

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 256	
2. CONTRACT NO.		3. SOLICITATION NO. W911W4-09-R-0037		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 13 Nov 2009	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY CDR, HQUSAINSCOM 8825 BEULAH ST. FORT BELVOIR VA 22060-5246 TEL: FAX(703) 428-4914			CODE W911W4	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	TEL: FAX:
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u>Table L9-1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>See page 2 for instructions</u> until <u>1100 HRS</u> local time <u>4 JAN 2010</u> (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME JACKSON, ANGELA A.		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 703-428-4821		C. E-MAIL ADDRESS angela.a.jackson1@mi.army.mil	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES		
X	A	SOLICITATION/ CONTRACT FORM		1 - 7	X	I	CONTRACT CLAUSES
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		8 - 15	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT		16	X	J	LIST OF ATTACHMENTS
X	D	PACKAGING AND MARKING		17	PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X	E	INSPECTION AND ACCEPTANCE		18	X	K	REPRESENTATIONS, CERTIFICATIONS AND
X	F	DELIVERIES OR PERFORMANCE		19 - 20			OTHER STATEMENTS OF OFFERORS
X	G	CONTRACT ADMINISTRATION DATA		21 - 22	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS
X	H	SPECIAL CONTRACT REQUIREMENTS		23 - 42	X	M	EVALUATION FACTORS FOR AWARD
OFFER (Must be fully completed by offeror)							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)							
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT		21. ACCOUNTING AND APPROPRIATION		
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()					23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM
24. ADMINISTERED BY (If other than Item 7) CODE				25. PAYMENT WILL BE MADE BY CODE			
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:					27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.							

Section A - Solicitation/Contract Form

SECTION A

SECTION A - SOLICITATION/CONTRACT FORM

NOTE TO OFFERORS: Delivery of Proposals

A.1 HANDCARRIED OFFERS AND DEPOSITORY LOCATION.

Offerors must call the Contracting Officer at 703-428-4821 at least two business days before delivery of proposals, to arrange for drop-off at the address below.

US Army INSCOM

OMNIBUSIII

ATTN: IAPC-DOC

(Contracting Officer)

6359 Walker Lane

3rd Floor

Alexandria, VA 22310

A.2 MAILED OFFERS AND MAIL LOCATION

Offerors must call the Contracting Officer at 703-428-4821 at least two business days before expected delivery of proposals.

US Army INSCOM

OMNIBUSIII

ATTN: IAPC-DOC

(Contracting Officer)

8825 Beulah Street

Fort Belvoir, VA 22060-5246

A.3 FACSIMILE OR E-MAIL PROPOSALS

Facsimile or e-mail proposals will not be accepted.

Table of Contents

SECTION A - SOLICITATION/CONTRACT FORM

- A.1 HANDCARRIED OFFERS AND DEPOSITORY LOCATION.
- A.2 MAILED OFFERS AND MAIL LOCATION
- A.3 FACSIMILE OR E-MAIL PROPOSALS

SECTION B - SUPPLIES OR SERVICES AND PRICES

- B.1 CONTRACT TYPE
- B.2 DATA
- B.3 CONTRACT MINIMUM/MAXIMUM AMOUNT

SECTION C - PERFORMANCE WORK STATEMENT

- C.1 INTRODUCTION
- C.2 ATTACHED PERFORMANCE WORK STATEMENTS

SECTION D – PACKAGING AND MARKING

SECTION E – INSPECTION AND ACCEPTANCE

- E.1 INSPECTION AND ACCEPTANCE TERMS
- E.2. CLAUSES INCORPORATED BY REFERENCE

SECTION F – DELIVERIES AND PERFORMANCE

- F.1 DELIVERY INFORMATION
- F.2 CLAUSES INCORPORATED BY REFERENCE

SECTION G – CONTRACT ADMINISTRATION DATA

- G.1 CONTRACTOR CONTRACT ADMINISTRATOR(S)
- G.2 ASSIGNMENT OF CONTRACT ADMINISTRATION
- G.3 CONTRACT MANAGEMENT (IAW DFARS 201.602-2)
- G.4 PAYMENT
- G.5. PAYMENT INSTRUCTIONS
- G.6 WIDE AREA WORKFLOW
- G.7 MILESTONE PAYMENTS

SECTION H - SPECIAL CONTRACT REQUIREMENTS

- H.1 TASK ORDER PROCEDURES
- H.2 PROCEDURES FOR TASK ORDER AWARD SELECTION
- H.3 SMALL BUSINESS REQUIREMENTS
- H.4 PARTNERING PHILOSOPHY
- H..5 SECURITY REQUIREMENTS
- H.6 SECURITY REQUIREMENTS – SOFTWARE CERTIFICATION
- H.7 CONFIGURATION MANAGEMENT
- H.8 TRAINING
- H.9 DISSEMINATION OF INFORMATION
- H.10 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)
- H.11 NON-DISCLOSURE AGREEMENTS
- H.12 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
- H.13 CONTRACTOR IDENTIFICATION
- H.14 CONTRACTOR PERSONNEL SUPERVISION
- H.15 REPLACEMENT OF KEY PERSONNEL
- H.16 AVAILABILITY OF CONTRACTOR PERSONNEL AND ACCESS TO FACILITIES
- H.17 GOVERNMENT SHUTDOWN REQUIREMENTS FOR ESSENTIAL CONTRACTOR PERSONNEL
- H.18 CONTINUITY OF OPERATIONS (COOP)
- H.19 MANPOWER REPORTING REQUIREMENT/ACCOUNTING FOR CONTRACT SERVICES
- H.20 ARMY ELECTRONIC INVOICING INSTRUCTIONS
- H.21. MILESTONE PAYMENTS
- H.22 LIMITATION OF GOVERNMENT OBLIGATION
- H.23 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM – CPARS
- H.24 INSURANCE
- H.25 GOVERNMENT FURNISHED MATERIAL/PROPERTY/FACILITIES

- H.26 TRAVEL
- H.27 LOCAL TRAVEL
- H.28 EXPENSE VOUCHERS
- H.29 LETTERS OF AUTHORIZATION (LOA) FOR OCONUS TRAVEL
- H.30 OCONUS CONTRACTOR CONDUCT AND PERSONNEL APPEARANCE
- H.31 DEPLOYMENT
- H.32 TECHNICAL EXPERT OR ANALYTICAL SUPPORT STATUS ACCREDITATION (TESA/ASSA)
- H.33 KOREA LOGISTICS SUPPORT AS AN INVITED CONTRACTOR OR TECHNICAL REPRESENTATIVE IN THE REPUBLIC OF KOREA (ROK)

- H.34 CONTRACTOR BASE OPERATIONS, LOGISTICAL AND ADMINISTRATIVE SUPPORT
- H.35 LOGISTICS SUPPORT PRIVILEGES IN SOUTHWEST ASIA
- H.36 TRAVEL TO RESTRICTED/DENIED AREAS
- SECTION I CONTRACT CLAUSES
- CLAUSES INCORPORATED BY REFERENCE
- 52.215-19 Notification of Ownership Changes (Oct 1997)
- 52.216-18 ORDERING (OCT 1995)
- 52.216-19 ORDER LIMITATIONS (OCT 1995)
- 52.216-22 INDEFINITE QUANTITY (OCT 1995)
- 52.217-8OPTION TO EXTEND SERVICES (NOV 1999)
- 52.217-9OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)
- 52.227-23 RIGHTS TO PROPOSAL DATA (TECHNICAL) (JUN 1987)
- 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)
- 52.245-2GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (JUNE 2007)
- 52.252-2CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
- 252.225-7040 CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES (JAN 2009)
- 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)
- SECTION J – LIST OF DOCUMENTS, EXHIBITS, and OTHER ATTACHEMENTS
- Attachment 1 - Contract Security Classification Specification (DD Form 254) ID/IQ Contract Level
- Attachment 2.1 - Service Area 1 – Administrative, Force Management, Intelligence Training Support, Resource/Program Management, and Testing & Evaluation
- Attachment 2.2 - Service Area 2 – Information Technology and System Support
- Attachment 2.3 - Service Area 3 – Intelligence Analysis Support
- Attachment 3 - Informational Quality Assurance Surveillance Plan (QASP) for ID/IQ Contract Level
- Attachment 4.1 - TASK ORDER ALPHA
 - Exhibit A - Individual Task Order Pricing Structure - Task Order ALPHA
 - Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order ALPHA
 - Exhibit C – DD Form 254 - - Task Order ALPHA
- Attachment 4.2 - TASK ORDER BRAVO
 - Exhibit A - Individual Task Order Pricing Structure - Task Order: BRAVO
 - Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order BRAVO
 - Exhibit C – DD254 - Task Order BRAVO
- Attachment 4.3 - TASK ORDER CHARLIE
 - Exhibit A - Individual Task Order Pricing Structure - Task Order: CHARLIE
 - Exhibit B - Task Order CHARLIE - Informational Quality Assurance Surveillance Plan (QASP)
 - Exhibit C – DD254 – Task Order CHARLIE
- Attachment 4.4 - TASK ORDER DELTA
 - Exhibit A - Individual Task Order Pricing Structure - Task Order: DELTA
 - Exhibit B - Task Order DELTA - Informational Quality Assurance Surveillance Plan (QASP)
 - Exhibit C – DD254 - Task Order DELTA
- Attachment 4.5 - TASK ORDER ECHO
 - Exhibit A - Individual Task Order Pricing Structure Task Order: ECHO

