the Defense Finance and Accounting Service (DFAS) quarterly statement.

2.14.12.8 If a SDR is determined to be valid, Contractor shall exercise its best efforts to enforce any applicable warranties or guarantees, and to have vendor expeditiously provide customer with a new item, warranty repaired item, or refund, with no additional fill price.

2.14.12.9 In the event of a refund, where the Contractor is solely at fault, the Contractor shall provide a credit to the customer in any amount refunded by the vendor within 45 calendar days of SDR closure. In addition, regardless of whether or not a refund is successfully obtained from the vendor, the Contractor shall provide the customer a full credit for the Contractor's fill price within 45 calendar days of SDR closure.

2.14.12.10 In the event of a refund, where Contractor is not solely at fault, Contractor shall provide a credit to the customer in the amount refunded by the vendor within 45 calendar days of SDR closure. Contractor may retain the fill price.

2.14.12.11 The USG reserves all other rights and remedies as set forth in this contract or otherwise provided by law.

2.14.12.12 SDR processing may extend beyond the ordering period of this contract, but be complete prior to final close-out.

2.14.12.13 Contractor shall analyze all valid SDRs to determine cause and establish corrective and/or preventive measures to focus on improvement of product quality and reduction of SDRs. Contractor shall report catalog errors to PROS Program Office for resolution with the ALC or catalog source as applicable.

2.14.12.14 Contractor shall resolve all initial SDRs within one year of "Date to Action Routing Identifier Code (RIC)" as indicated in SDR-A unless substantiating documentation is provided to USG describing progress made toward SDR resolution with vendor.

2.14.12.15 USG is the final authority for determining SDR validity and closure.

2.14.12.16 Contractor shall submit SDR status reports monthly to USG IAW [CDRL A009, Status Report, SDR Report, DI-MGT-80368A]

2.15 PC&H

2.15.1 Packaging/Crating

Unless otherwise directed by USG, Contractor shall package PROS materiel for favorable warehouse conditions (level A/B) as referenced in MIL-STD 2073-1E, Change 1, Paragraphs 3.10 and 5.3, Standard Practice for Military Packaging. Packaging requirements are also dictated by mode of transportation used such as USPS, FEDEX, UPS, or other small package services. For hazardous materials, performance oriented packaging shall be accomplished in accordance with AFJI 24-210. Packaging is also dictated by shipment mode. For movement by commercial air, the International Air Transport Association (IATA) Dangerous Goods Regulation applies (www.iata.org/whatwedo/cargo/dgr/Pages/index.aspx); for ocean movement, the United Nations International Maritime Dangerous Goods (IMDG) Code applies (www.imo.org/OurWork/Safety/Cargoes/Pages/DangerousGoods.aspx). At Contractor's discretion, photographic documentation (excludes classified items) of materiel can be maintained to include: container condition, outer/inner packaging, contents, quantity, size, weight. Documentation will aid contractor's recommendation to USG of SDR validity.

2.15.2 Handling/Marking

Contractor shall implement and use procedures for shipping labels IAW DOD 4500-9-R, DTR, Part II, Cargo Movement, Appendix E. Contractor shall ensure numerical LOS priority is identified on all shipment documents. Containers shall be marked IAW MIL-STD-129R, Chapter 4. For items requiring IUID, contractor shall mark per MIL-STD-130N, Change 1. The IUID policy, with associated guidance is available at <http://www.acq.osd.mil/dpap/pdi/uid/>. See Paragraph 3.2.3 for more on IUID.

2.15.3 Contractor shall ensure secure temporary storage for all assets accepted at the contractor's facility. Contractor shall immediately research such shipments and take appropriate actions to secure and safeguard materiel.

2.15.4 Contractor shall be equipped to handle Electro-Static Discharge-sensitive materiel.

2.16 Transportation

2.16.1 Contractor shall maintain in-transit visibility of all shipments and comply with special shipping instructions contained in requisition or directions provided by USG.

2.16.2 Contractor shall ensure appropriate level of materiel verification and inspection is accomplished upon receipt at repair location and/or shipment to customer; contractor shall not charge customer for additional quality inspections.

2.16.3 Vendor will notify contractor of material ready for shipment. Notification will include all necessary information for contractor to complete Shipping Instruction Request (SIR) to DCMA.