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order ECHO

Exhibit C – DD254 – Task Order ECHO

Attachment 4.6 TASK ORDER FOXTROT

Exhibit A - Individual Task Order Pricing Structure - Task Order: FOXTROT

Exhibit B - Task Order FOXTROT - Informational Quality Assurance Surveillance Plan (QASP)

Exhibit C – DD254 - Task Order FOXTROT

Attachment 4.7 - TASK ORDER GOLF

Exhibit A - Individual Task Order Pricing Structure - Task Order: GOLF

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order GOLF

Exhibit C – DD254 – Task Order GOLF

Attachment 5 - Sample Monthly Report

Attachment 6 Past Performance Questionnaire

Attachment 7 - Non-Disclosure Agreement

Attachment 8 – Security Checklist

SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

- K.1 Clauses Incorporated by Reference
- K.2 52.204-3 Taxpayer Identification OCT 1998
- K.3. 52.215-6 Place of Performance OCT 1997
- K.4 52.219-1 Small Business Program Representations MAY 2004
- K.5 52.222-22 Previous Contracts and Compliance Reports FEB 1999
- K.6 52.222-25 Affirmative Action Compliance APR 1984
- K.7 52.223-13 Certification of Toxic Chemical Release Reporting AUG 2003
- K.8 52.226-2 Historically Black College or University and Minority Institution Representation OCT 2008
- K.9 52.230-1 Cost Accounting Standards Notices and Certification OCT 2008
- K.10 252.204-7007 Alternate A, Annual Representations and Certifications JAN 2008
- K.11 52.204-8 Annual Representations and Certifications FEB 2009

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS

- L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)
- L.2 52.233-2 SERVICE OF PROTEST (SEP 2006)
- L.3 52.216-1 TYPE OF CONTRACT (APR 1984)
- L.4 SPECIAL NOTICE – USE OF CONSULTANT CONTRACTOR
- L.5 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)
- L.6 GENERAL INFORMATION
- L.7 COMMUNICATIONS WITH THE GOVERNMENT
- L.8 PROPOSAL PREPARATION COSTS
- L.9 PROPOSAL PREPARATION INSTRUCTIONS
- L.9.1 INTRODUCTION
- L.9.2 GENERAL INSTRUCTIONS
- L.9.3 GENERAL INFORMATION
- L.9.4 PROPOSAL DOCUMENTS
- L.9.5 VOLUME FORMAT AND CONTENT
- L.9.5.1 Volume 1 – Introduction and Proposal
- L.9.5.2 Volume 2 – Technical/Management
- L.9.5.2.1 The Technical Section – ID/IQ contract of Volume 2:
- L.9.5.2.2 The Management Section – ID/IQ contract of Volume 2:
- L.9.5.2.3 QCP Section – ID/IQ contract of Volume 2:
- L.9.5.2.4 The Technical Section – Task Orders of Volume 2.
- L.9.5.2.5 Management Section – Task Order of Volume 2
- L.9.5.2.6 QCP Section – Task Order of Volume 2
- L.9.5.3 Volume 3 - Past Performance
- L.9.5.4 Volume 4 - Task Order Cost/Price

SECTION M – EVALUATION FACTORS FOR AWARD

- M.1 EVALUATION OF PROPOSALS

- M.2 BASIS FOR DETERMINING AWARD
- M.1 EVALUATION OF PROPOSALS
- M.1.1 EVALUATION BY CONSULTANTS
- M.2 BASIS FOR DETERMINING AWARD
- M.2.1 SECURITY
- M.2.2 SOURCE SELECTION TRADE-OFF PROCESS
- M.3 EVALUATION CRITERIA AND ASSESSMENT STANDARDS
- M.3.1 EVALUATION FACTORS & SUBFACTORS
- M. 3.1.1 TECHNICAL / MANAGEMENT FACTOR
- M.3.1.2 RANKINGS
- M.3.2 EVALUATION CRITERIA AND FACTOR ASSESSMENT STANDARDS
- M.3.2.1 FACTOR 1 - TECHNICAL/MANAGEMENT
- M.3.2.2 FACTOR 2: PAST PERFORMANCE
- M.3.2.3 FACTOR 3: COST/PRICE
- M.3.3 Task Order Evaluation Criteria and Assessment

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	OMNIBUS III Firm Fixed Price LABOR FFP For Service Area-1 Administrative, Force Management, Resource Management, Test and Evaluation Support, and Intelligence Training Support For Service Area-2 Information Technology and System Support For Service Area-3 Intelligence Support services For the U.S. Army Intelligence and Security Command (INSCOM) OMNIBUS III Mission. All work accomplished under this CLIN shall be accomplished via the issuance of Fixed Price Task Orders awarded pursuant to the terms and conditions set forth therein. FOB: Destination	UNDEFINED	Dollars, U.S.		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
000101	Labor For Service Area One FFP For Service Area-1 Administrative, Force Management, Resource Management, Test and Evaluation Support, and Intelligence Training Support FOB: Destination		Dollars, U.S.		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
000102	Labor For Service Area Two FFP For Service Area-2 Information Technology and System Support FOB: Destination		Dollars, U.S.		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
000103			Dollars, U.S.		

Labor For Service Area Three

FFP

For Service Area-3

Intelligence Support services

For the U.S. Army Intelligence and Security Command (INSCOM) OMNIBUS

III

FOB: Destination

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
0002			Dollars, U.S.		

Other Direct Costs

COST

COST NTE

Note: Each task order will provide a plug amount to cover travel, if required on a cost basis for the offeror to propose.

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period.

RATE: _____%

FOB: Destination

MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT Lot	UNIT PRICE	MAX AMOUNT
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Data
FFP

Data in accordance with the Contract Data Requirements List (CDRL) DD Form 1423. NOT SEPARATELY PRICED (NSP). All associated costs to be provided under labor CLIN 0001 or 0005 as specified by the Task Order CLIN/SLIN structure.

FOB: Destination

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT Lot	UNIT PRICE	MAX AMOUNT
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Manpower Reporting Requirement
FFP

Price associated with the input of the Accounting for Contract Services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower & Reserve Affairs) IAW of Section "H.19 MANPOWER REPORTING REQUIREMENTS /ACCOUNTING FOR CONTRACT SERVICES

Prices to be provided with individual Task Order proposals

FOB: Destination

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
0005			Dollars, U.S.		

OMNIBUS III as a Cost Type LABOR

CPFF

For the U.S. Army Intelligence and Security Command (INSCOM) OMNIBUS III Mission. All work accomplished under this CLIN shall be accomplished via the issuance of Cost Type Task Orders awarded pursuant to the terms and conditions set forth therein.

FOB: Destination

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
000501			Dollars, U.S.		

Labor For Service Area-1

CPFF

For Service Area-1

Administrative, Force Management, Resource Management, Test and Evaluation Support, and Intelligence Training Support

FOB: Destination

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000502	Labor For Service Area-2 CPFF For Service Area-2 Information Technology and System Support FOB: Destination	UNDEFINED	Dollars, U.S.		
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000503	Labor For Service Area-3 CPFF For Service Area-3 Intelligence Support services FOB: Destination	UNDEFINED	Dollars, U.S.		
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	

SECTION B**SECTION B - SUPPLIES OR SERVICES & PRICES****B.1 CONTRACT TYPE**

The Government anticipates a multiple award contract Indefinite Delivery/Indefinite Quantity (IDIQ) for a five year ordering period. Task orders may be of multiple types but the government anticipates issuing Cost Plus Fixed Fee and Firm Fixed Price task orders. Task Orders may be issued to include options and may be for a base one year period with up to four one year options.

B.2 DATA

Data will be required for all Task Orders and shall be priced within the effort proposed as Labor and is not separately priced.

B.3 CONTRACT MINIMUM/MAXIMUM AMOUNT

The minimum contract amount for all orders issued against the OMNIBUS III contract program shall not be less than \$3,000.

The maximum amount for all orders issued against the OMNIBUS III contract program shall not exceed \$492,400,000

Section C - Descriptions and Specifications

SECTION C**SECTION C - PERFORMANCE WORK STATEMENT****C.1 INTRODUCTION**

The purpose of this OMNIBUS III acquisition is to acquire three separate and distinct service areas as follows:

- 1) Service Area 1 - Administrative, Force Management, Resource Management, Test and Evaluation Support, and Intelligence Training Support (NAICS Code 561110)
- 2) Service Area 2 - Information Technology and System Support (NAICS Code 541513)
- 3) Service Area 3 - Intelligence Support (NAICS Code 541990)

Service areas 1 and 2 are totally set-aside for small business. Service area 3 is for full and open competition.

The INSCOM OMNIBUS III mission support is neither intended nor oriented toward manufacturing or production of new hardware. This effort is of a non-personal services nature. It is anticipated that multiple contracts will be awarded from the OMNIBUS III solicitation. INSCOM seeks performance-based services contracts, to the maximum extent practicable, to obtain high quality services to assist INSCOM and Major Subordinate Commands (MSCs) in meeting mission critical requirements.

The objectives of this procurement: (1) Support of INSCOM's mission performance to include technical, management, logistics, administrative, information technology, and system support, which directly interfaces with intelligence producers, decision authorities, and intelligence support organizations at INSCOM and other locations as necessary; and (2) provide a source of high quality services to support INSCOM and its MSCs in meeting mission critical requirements. The contractor must be able to maintain, sustain and provide support for existing information technology tools and systems.

C.2 ATTACHED PERFORMANCE WORK STATEMENTS

(PWS) address each of the three service areas at the ID/IQ contract level and encompass the projected full requirement of the ID/IQ service areas. The PWS's are identified in Attachment 2:

- Attachment 2-1 Service Area 1 Administrative, Force Management, Resource Management, Test and Evaluation Support, and Intelligence Training Support services
- Attachment 2-2 Service Area 2 Information Technology and System Support
- Attachment 2-3 Service Area 3 Intelligence Support

Each service area has associated Task Orders (TO) (section J, attachment 4) which are as follows:

Service Area	TASK ORDERS (TO)		
	ALPHA	BRAVO	CHARLIE
1	Attachment 4-1	Attachment 4-2	Attachment 4-3
2	DELTA Attachment 4-4		
3	ECHO Attachment 4-5	FOXTROT Attachment 4-6	GOLF Attachment 4-7

Section D - Packaging and Marking

SECTION D

SECTION D – PACKAGING AND MARKING

D.1 All packaging and markings will be addressed in the task orders.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	Destination	Government	Destination	Government
000102	Destination	Government	Destination	Government
000103	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	N/A	Government
0005	Destination	Government	N/A	Government
000501	Destination	Government	N/A	Government
000502	Destination	Government	N/A	Government
000503	Destination	Government	N/A	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-3	Inspection Of Supplies Cost-Reimbursement	MAY 2001
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.246-16	Responsibility For Supplies	APR 1984

Section F - Deliveries or Performance

SECTION F**SECTION F – DELIVERIES AND PERFORMANCE****F.1 DELIVERY INFORMATION**

All deliverables under this contract will be FOB Destination, unless otherwise specified and will be identified at the individual Task Order level.

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000101	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000102	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000103	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
0002	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
0003	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
0004	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
0005	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000501	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000502	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	
000503	POP 29-JAN-2010 TO 28-JAN-2015	N/A	N/A FOB: Destination	

CLAUSES INCORPORATED BY REFERENCE

52.242-15
52.242-17

Stop-Work Order
Government Delay Of Work

AUG 1989
APR 1984

Section G - Contract Administration Data

SECTION G**SECTION G – CONTRACT ADMINISTRATION DATA****G.1 CONTRACTOR CONTRACT ADMINISTRATOR(S)**

The offeror shall designate the person(s) whom the Government may contact for contract administration matters. The contractor shall immediately notify the Government of any change in contract administration personnel throughout the life of the contract.

G.2 ASSIGNMENT OF CONTRACT ADMINISTRATION

The normal contract administration functions listed in FAR 42.302(a) except FAR 42.302(a) (31) and FAR 42.302(a) (38) will be performed by the Contract Administration Office (CAO) servicing the geographic area within which the contractor is located.

G.3 CONTRACT MANAGEMENT (IAW DFARS 201.602-2)

G.3.1 Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the contractor. The following individuals will be the Government points of contact during the performance of the contract:

G.3.1.1 Contracting Officer - All contract administration will be effected by the Contracting Officer. Communications pertaining to contractual administrative matters will be addressed to the Contracting Officer. No changes in or deviation from the contract shall be effected without a written modification to the contract executed by the Contracting Officer authorizing such changes.

G.4 PAYMENT

Payment will be made via Electronic Funds Transfer. See Section I, DFARS 252.232-7003.

G.5. PAYMENT INSTRUCTIONS

Payment Instructions for Multiple Accounting Classification Citations - The following is provided in accordance with DFARS 204.7107(e)(3): If a CLIN is funded by more than one appropriation, an informational subline item number (SLIN) has been established for each accounting classification reference number (ACRN) relating to the CLIN. The Contractor shall segregate and accumulate costs by CLIN and shall submit its bills by CLIN. The paying office shall proportionally allocate charges and proportionally assign payments to each SLIN based on the ratio of the obligated, but uncharged, appropriation balance for the SLIN to the total obligated, but uncharged, appropriation balance for the CLIN. To assist the paying office in assigning payments to SLINs, the Contractor shall provide the paying office with a recommended assignment of payments to SLINs with each billing. The Contractor shall base this recommendation on the proportional allocation required of the paying office under this clause. For the purpose of this recommendation, the Contractor shall assume that all prior billings have been charged by the paying office.

G.6 WIDE AREA WORKFLOW

See Section H.20 ARMY ELECTRONIC INVOICING INSTRUCTIONS

G.7 MILESTONE PAYMENTS

See Section H.21 Milestone Payments for specifics.