2.16.4 Contractor shall submit Shipping Instruction Request (SIR) to DCMA.

2.16.4.1 DCMA will arrange shipping and provide information back to Contractor.

2.16.4.2 DCMA will be responsible for sending and receiving answers for the Notice of Availability (NOA).

2.16.4.3 DCMA will also be responsible for inputting all information into Automated Export System (AES or next generation system) for Customs clearance of all material being exported through the Defense Transportation System (DTS). As part of the completed AES filing, an Internal Tracking Number (ITN) is provided. This ITN must be documented on all shipment papers to acknowledge the shipment has been properly cleared for export.

2.16.5 Contractor will provide shipping information to vendor.

2.16.5.1 Once shipment is complete, vendor will provide all shipment information to contractor.

2.16.5.2 Shipment information will include Carrier Name, Standard Carrier Alpha Code (SCAC), Pro #, pieces/weight/cube, date of pick-up, Transportation Control Number (TCN), Nomenclature, etc.

2.16.5.3 Contractor shall maintain proof of shipment records for all materiel shipped.

2.16.6 When appropriate, and not causing a delay, vendor/contractor shall consolidate items into larger shipments as a cost saving advantage to customer. Consolidation requirements are outlined in DTR, Part II, Appendix E, this applies to both unclassified and classified shipments.

2.16.7 If DTS mode of shipment is identified within requisition, the materiel shall be stored while awaiting DCMA shipping instructions. After DCMA approval and upon shipment of materiel, contractor shall notify customer with an RK status code and AS3 shipment transaction reflecting total quantity and actual unit of issue.

2.16.8 Material will be stored by Vendor for 30 calendar days after SIR request has been filed. If storage is required past the initial 30 calendar days, then storage prices at a rate of 0.125 percent of asset value/month may be charged via CLIN 0006.

FMR, Volume 15, Chapter 7, Paragraph 070804: "...The annual storage price is 1.5 percent. For cases not remaining open a full year, a price of 0.125 percent per month must be charged (SAMM C9.T4)."

SAMM C9.T4:

Storage (Other)	Cost of storing items.	Included above the line on the LOA.	Implementing Agency	DoD FMR, Volume 15, Chapter 7,
--------------------	------------------------------	--	------------------------	--------------------------------------

		1.5% annually on value of stored assets, unless a separate price is negotiated with the storage facility. .125% monthly on value of stored assets, unless a separate price is negotiated with the storage facility.		paragraph 070801 BPC: DoD FMR, Volume 11A, Chapter 1, Addendum 1
--	--	--	--	---

2.16.9 Contractor shall input valid tracking information on all shipments.

2.16.10 Contractor shall execute shipments IAW DTR 4500.9-R Defense Transportation Regulation (DTR), Part II, Cargo Movement. Appendix E outlines specific Security Assistance Program requirements, along with the following regulations:

2.16.10.1 DTR 4500.9-R, DEFENSE TRANSPORTATION REGULATION, PART V-CUSTOMS

2.16.10.2 AFMAN 16-101, SECURITY COOPERATION (SC), SECURITY ASSISTANCE (SA) AND FOREIGN MILITARY SALES (FMS) MANAGEMENT

2.16.10.3 AFMCI 16-101, SECURITY COOPERATION (SC), SECURITY ASSISTANCE (SA) AND FOREIGN MILITARY SALES (FMS) MANAGEMENT

2.16.10.4 DOD 5220.22-M, NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM)

2.16.10.5 DLMS 4000.25, DEFENSE LOGISTICS MANAGEMENT STANDARDS

2.16.10.6 DOD 5200.01-M, VOLUME 3, DOD INFORMATION SECURITY PROGRAM: PROTECTION OF CLASSIFIED INFORMATION

2.16.10.7 AFI 24-602, VOLUME 2, CARGO MOVEMENT

2.16.13 Contractor shall ship all Night Vision Devices (NVD) via DTS and require notification from NVD vendor as soon as materiel is available for shipment. Contractor shall contact DCMA to determine if additional information is required depending on final destination.

2.16.14 Contractor shall provide a summary report identifying all NVD procurements in the previous month.

If no NVD procurements occurred for that month, Contractor shall indicate as such on the report. [CDRL A005, Technical Report-Study/Services, Task Order Status & NVD Summary Report, DI-MISC-80508B]

Repairables:

Shipping instructions to country should provide for direct shipment to repair vendor facility.

Instruct repair vendor to inspect and provide information back to contractor

Once item repaired, follow instructions above.

If unable to repair, receive instructions from USG to determine disposition of repairables.

Transportation costs shall be paid for via the Delivery Term Code assigned to the line on the FMS case. It is not a reimbursable cost to this contract.

2.17 Technical Data

A current, signed and certified copy of the MILITARILY CRITICAL TECHNICAL DATA AGREEMENT, DD Form 2345 will be required by the ALC prior to honoring any requests for technical data related to PROS requisitions. The Contractor shall send all requests for Technical Orders or other technical data such as drawings or schematics with signed DD2345 to USG; USG will coordinate and forward request to the applicable ALC.

Appendix A – Acronyms

AAC	Acquisition Advice Code
ADLS	Advanced Distributed Learning Service
AFSAC	Air Force Security Assistance Cooperation Directorate
AFLCMC	Air Force Life Cycle Management Center
ALC	Air Logistics Complex
AES	Automated Export System
BER	Beyond Economical Repair
BPR	Beyond Physical Repair
CAD	Cartridge Actuated Devices
CAGE	Commercial and Government Entity
CISIL	Centralized Integrated System – International Logistics
CDRL	Contract Data Requirements List
CFR	Code of Federal Regulation
CLIN	Contract Line Item Number
CoC	Certificate of Conformity
COR	Contracting Officer Representative
CSI	Critical Safety Item
DAASC	Defense Automatic Addressing System Center
DAL	Data Accession List
DAMES	DAASC Automatic Message Exchange System
DC	Disposal Charge
DCMA	Defense Contracts Management Agency
DCN	Document Control Number
DFAR	Defense Acquisition Regulations
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLM	Defense Logistics Manual
DoD	Department of Defense
DSCA	Defense Security Cooperation Agency
DSP	Department of State Publication
DSS	Defense Security Service
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
ERRC	Expendability, Recoverability, Reparability Code
ESA	Engineering Source Authority
ECD	Estimated Completion Date
ESD	Estimated Ship Date
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FLO	Foreign Liaison Officer
FMF	Foreign Military Financing

FMS	Foreign Military Sales
FOCI	Foreign Ownership, Control, or Influence
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
GSA	General Services Administration
HAZMAT	Hazardous Material
HLS	Highest Level of Service
I&S	Interchangeable & Substitutable
IATA	International Air Transport Association
IAW	In Accordance With
IMDG	International Maritime Dangerous Goods
IT	Information Technology
ITAR	International Trafficking in Arms Regulation
IUID	Item Unique Identification
IWTA	Inter-Work Transfer Authority
JAA	Joint Aviation Authority
JTR	Joint Travel Regulations
LOA	Letter of Offer and Acceptance
LOS	Level of Service
MDE	Military Defense Equipment
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MISIL	Management Information System – International Logistics
MMAC	Materiel Management Aggregation Code
MOQ	Minimum Order Quantity
NIPARS	Non-standard Item Parts and Repair System
NISPOM	National Industrial Security Program Operating Manual
NOA	Notice of Availability
NSN	National Stock Number
NTE	Not To Exceed
NVD	Night Vision Device
OCI	Organizational Conflict of Interest
OEM	Original Equipment Manufacturer/Manufacturing
OPI	Objective Performance Incentive
OPSEC	Operations Security
P&A	Price and Availability
P/N	Part Number
PAD	Propellant Actuated Devices
PCH&T	Packing Crating Handling and Transportation
PICA	Primary Inventory Control Agency
PMO	Program Management Office
PMR	Program Management Review
POP	Period of Performance
PQ	Price Quote
PR	Price Revision