Section H - Special Contract Requirements

SECTION H**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

TABLE OF CONTENTS

SECTION	TITLE
H.1	TASK ORDER PROCEDURES
H.2	PROCEDURES FOR TASK ORDER AWARD SELECTION
H.3	SMALL BUSINESS REQUIREMENTS
H.4	PARTNERING PHILOSOPHY
H.5	SECURITY REQUIREMENTS
H.6	SECURITY REQUIREMENTS – SOFTWARE CERTIFICATION
H.7	CONFIGURATION MANAGEMENT
H.8	TRAINING
H.9	DISSEMINATION OF INFORMATION
H.10	ORGANIZATIONAL CONFLICT OF INTEREST (OCI)
H.11	NON-DISCLOSURE AGREEMENTS
H.12	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
H.13	CONTRACTOR IDENTIFICATION
H.14	CONTRACTOR PERSONNEL SUPERVISION
H.15	REPLACEMENT OF KEY PERSONNEL
H.16	AVAILABILITY OF CONTRACTOR PERSONNEL AND ACCESS TO FACILITIES
H.17	GOVERNMENT SHUTDOWN REQUIREMENTS FOR ESSENTIAL CONTRACTOR PERSONNEL
H.18	CONTINUITY OF OPERATIONS (COOP)
H.19	MANPOWER REPORTING REQUIREMENT/ACCOUNTING FOR CONTRACT SERVICES
H.20	ARMY ELECTRONIC INVOICING INSTRUCTIONS
H.21	MILESTONE PAYMENTS
H.22	LIMITATION OF GOVERNMENT OBLIGATION
H.23	CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM-CPARS
H.24	INSURANCE
H.25	GOVERNMENT FURNISHED MATERIAL/PROPERTY/FACILITIES
H.26	TRAVEL
H.27	LOCAL TRAVEL
H.28	EXPENSE VOUCHERS
H.29	LETTERS OF AUTHORIZATION (LOA) FOR OCONUS TRAVEL
H.30	OCONUS CONTRACTOR CONDUCT AND PERSONNEL APPEARANCE
H.31	DEPLOYMENT
H.32	TECHNICAL EXPERT OR ANALYTICAL SUPPORT STATUS ACCREDITATION (TESA/ASSA)
H.33	KOREA LOGISTICS SUPPORT AS AN INVITED CONTRACTOR OR TECHNICAL REPRESENTATIVE IN THE REPUBLIC OF KOREA (ROK)
H.34	CONTRACTOR BASE OPERATIONS, LOGISTICAL AND ADMINISTRATIVE SUPPORT
H.35	LOGISTICS SUPPORT PRIVILEGES IN SOUTHWEST ASIA
H.36	TRAVEL TO RESTRICTED/DENIED AREAS

H.1 TASK ORDER PROCEDURES

H.1.1 Request for Task Order Proposal - Upon identification of the need for a Task Order, the KO will determine the Omnibus III service area that the requirement falls under. Should the Task order requirement include elements of more than one service area, the KO will make an in-scope determination to designate the appropriate service area to be solicited. The KO will then issue a request for proposal (RFP) to the contractors in that service area. It is the Government's intent to issue a RFP which reflects a performance-based contracting approach. The Government will provide a Performance Work Statement (PWS), an Informational-only Quality Assurance Surveillance Plan (QASP), and evaluation criteria unique to the Task Order (TO) and any other special requirements as needed. The Government's RFP does NOT constitute an authorization to start work. The Government is not required to approve or issue any resulting Task Order.

H.1.2 Response to Request For Task Order Proposal.

(1) The contractor may submit a response to the TO proposal.

(2) The following shall be addressed in each proposal:

(a) Proposal summary including:

- RFP number;
- Date submitted;
- Contractor's name;
- Contractor task leader contact information;
- All proposed subcontractor(s) (as applicable);
- Proposed start and finish dates including critical project tasks, sub tasks and milestones;
- Proposed total price or cost if a cost type TO with separate options for each CLIN as presented in the RFP;
- Reference to any unique terms or conditions, or any requests to deviate from standard contract terms and conditions;

Deliverables and Schedules

(b) Complete description of the technical approach to satisfying all task requirements with a start and completion date for all tasks and scheduled deliverables for each task (to include the offeror's QCP).

(c) Price Proposal Volume. *(No Cost/Price Information shall be included in any Task Order Technical Response. All Cost/Pricing information must be submitted under separate cover or in a separate Volume)*

(d) A performance-based milestone payment schedule, as applicable per FAR Part 32.10.

(e) Cost or Pricing data (for CPFF orders) or other than Cost and Pricing data may be required when there is not adequate price competition as defined at FAR 15-403-1 or when a cost type task order is contemplated. The KO will notify the offeror with the RFP or prior to award if a Certificate of Current Cost or Pricing is needed.

(f) Task Order Acceptance Period. The contractor shall specify a period of not less than fifteen (15) working days from date of closing. This date may be extended by mutual agreement.

H.1.3 Commencement of Work - The contractor work shall commence work only after the issuance of the KO signed task order, unless otherwise directed by the KO in writing.

H.1.4 Post Award - Should the need arise for a task order modification, the KO will provide the contractor detailed information which describes the need for alteration and will provide the Contractor instructions on how to respond.

H.1.5 Assignment of COR - A COR or an ACOR will be designated for each Task Order who will be the Government Technical Point of Contact for the task order.

H.2 PROCEDURES FOR TASK ORDER AWARD SELECTION

Task order requests for proposal and ordering procedures are identified in H.1 TASK ORDER PROCEDURES and Clause No. 52.216.18 ORDERING (OCT 1995). The Contracting Officer will apply best business judgment to ensure task order awards are made in the best interest of the Government.

The Government intends to provide all awardees a fair opportunity for consideration on its requirements. This fair opportunity will be provided through the Contracting Officer's evaluation of the specific task order requirements. At the Contracting Officer's discretion, information from a variety of sources (such as, the contractor's original proposals, past performance records, unique performance criteria, and/or other task order proposals, etc.) may be utilized to make the award decision.

For competitive task orders with a value of less than \$5M, formal debriefings will not be provided. If requested by the unsuccessful offeror, the Contracting Officer will provide a brief summary of the rationale for award by telephone or electronic mail. For competitive task orders with a value of \$5M or more, an unsuccessful offeror may request, in writing, a formal debriefing in accordance with FAR 15.506.

Protest of task orders issued or proposed under this task order contract is prohibited, except for those alleging that the order exceeds the scope, period of performance, or maximum value of the contract, or unless specifically authorized by statute or GAO decision.

The Task Order Contract Ombudsman is responsible for reviewing contractor concerns and ensuring that all contractors are afforded a fair opportunity to be considered for award, consistent with the procedures in the contract. Contractors are required to document their complaints based on facts that demonstrate they were treated unfairly in the award process. Complaints to the INSCOM Ombudsman must be forwarded to:

U.S. Army Intelligence and Security Command
Attn: Competition Advocate
8825 Beulah Street
Fort Belvoir, VA 22060-5246

H.3 SMALL BUSINESS REQUIREMENTS

A large business contractor is required to submit a Small Business Subcontracting Plan, pursuant to FAR 19.702, FAR 19.704 and in accordance with FAR 52.219-9. The contractor shall prepare its Small Business Subcontracting Plan in accordance with FAR 19.704, FAR 52.219-9, DFARS 219.704, the Army Federal Acquisition Regulation Supplement (AFARS) 5119.704 and AFARS Appendix DD. AFARS is located at: <https://www.alt.army.mil/portal/page/portal/oasaalt/documents/AFARS.pdf>

The Government approved Small Business Subcontracting Plan will be incorporated by reference. There are multiple objectives for subcontracting emphasis, which shall be documented in a subcontracting plan and performed in accordance with the terms of this contract, specifically:

H.3.1 U.S. small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns and HBCU/MIs shall have the maximum practicable opportunity to participate in performing contract(s) resulting from this solicitation. Large prime contractors shall establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns and HBCU/MIs.

H.3.2 The large business contractor will be required to achieve a minimum level of 37.2% of total contract/task value for small business subcontracts. The 37.2% small business subcontracting requirement will include, as a minimum:

- | | |
|--|-------|
| ○ Small Business | 37.2% |
| ○ Small Disadvantaged Business | 5.0% |
| ○ Women-Owned Small Business | 5.0% |
| ○ HUBZone Small Business | 3.0% |
| ○ Service-Disabled-Veteran-Owned Small Business | 3.0% |
| ○ Historically Black Colleges and Universities/Minority Institutions | 2.0% |

The above percentages shall be calculated based upon the total contract amount (ID/IQ contract ceiling) (not total subcontracting amount as specified in FAR 52.219-9). The small business subcontracting requirement for large business will apply to first tier subcontractors only. Small business prime contractors shall make every effort to

achieve or exceed the above percentages for small business participation. Small businesses must submit a small business participation plan.

H.3.3 The contractor shall submit to the contracting officer the Individual Subcontract Report (ISR) using the Electronic Subcontracting Reporting System (ESRS) (<http://www.esrs.gov>). The report shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, HBCU/MI, and shall ensure that all U.S. subcontractors agree to submit an Individual Subcontract Report (ISR). H.1.4 The failure of the contractor to comply in good faith with its subcontracting plan required by this contract shall be a material breach of the contract.

H.3.4 The contractor's Small Business Subcontracting Plan, as agreed upon, is incorporated by reference into the ID/IQ Contract.

H.4 PARTNERING PHILOSOPHY

A major intent of the Performance Work Statement (PWS) is to create a "partnership" between the Department of the Army, INSCOM, and the contractor. INSCOM intends to structure the contract in a manner that ensures that the contractors are in alignment with those of the agency. Superior performance on the contractor's part will directly and indirectly link to superior mission accomplishment. Within the context of the Government/contractor partnership, INSCOM does not use the terms "partner" and "partnership" as legal terms. The Government/contractor partnership will reflect the attributes of an open, collaborative, and customer-oriented professional relationship. In addition to meeting program objectives, the contractor is encouraged to:

- Consistently take steps to understand Department of the Army and INSCOM crucial issues and opportunities.
- Share the risk and responsibilities of joint implementations and initiatives.
- Ensure its products and services deliver tangible and meaningful benefits.
- Work collaboratively with other contractors, Government agencies, and business partners to ensure project success.
- Resolve the complexities and difficulties that are characteristic of implementing, integrating, maintaining, and securing mission-critical systems and solutions.

H.5 SECURITY REQUIREMENTS

The contractor shall maintain and administer a security program in accordance with the National Industrial Security Program Manual (NISPOM), DOD 5220.22-M, all applicable Department of Defense (DOD) and Department of the Army (DA) security policies, procedures, and directives, including the DD Form 254 and the Director of Central Intelligence Directives (DCID).

H.5.1 All contractor personnel performing under this contract shall be U.S. Citizens and have a final TOP SECRET clearance with Single Scope Background Investigation (SSBI) and shall be eligible for indoctrination to the Sensitive Compartmented Information (SCI) level. Some positions may require HCS, Gamma access, and CI Polygraph. The contractor is responsible for obtaining all necessary security clearances for contractor personnel. The contractor shall maintain and administer a security program in accordance with the NISPOM, DOD 5220.22-M. Applicable security regulations are specified in the DD 254 and the SCI Addendum as shown in the Request for Proposal (RFP).

H.5.2 This contract requires access to, release, and transmission of classified information. There shall be no dissemination or publication, except within and between the contractor and any subcontractors, or information developed under this contract or contained in the reports to be furnished pursuant to this contract without prior written approval of the Contracting Officer's Representative (COR) or the Contracting Officer (KO). Physical, personnel, information, and operational security measures are part of the security specifications for this contract as outlined in the DD Form 254, in accordance with emerging Intelligence Community Directives (ICDs), DCIDs, NISPOM Supplement, and all other Government security regulations and directives. The contractor shall be responsible for furnishing classification guidance to its employees for services to be performed. The contractor shall comply with special instructions and controls for handling, processing, storing, and transmission of classified

information in accordance with applicable Government regulations, manuals and directives. Additional SCI security requirements are delineated in the addendum to the DD Form 254.

H.5.3 The contractor's Special Security Officer (CSSO) shall have oversight responsibility for all security activities and requirements associated with this contract. The CSSO shall ensure all contractor personnel employed on this contract are U.S. citizens and have a current and final TS clearance based upon a SSBI and have been determined eligible for indoctrination to SCI by appropriate central adjudication facility (CAF). The contractor shall also be responsible for ensuring the availability of eligible personnel for positions/functions requiring polygraphs for access to certain Government SCI facilities and/or networks.

H.5.4 Personnel Security Clearances - An integral part of the manning requirements includes the requirement for a security clearance. Strict adherence to the policies and procedures governing security clearances is required. The contractor must be prudent in the screening and selection of personnel that will be subjected to a background investigation. All contractor personnel assigned to or visiting CONUS or OCONUS locations (including during the Phase-In period) must be cleared for TS and be indoctrinated for SCI prior to beginning contract performance. For initial assignment, transfer and temporary duty (TDY), clearance certification must be submitted to the COR at least 21 calendar days prior to the anticipated arrival at destination. Most stations require different levels of access and some stations may require polygraphs. When access to a station requires a polygraph, the contractor will be allowed 90 days from the time written notice is issued by the Government to have polygraph-cleared personnel ready to deploy.

H.5.5 Personnel Processing Time -The contractor will be authorized payment for the initial security processing time and the travel time to the assigned duty station for each OMNIBUS III contract employee. This coverage shall be limited to 30 days per person. Charges beyond the 30-day limit shall not be charged to the Government. The contractor shall bear all costs exceeding 30 days.

H.5.6 English Language Documentation - Except for unusual circumstances whereby a copy of specific documentation must be written or translated into the language of the host nation or from the language of the host nation into English, all contractor-prepared documentation to be furnished under the contract shall be written in the English language.

H. 5.7 In accordance with DoD Manual 5105.21-M-1, the Cognizant Security Authority (CSA) is the U.S. Army Contractor Support Element (CSE) and supporting Special Security Officer (SSO), Fort Meade, MD. The Contract Monitor (CM) or COR is a representative of Headquarters, U.S. Army Intelligence and Security Command.

H.5.8 The contractor shall be responsible for processing all necessary security clearances and identification of contractor personnel. All such personnel are entitled to a Common Access Card for computer access, and may be entitled to a Common Access Card for logistical support in overseas areas. See AR 600-8-14 (Dec 02). The contractor will ensure that all badges and cards are returned and Government accounts are closed.

H.5.9 Military security requirements in the performance of this contract shall be maintained in accordance with the DD Form 254 listed in Section J. This contract document is UNCLASSIFIED.

H.5.10 Antiterrorism Considerations - In accordance with DFARS 207.105(b) (20) (D) and DOD Instruction 2000.16, DoD Antiterrorism Standards, the contractor is hereby advised that it shall comply with the policies and procedures of the U.S. Antiterrorism Officer (ATO) at each installation where work is being performed. DoD Instruction 2000.16 is available at the Washington Headquarters Services website at <http://www.dtic.mil/whs/directives/>. Information with regard to the INSCOM procedures and policies will be provided at a later date. A modification to the contract will be the instrument of notification for this action. The contractor may submit a request for an equitable adjustment for any directly incurred costs for compliance with these policies and procedures, following the modification incorporating the policy and procedures guidance. Equitable adjustment requests shall be in compliance with clauses.

H.6 SECURITY REQUIREMENTS – SOFTWARE CERTIFICATION

H.6.1 The contractor certifies that it will undertake to ensure that any software to be provided or any Government Furnished Software to be returned, under this contract will be provided or returned free from computer virus, which could damage, destroy, or maliciously alter software, firmware, or hardware, or which could reveal to unauthorized persons any data or other information accessed through or processed by the software.

H.6.2 The contractor shall immediately inform the KO when there is a reasonable suspicion that software provided or returned to be provided or returned, or associated with the production may cause the harm described in the paragraph above.

H.6.3 The contractor acknowledges its duty to exercise reasonable care, to include the following, in the course of contract performance:

H.6.3.1 Using on a regular basis current versions of commercially available anti-virus software to guard against computer viruses when introducing maintenance, diagnostic, or other software into computers; and

H.6.3.2 Prohibiting the use of non-contract related software on computers, especially from unknown or unreliable sources.

H.7 CONFIGURATION MANAGEMENT

Configuration management of the technical facilities (e.g., mission systems, equipment, software, and all configuration items thereof) shall be the responsibility of the Government. The applicable Government Configuration Control Board (CCB) will approve all changes to baseline configurations before they are implemented. The contractor shall take appropriate action to implement CCB decisions made by the Government.