PROS	Parts and Repair Ordering System
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Plan
RDD	Required Delivery Date
REA	Request for Equitable Adjustment
RFP	Request for Proposal
RFQ	Request for Quote
RIC	Routing Identifier Code
SAFR	Security Assistance Foreign Representative (FLO equivalent for Navy)
SAMIS	Security Assistance Management Information System
SAMM	Security Assistance Management Manual
SCIP	Security Cooperation Information Portal
SF	Standard Form
SICA	Secondary Inventory Control Agency
SIR	Shipping Instruction Request
SB	Small Business
SDB	Small Disadvantaged Business
SDR	Supply Discrepancy Report
SDVOSB	Service-Disabled Veteran Owned Small Business
SME	Significant Military Equipment
SOF	Safety of Flight
SOO	Statement of Objectives
SoS	Source of Supply
SV	Scrap Value
TCG	Technical Coordination Group
TINA	Truth in Negotiations Act
TTI	Test Teardown and Inspection
USAF	United States Air Force
UCE	Unsupported Cost Estimate
USG	United States Government
VOSB	Veteran-Owned Small Business
WOSB	Women-Owned Small Business
WPAFB	Wright-Patterson Air Force Base

Appendix B – Glossary

Acquisition Advice Code (AAC) - A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator.

Air Force Security Assistance Cooperation (AFSAC) Directorate - Located at WPAFB, Ohio, is responsible for managing FMS programs for the Air Force.

Air Logistics Complex (ALC) - An Air Force inventory control point that normally fills standard item FMS requisitions. The ALC also serves as Contractor's source for technical data, when needed to procure a standard item. Each ALC has a focal point office assigned to process these data requests.

Business Days – Five (5) days per week, Monday through Friday, except USG holidays.

Calendar Days – Seven (7) days per week, Sunday through Saturday, including USG holidays.

Cancellation Rate - Cancellation rate is defined as the number of requisitions cancelled divided by the number of requisitions received.

Case - A contractual sales agreement between the USG and an eligible foreign country or international organization documented by a LOA. A case identifier is assigned for the purpose of identification, accounting, and data processing for each LOA.

Certificate of Conformity (COC) - The CoC is documented affirmation that the item or repair provided conforms to the following: drawings, specifications, approved instructions, industry standards or approvals, aviation regulations, Vendor standards, government approvals, OEM traceability, etc. The COC shall be signed by a person 'authorized' by the manufacturer to do so.

Centralized Integrated System – International Logistics (CISIL) - CISIL provides management of FMS cases for the Army. The system maintains data from country request to FMS case closure. It produces logistics requisitions (e.g., MILSTRIP), case status, status of delivery, repair status, supply discrepancy status, and other management reports.

Consolidation - Consolidation will occur when several customers' requisitions for one item (may be multiple quantities) are grouped together by the contractor for the sole purpose of obtaining a discount buy while still maintaining individual shipping, packaging, etc., and instructions per the customer's individual requisition. To ensure sufficient funds are available, stand-alone pricing is provided for each individual requisition before the requisitions are consolidated for a reduced cost.

Contracting Office - An office that prepares solicitations and awards or executes a contract for supplies or services and performs post-award functions not assigned to a contract administration office. AFSAC acts as the contracting office for the PROS contract.

Contracting Officer (CO) - An official authorized to enter into or administer procurement contracts and make related determinations and findings; the contracting focal point with the authority to obligate government funds and enter into, administer, and/or assist with termination of contracts.

Contractor Days – Contractor days are calendar days minus customer calendar delay days (total time from receipt of requisition (BD) to shipment (AS3) less delay time (X-R)).

Controlled Item – Those items designated as having characteristics that require they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Critical Safety Item (CSI) -

Customer – FMS customer (Country)

Customer Relationship Management (CRM) – Technology for managing all your company's relationships and interactions with customers and potential customers.

DAASC Automated Message Exchange System (DAMES) - A fully automated telecommunications system that provides the subscriber with a stand-alone, also referred to as a turn-key, telecommunications terminal, or it can be designed to function as a communications front-end processor which is linked to a subscriber's existing telecommunications network.

Defense Automatic Addressing System (DAAS) - DAAS is an automated communication system used by DoD logistics activities, FMS customers and contractors. It is located at WPAFB. The "ILCS" communication system mentioned later in this document is a part of DAAS.

Defense Data Network (DDN) - A computer-based communications capability for military department and defense agency personnel.

Defense Finance and Accounting Service (DFAS) - The FMS Comptroller office, DFAS-CO/JAIABC, Bldg. 21, 3990 E. Broad St, Columbus, OH 43213 DFAS personnel maintain official accounting records for the PROS contract.