H.8 TRAINING

The contractor is required to ensure that all employees comply with the Mandatory Intelligence Training requirements for contractor personnel in accordance with Army Regulation (AR) 381-10. The contractor must provide documentation to the COR that training has occurred for each employee. The training is mandatory for all personnel in the Intelligence environment.

H.8.1 Operations Security (OPSEC): AR 530-1, 19 April 2007, Training Programs. Commanders and equivalent leadership positions will ensure their appointed OPSEC officers and program managers attend formal OPSEC resident training using a combination of resident or mobile training team courses. The target audience for OPSEC Level I training is all Army personnel (the total workforce consisting of soldiers, DA civilians, and DOD contractors).

H.8.2 Subversion and Espionage Directed Against the Enemy (SAEDA): AR 381-12, 15 January 1993, Applicability. This regulation applies to active Army, Army National Guard, and U.S. Army Reserve personnel; Department of the Army civilian employees and contractors of the Department of the Army; local national employees and DOD contractors employed by Army agencies in overseas areas, as governed by Status of Forces Agreements and applicable treaties between the United States and the host countries. All DA personnel will receive SAEDA training at least annually.

H.8.3 Antiterrorism and Force Protection (AT/FP): AR 350-1, 3 August 2007, Army Training and Leadership Development, Section VI, 1-22, Antiterrorism and Force Protection. Specific Army standards for AT/FP training are listed in chapter 5, AR 525-13. Individual AT/FP training is mandatory for all soldiers, Department of the Army civilians, and DOD contractors and is strongly recommended for family members prior to travel outside the 50 United States and its territories and possessions for any reason, including mobilization, temporary duty, permanent change of station, and leave. There is also an AT/FP training requirement for personnel stationed outside the United States. Individual AT/FP training is valid for one (1) year and must be documented.

H.8.4 Computer Security: AR 25-2, 3 August 2007, Information Assurance.

H.8.4.1 A well-protected DOD/Army network enables organizations to easily handle the increasing dependence on the Internet. For a DOD/Army organization to be successful, it needs to integrate information that is secure from all aspects of the organization. The purpose of this policy is to outline the acceptable use of computer equipment within a DOD/Army organization. These rules are in place to protect the employee and the organization. Inappropriate use exposes DOD/Army units to risks including attacks, compromise of network systems and services, and legal issues. This policy applies to all employees, contractors, consultants, temporary employees, and other workers assigned to the DOD/Army organizations.

H.8.4.2 Annual security education, training, and awareness programs are to be developed and conducted that address, at a minimum, physical security, acceptable use policies, malicious content and logic, and non-standard threats such as social engineering.

H.8.5 Intelligence Oversight: AR 381-10, 3 May 2007, U.S. Army Intelligence Activities; DoD Regulation 5240.1-R; and Executive Order 12333.

H.8.5.1 The term “Intelligence Oversight” came about as a result of a Government review involving congressional hearings in the early 1970s of alleged constitutional abuses by DOD intelligence components. The abuses concerned compilation of information on civilians at college campuses who were protesting the Vietnam War. The review included alleged constitutional abuses by the Nixon administration.

H.8.5.2 As a result of these reviews, Presidents Ford and Carter issued Executive Orders (E.O.) 11095 and 12036, respectively, regarding intelligence activities and constitutional rights. President Reagan’s version of this Order (E.O.12333) was affirmed by Presidents Bush, Clinton, and Bush, and remains in effect today.

H.8.5.3 Executive Order 12333, “United States Intelligence Activities,” was intended to provide the intelligence community with clear guidance on their roles and missions and facilitate their activities, while protecting the rights of the American people. DoD Regulation 5240.1-R implements E.O. 12333 and governs the activities of DoD intelligence components. The Army implements E.O. 12333 and DoD 5240.1-R through AR 381-10, US Army Intelligence Activities. AR 381-10 applies to Army military, civilian, and contractor personnel.

H.8.5.4 Any additional mandatory training that may be required during contract performance for the INSCOM work force to include contractors, when applicable, will also be required to be completed as part of the training requirement.

H.9 DISSEMINATION OF INFORMATION

H.9.1 Performance under this contract may require the contractor to access data and information proprietary to a Government agency, another Government contractor or of such nature that its dissemination or use other than as specified in the work statement would be adverse to the interests of the Government or others. Neither the contractor, nor contractor personnel, shall divulge nor release data or information developed or obtained under performance of this contract, except to authorized Government personnel or upon written approval of the KO. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as specified in this contract or any information at all regarding this agency.

H.9.2 Disclosure of information regarding operations and services of the activity to persons not entitled to receive it and failure to safeguard any classified information that may come to the contractor (or any persons under the contractor’s control) in connection with work under this contract, may subject the contractor, contractor’s agent, or employees to criminal liability under Title 18, sections 793 and 798 of the United States Code. Neither the contractor nor the contractor’s employees shall disclose or cause to be disseminated, any information concerning the operations of the activity, which could result in, or increase the likelihood of, the possibility of a breach of the activity’s security or interrupt the continuity of its operations.

H.9.3 There shall be no dissemination or publication, except within and between the contractor and any subcontractors, of information developed under this contract or contained in the reports to be furnished pursuant to this contract without prior written approval of the COR or the KO. The contractor shall direct to the KO all inquiries, comments, or complaints arising from matters observed, experienced, or learned as a result of, or in connection with the performance of this contract, the resolution of which may require the dissemination of official information.

H.10 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

H.10.1 Performance under this contract may create potential organizational conflicts of interest such as are contemplated by FAR Part 9.505. The contractor shall not engage in any other contractual or other activities which could create an organizational conflict of interest with its position under this contract; which might impair its ability to render unbiased advice and recommendations; or in which it may derive an unfair competitive advantage as a result of knowledge, information, and experience gained during the performance of this contract. This provision shall apply to the prime contractor and all subcontractors. This provision shall have effect throughout the period of performance of this contract, any extensions thereto by change order or supplemental agreement, and for two (2) years thereafter. The Government may terminate this contract for default, disqualify the contractor for subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract, upon determination that an OCI has occurred.

H.10.2 The work performed under this contract may create a significant potential for certain conflicts of interest, as set forth in FAR Parts 9.505-1, 9.505-2, 9.505-3, and 9.505-4. It is the intention of the parties hereto to prevent both the potential for bias in connection with the contractor's performance of this contract, as well as the creation of any unfair competitive advantage as a result of knowledge gained through access to third-party proprietary information.

H.10.3 Whenever performance of this contract provides access to another contractor's proprietary information, the contractor shall (i) enter into a written agreement with the other entities involved, as appropriate, in order to protect such proprietary information from unauthorized use or disclosure for as long as it remains proprietary; and (ii) refrain from using such proprietary information other than as agreed to, for example to provide assistance during technical evaluation of other contractors' offers or products under this contract. An executed copy of all proprietary information agreements by individual personnel or on a corporate basis shall be furnished to the KO within fifteen (15) calendar days of execution.

H.10.4 The contractor shall obtain from each of its employees, whose anticipated responsibility in connection with the work under this contract may be reasonably expected to involve access to such information subject to the limitations described in this clause, a written agreement, which, in substance, shall provide that such employee will not, during its employment by the contractor, or thereafter, improperly disclose such data or information.

H.10.5 The contractor shall hold the Government harmless and will freely indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of subcontractors, or by its agents.

H.10.6 For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government reserves the right to terminate this contract for default, disqualify the contractor for subsequent related contractual efforts, and to pursue such other remedies as may be available under law.

H.10.7 The contractor shall include the same provisions as are expressed in this clause, including this paragraph, in all subcontracts awarded for performance of any portion of this requirement. This restriction is applicable throughout the period of performance of the subcontract, and any extensions thereof by change order or supplemental agreement, and for two (2) years thereafter. When the provisions of this clause are included in a subcontract, the term "contracting officer" shall represent the head of the Contracts Office of the prime contract. Any deviations or less restrictive coverage deemed necessary or required by the prime contractor for a particular subcontract must first be submitted to the Government KO for approval. Subcontractors, on a case-by-case basis, may make a request, through the prime contractor, for a revision to OCI Clause restrictions outlined above.

H.11 NON-DISCLOSURE AGREEMENTS

Prior to commencement of work, contractor personnel will be required to sign the Non-Disclosure Agreement (NDA) in Section J. Attachment 7. The successful contractor will provide a list of executed NDAs with a self certification within 15 days of award and annually thereafter to the COR.

H.12 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT

H.12.1 Contractors must disclose in writing to the Department of Defense Inspector General Office and the Contracting Officer, information set forth in the clause at FAR part 52.203-13, Contractor Code of Business Ethics and Conduct, when, in connection with the award, performance, or closeout of this contract or any subcontract hereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed-

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

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

H.12.2 The contractor must send such information to the Inspector General for the Department of Defense at the following address:

Office of the Inspector General
Department of Defense
Investigative Policy and Oversight

Contractor Disclosure Program
400 Army Navy Drive Suite 1037
Arlington, VA 22202-4704
Toll free number: 866-429-8011

H.13 CONTRACTOR IDENTIFICATION

In accordance with Homeland Security Directive No. 12 (HSPD-12), when contractor personnel perform the services required in this contract on a Government installation, they are required to possess and wear an identification badge that displays his or her name and his or her "Contractor" status. The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts. All documents or reports produced by contractors are to be suitably marked as contractor-produced products or that contractor participation is appropriately disclosed.

While performing in a contractor capacity, contractor personnel shall refrain from using their retired or reserve component military rank or title in all written and verbal communications.

H.14 CONTRACTOR PERSONNEL SUPERVISION

The contractor's personnel shall at all times be considered and recognized as employees of the contractor and under the contractor's control. In order to ensure that the services defined in the Task Orders are satisfactorily performed, the KO or the COR shall issue directions and requirements concerning the work to the designated team lead of the contractor who shall, in turn, ensure that the requested services are performed in a manner satisfactory to such KO or COR.

H.15 REPLACEMENT OF KEY PERSONNEL

H.15.1 The contractor shall notify the KO prior to making any change in key personnel, as presented in their proposal submission.

H.15.2 Prior to directing any of the specified key personnel to other programs, the contractor shall submit justification to substitute key personnel at least 30 calendar days prior to the substitution. Justification shall be in sufficient detail, to include the replacement's resume, to permit evaluation of the impact of the proposed change on the program and its schedule. No substitution shall be made by the contractor without the written consent of the KO in advance, of any anticipated change. The contractor shall demonstrate, to the satisfaction of the KO that the qualifications of the prospective personnel are equal to or better than the qualifications of the personnel being replaced.

H.15.3 In the event the contractor's personnel performance is unsatisfactory to the Government, the KO reserves the right to request and receive satisfactory replacement.

H.16 AVAILABILITY OF CONTRACTOR PERSONNEL AND ACCESS TO FACILITIES

During the progress of work called for herein, the contractor shall, upon request of the KO or designated COR, make available any of his personnel engaged in the performance of the work for conferences with the KO or his duly authorized representative or other intelligence community offices/organizations. In the event that Government personnel visit the contractor's facility for the purpose of the conferences or study of work in progress, the contractor shall make available to the Government representative adequate meeting space, as necessary at no additional cost to the Government.

H.17 GOVERNMENT SHUTDOWN REQUIREMENTS FOR ESSENTIAL CONTRACTOR PERSONNEL

H.17.1 Federal Holidays

Federal Law (5 U.S.C. 6103) establishes the following public holidays for Federal employees:

New Year's Day
Birthday of Martin Luther King, Jr.
Washington's Birthday
Memorial Day

Independence Day
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

When a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Unless otherwise specified, the Contractor is to observe the Federal Holidays as set forth above.

(The following is applicable to cost-type orders only)

H.17.2 Government Closure - In the event that the US Government Office of Personnel Management (OPM) officially announces closure of the federal Government, and federal employees (other than emergency essential personnel) are not required to report to work, the Contractor shall follow this guidance:

H.17.2.1 Personnel who, in accordance with the terms of the contract, perform their contractual duties on a Government installation or in a Government facility but have not been designated emergency essential personnel or are not fulfilling 24/7 requirements shall not report for duty under this contract and the contractor shall not invoice for those hours.

H.17.2.2 Personnel who have been designated in writing by the Contracting Officer's Representative or verbally notified by the Contracting Officer (written confirmation will be provided within 2 business days) as emergency essential shall report to work.

H.17.2.3 Personnel fulfilling 24/7 contract requirements (if any) who are not emergency essential but who are already at work may remain at work if approved by the Contracting Officer's Representative.

H.17.3 Installation Closure - The installation commander may, at his discretion, close the post, installation or facility even if the Government is otherwise open. In this case, (i.e., if the Government is open but the post, installation, or facility is closed), contractor personnel will not be able to report regardless of status. The Contractor shall not invoice for these hours. Unless the cognizant Government authority directs personnel to leave the installation, contractor personnel on site at the time of the closure may stay to complete their shifts at the discretion of the contractor taking into account safety and other issues. Contractors may bill for hours worked.

H.17.4 Announcements - The Contractor is responsible for monitoring announcements and informing employees of federal Government or installation closures.

H.17.5 Alternate Duty Sites - In the case of either Government-wide or installation closure, the Contractor personnel whose place of duty is the installation or facility are not authorized to perform at an alternate duty site unless the Contracting Officer approves the type of work and the alternate location in writing in advance." (Exception H.18 Continuity of Operations (COOP))

(The following is applicable to Firm-fixed priced orders)

H.17.6 The COR shall notify the Contractor as to the instructions that are to be followed in the event of a Government shutdown. The contractor is responsible for the notification of its personnel.

H.18 CONTINUITY OF OPERATIONS (COOP)

Should a COOP - level event occur, the contractor shall be required to follow evacuation and relocation procedures and instructions to the approved COOP location.

H.19 MANPOWER REPORTING REQUIREMENT/ACCOUNTING FOR CONTRACT SERVICES

"The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil/> The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4)

contractor name, address, phone number, email address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct [Extensible Markup Language] XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site."

H.20 ARMY ELECTRONIC INVOICING INSTRUCTIONS

Contractor shall submit payment request using the following method(s) as mutually agreed to by the contractor, the Contracting Officer, the contract administration office, and the payment office.

- ☒ Wide Area Workflow (WAWF) (see instructions below)
- ☐ Web Invoicing System (WInS) (<https://ecweb.dfas.mil>)
- ☐ American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)
- ☐ Other (please specify) _____

DFAS POC and Phone: (To be provided at award) _____

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

WAWF Instructions (To be completed at award)

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) [Contracting Office **fill in DFAS location here as indicated on your purchase order/contract**] at [Contracting Office **fill in DFAS vendor pay phone number here**] or faxed to [Contracting Office **fill in DFAS vendor pay fax phone number here**]. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/money/vendor>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents. [Check the appropriate block]

TYPE OF

- ☐ [Commercial Item Financing](#)
- ☐ [Construction Invoice](#) (Contractor Only)
- ☐ [Invoice](#) (Contractor Only)
- ☐ [Invoice and Receiving Report \(COMBO\)](#)
- ☐ [Invoice as 2-in-1 \(Services Only\)](#)
- ☐ [Performance Based Payment](#) (Government Only)

- ☐ [Progress Payment](#) (Government Only)
- ☐ [Cost Voucher](#) (Government Only)
- ☐ [Receiving Report](#) (Government Only)
- ☐ [Receiving Report With Unique Identification \(UID\) Data](#) (Government Only)

UID is a new globally unique “part identifier” containing data elements used to track DoD parts through their life cycle.