Defense Transportation System (DTS) - DoD transportation resources (air or surface transportation that is owned, operated, controlled, or arranged by DoD). This includes air or surface movement by Government Bill of Lading (GBL) on U.S. flag commercial carriers or by foreign flag carriers when movement is DoD or USAF arranged and shipment remains under DoD or USAF auspices and control.

Estimated Shipping Date (ESD) - The date identified in the BV status transaction of the requisition when it is *initially* placed on contract.

Favorable Warehouse Conditions - A storage facility with rain proof roof and walls, and non-dirt floor.

Fill Price - The contractor will be paid a price (Fixed Price established by CLIN) per requisition processed to compensate for its services. The amount of the fill price is determined by the dollar value of the requisition.

Force Activity Designator (FAD) - A Roman numeral (I to V), assigned by the Joint Chiefs of Staff, to show the relative mission essentiality of a unit, organization, installation, project or program to meet national objectives.

Foreign Liaison Officer (FLO) - An official representative, either military or civilian, of

a foreign government or international organization stationed in the United States to manage or monitor security assistance programs.

Foreign Military Sales (FMS) - The selling of military equipment and services to friendly foreign governments and international organizations under the authority of the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended.

Freight Forwarder (FF) - The agent designated by a customer country to complete or control FMS materiel shipment from CONUS or third countries to the purchaser's destination. This is usually a licensed international broker or freight forwarding agent.

Full Operational Capability (FOC) - When a system is delivered to a user and they have the ability to fully employ and maintain it to meet an operational need.

Hazardous - Health hazards include carcinogens, corrosive materials, highly toxic materials, irritants, sensitizers, toxic materials, and material which damage the skin, eyes, or internal organs. Physical hazards include combustible liquids, compressed gasses, explosives, flammable materials, organic peroxides, oxidizers, pyrophoric materials, unstable (reactive) materials and water-reactive materials.

HUBZone - This means a Historically Underutilized Business Zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation. The satisfactory goal is 1.5% semiannually.

Incidental - Minor items that are not particularized.

Interchangeable - Two or more items which possess such functional and physical characteristics as to be equivalent in Form, Fit and Function (FFF) and are capable of being exchanged one for the other without alteration of the items themselves or of adjoining items, except for adjustment.

In-Transit Visibility - Knowledge of a shipment's location in the transportation pipeline for the purpose of preventing or quickly correcting situations involving misdirected, lost, or overdue shipments, both incoming and outgoing.

Letter of Offer and Acceptance (LOA) - The document (DD Form 1513) by which the USG offers to sell to a foreign government or international organization defense articles and defense services pursuant to the Arms Export Control Act of 1976, as amended. The form lists the items and/or services, estimated costs, the terms and conditions of the sale, and provides for the foreign government's signature to indicate acceptance.

Long Lead Time - Estimated Delivery of an item 12 months or greater after contract award.

Maintenance - Those actions necessary to return an item to serviceable condition; TTI, Repair, Overhaul, Modify, Upgrade, Calibrate/Functional Test.

Management Information System - International Logistics (MISIL) - MISIL is used to manage the execution, including accounting, of all FMS cases for the Navy. MISIL maintains data from country request to FMS case closure. The system processes, controls, tracks and reports on FMS logistics and financial transactions, including requisitions, acquisitions, supply/delivery status, Supply Discrepancy Reports (SDR), and expenditures. MISIL is the

official accounting system of record for all Navy FMS. MISIL produces logistics requisitions (e.g., MILSTRIP), case status, status of delivery, repair status, supply discrepancy status, and other management reports.

Military Standard Requisitioning and Issue Procedures (MILSTRIP) - A DOD standard for automated logistics transactions. It defines a variety of records, differentiated by 3-position "Document Identifier" codes (DICs), and codes used to requisition items and report status. Most of the transactions outlined in the data flow derive from MILSTRIP (reference DOD 4000.25-1-M).

Modification - Perform a specific change or alteration in the physical configuration or in the functional characteristics of a component, item, or end item. The change could be flight safety/reliability, or performance/added capability related.

National Stock Number (NSN) - A number assigned to each item of supply under the Federal Catalog System. It consists of the 4-digit FSC and 9-digit NIIN.

National Item Identification Number (NIIN) - A number assigned under the Federal Catalog System. It consists of the 2-digit Country Code and 7-digit item number.

National Stock Number (NSN) - A 13-position national stock numbers in the DOD catalog. Items the DOD manages (or once managed) for its own use. Contractor will receive orders for these items on the DIC "A41" transactions. By contrast, there are also part-numbered orders (see "part number items" below). The PROS contract differentiates between stock numbered and part numbered orders.

Notice of Availability (NOA) - The document by which the source of supply notifies the designated FMS Country Representative or freight forwarder that the materiel is ready for shipment.

On Contract - A contract is awarded to a vendor.

Overhaul - Complete restoration is accomplished by disassembly of the item, inspecting the condition of each of its component parts, reassembling it using serviceable or new parts, subassemblies and assemblies, followed by inspection and operational test.

Package Buy (PK) - A package buy allows procurement of multiple line items against a single document number; for one customer; supplied from one vendor; shipped at the same time; with status and pricing provided against the single requisition. It is not applicable to Urgent requisitions without PMO/contractor approval. Also, repair orders are not applicable to a package buy. The number of line items (identified in the narrative) under a single requisition may range from two to ten, but on an exception basis with program management office approval, the line items may fall outside this normal range.

Part Numbered (P/N) - P/N items are items ordered by manufacturer's part number. Contractor receives this type of order on a DIC "A45" transaction (and, occasionally, on a DIC "A42" transaction). The PROS contract calls for special research on these orders, since a P/N often relates to a good NSN. When such a match exists and the NSN is in Air Force stock or is an NSN actively managed by DOD or GSA, Contractor rejects the order back to SMC for supply through standard government channels.

Price and Availability Data (P&A) - A response to a foreign government request for preliminary data for the possible purchase of a defense article or service. All aspects of repair requisitions are excluded.

Process Date - The date the transaction is processed in SMC.

Quality Assurance (QA) - A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established, products and services conform to established technical requirements, and satisfactory performance is achieved.

Requisition - An order for materiel, repair, or services that defines a customer's requirement.

Safety of Flight item(SOF) - An aircraft or missile item that if it fails or malfunctions would present a hazardous or fatal condition to an end item or personnel during pre-flight, in-flight, or post-flight operations.

Security Assistance - A group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States provides defense articles, military training, and other defense-related services, by grant, loan, credit, or cash sales in furtherance of national policies and objectives.

Security Assistance Management Information System (SAMIS) - The official instrument used by AFSAC to manage and account for FMS requisitions.

Security Cooperation Information Portal (SCIP) - SCIP provides web-based visibility of information about U.S. FMS and other key SC programs and processes. The information is available from anywhere in the world. The only requirement is that the users have access to a web browser and the appropriate permissions are established on the users account. Data is sourced from DSAMS case information and selected portions of case execution which is derived from the MILDEP systems (e.g., Army's CISIL, Navy's MISIL, and Air Force's SAMIS) in a standardized format. SCIP provides customers case information, regardless of which MILDEP is managing the case and data can be viewed from the day the case is first entered into the system. SCIP is a tool for international customers, customer agents (e.g., freight forwarders), and USG personnel with appropriate permissions.

Shipment – Shipment date as reported with the "AS3" transaction.

Shipped Not Billed – Open requisitions for country case or line items for which the shipment status has been processed but no billing action has been recorded.

Substitute Item - An item that performs the same functions as the one it replaces.

Test/Calibration - A technical/scientific inspection to determine the physical and chemical properties, and capabilities of materials and supplies for components, items and equipment. Provide measurement services to detect and adjust any discrepancy in the accuracy of an item being checked with certified standards.

Total Requisition Value - The price provided to the customer to include materiel cost, PC&H, contractor fill price, and/or any additional reported prices plus the AFSAC-applied

Program Price.

Unique Identification (UID) – Used to enable traceability of a specific item throughout its life cycle within the DoD inventory system. It consists of a combination of data elements for an item that is globally unique to ensure data integrity and data quality throughout the life of the item. It includes marking of an item with a unique item identification that has machine-readable data elements that distinguish it from other like and unlike items.

Urgent Operational Need (UON) – Capability requirements identified by a DOD Component as impacting an ongoing or anticipated contingency operation. If left unfulfilled, UONs result in capability gaps potentially resulting in loss of life or critical mission failure. DoD Components, in their own terminology, may use a different name for a UON.