- ☐ [Summary Cost Voucher](#) (Government Only)

CAGE CODE: [Enter Contractor Cage Code here]

ISSUE BY DODAAC: [Enter Contracting Office DODAAC here]

ADMIN BY DODAAC: [Enter office administering contract here]

INSPECT BY DODAAC: [Enter Inspector’s DODAAC here if applicable]

ACCEPT BY DODAAC: [Enter Acceptor’s DODAAC here if applicable]

SHIP TO DODAAC: [Enter Ship to DODAAC(s) here]

LOCAL PROCESSING OFFICE DODDAC: [Enter LPO DODAAC here if applicable]

PAYMENT OFFICE FISCAL STATION CODE: [Enter Fiscal Station CODE]

EMAIL POINTS OF CONTACT LISTING: [Use Group e-mail accounts if applicable]

INSPECTOR: [Enter Inspector’s email address here]

ACCEPTOR: [Enter Acceptor’s email address here]

RECEIVING OFFICE POC: [Enter receiving office POC email address here]

CONTRACT ADMINISTRATOR: [Enter Contract Administrator’s email address here]

CONTRACTING OFFICER: [Enter Contracting Officer’s email address here]

ADDITIONAL CONTACT: [Enter email address(es) here]

FOR MORE INFORMATION CONTACT [Enter Contract Specialist’s and/or Contracting Officer’s name, email & phone here]

H.21. MILESTONE PAYMENTS

The Task Orders to be issued under this contract are anticipated to be Fixed Price. In order to facilitate payment for services rendered under fixed price Task Orders, the Government intends to utilize milestone payments. The milestone payment will be linked to the Government’s acceptance of the Monthly Status Report which will be a data deliverable in each fixed price Task Order.

H.22 LIMITATION OF GOVERNMENT OBLIGATION

This contract will have subsequent task orders and if appropriate the task orders will be incrementally funded. The award document resulting from this solicitation will not have funding associated with this document. The funding will be provided through individual task orders. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded contract line item numbers/subcontract line item numbers (CLINs/SLINs) by unilateral task order modification, and any such modification shall state separately the amount(s) allotted for cost, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

H.23 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM – CPARS

H.23.1 The COR will use the Contractor Performance Assessment Reporting System (CPARS) web-enabled application or appropriate replacement system to collect and manage a library of automated contractor performance evaluations. The COR will be responsible for the automated contractor performance evaluations to be completed in accordance with FAR Part 42. FAR Part 42 identifies requirements for documenting contractor performance for systems and non-systems acquisitions. The CPARS applications are designed for UNCLASSIFIED use only. Classified information is not to be entered into these systems. In general, contractor performance assessments or evaluations provide a record, both positive and negative, for a given contract during a specified period of time. When evaluating contractor performance each assessment or evaluation is based on objective facts and is supported

by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentives.

H.23.2 In accordance with FAR Part 42.15, and as otherwise provided by this contract, the contractor's performance under this contract shall be subject to evaluation as follows:

H.23.2.1 Final evaluation shall be conducted for all Task Orders after completion of contract performance; and

H.23.2.2 Interim evaluations may be conducted at the Government's discretion.

H.23.3 Past performance evaluation reports shall be retained by the Government to provide source selection information for a period not to exceed three years after contract completion. In accordance with FAR 9.105, the KO shall also consider relevant past performance information when making responsibility determinations.

H.23.4 The KO shall provide appropriate extracted information from the completed interim (if applicable) and final reports to the contractor as soon as practicable after completion of the report. The contractor shall have a maximum of 30 calendar days after the date of the letter forwarding the information to submit written comments, rebutting statements, or additional information. The Government will consider rebuttals and other information provided by the contractor and will render a final determination regarding the contractor's performance during that period of the evaluation.

H.24 INSURANCE

FAR clause 52.228-7, Insurance--Liability to Third Persons, the contractor shall certify to the KO, prior to commencing work that he has and will maintain the types of insurance for minimum amount of coverage listed below:

	TYPE OF INSURANCE	MINIMUM AMOUNT
(i)	Workmen's Compensation and all occupational disease	As required by State Law
(ii)	Employer's Liability including all occupational disease when not so covered in Workmen's Compensation above	\$100,000 per accident
(iii)	General Liability Comprehensive) Bodily Injury per Occurrence	\$500,000
	Automobile Liability (Comprehensive):	
	Bodily Injury per person	\$200,000
(iv)	Bodily Injury per occurrence	\$500,000
	Property Damage per accident	\$20,000

H.25 GOVERNMENT FURNISHED MATERIAL/PROPERTY/FACILITIES

H.25.1 The detailed list of Government property that will be furnished to the contractor shall be stated in the individual task orders.

H.25.2 The contractor shall verify the quantity and condition of the property identified above immediately upon receipt. Shortages and/or damaged or defective property shall be promptly reported to the KO after having a confirming inspection thereof made by a designated representative of the KO.

H.25.3 When deemed necessary, a representative of the KO will be present to inspect the condition of the property prior to packaging thereof for return to the Government. In order to accommodate this inspection requirement, the contractor shall provide the KO with at least 24 hours prior notice so that personnel may be assigned for these examinations.

H.25.4 On 30 September of each calendar year, or within 30 days of completion or termination of the contract, whichever occurs first, the contractor shall provide an accounting of all Government property which has come into its possession or custody under the contract.

H.25.5 Contractor employee signature on a hand-receipt represents acknowledgement that responsibility for all Government equipment has transferred to the contractor and is accountable under FAR Part 45.

H.25.6 The contractor shall maintain records which indicate a complete and verifiable cost and accountability audit trail for all Government Furnished Property (GFP), and any other items that may come under the accountability of the contractor.

H.26 TRAVEL

The KO or his/her alternate shall approve all travel requests, in writing, in advance of all travel. As required, the COR will issue invitational travel orders to key personnel that will be departing the continental United States (CONUS) for travel to outside the continental United States (OCONUS) locations. Transportation, per diem, air fare, auto rental, out of pocket expenses, and other allowable expenses shall be reimbursed in accordance with FAR part 31.205-46. The Government will not reimburse travel expense or travel time to and from the contractor's assigned locations. The Government will reimburse all reasonable travel-related expense and Government-directed travel as an "other direct cost" (ODC) on a cost-reimbursable basis up to a not-to-exceed amount to be determined. All travel costs and reimbursements are funded and expended through the task orders.

The contractor shall provide NLT ten working days from the proposed Temporary Duty (TDY), a travel TDY request for approval through the Staff. The contractor shall provide within five (5) working days, a written EXSUM (Executive Summary) or AAR (After Action Review) on all meetings and conferences attended on behalf of the Government.

H.27 LOCAL TRAVEL

Local travel is considered travel within a 50-mile radius from the home station to perform official duties such as attending meetings, conferences, etc., and will be paid only from the project management office/duty location to the destination and return. Local travel as tasked by the Government (meetings at other Government activities or contractor facilities, for example) will be reimbursable at the applicable Federal Travel Regulation (FTR) rate for Privately Owned Vehicles (POV). Reimbursement will not be provided for POV travel between the contractor's corporate and/or regional offices and Fort Belvoir, Virginia, the Pentagon, or any Department of the Army office within the Military District of Washington (MDW).

H.28 EXPENSE VOUCHERS

Expense vouchers submitted following completion of OCONUS temporary duty (TDY) shall, if applicable, show costs for each item in foreign currency and the conversion to U.S. currency. The conversion formula must be entered on the voucher and show the official exchange rate in use at the time of travel.

H.29 LETTERS OF AUTHORIZATION (LOA) FOR OCONUS TRAVEL

H.29.1 Prior to travel, the contractor shall submit LOAs for Government approval. Except for emergency travel, LOAs shall be submitted with the following information at least 10 calendar days prior to the date of anticipated departure to facilitate processing and approval. In addition, the requirement for Theater Clearance Requests (TCRs) will be followed. The Government will approve LOAs only for properly cleared personnel who have appropriate country and travel clearances. The LOA must be executed by the KO.

H.29.2 Items below are required for OCONUS travel:

- Individual's Full Name
- Title and GS Equivalency
- Social Security Number
- Countries to be Visited
- Purpose
- Period of Deployment

H.29.3 The contractor shall develop and provide theater and country clearance messages for all personnel traveling to OCONUS locations. Those requests shall be submitted in time to be processed as required by each respective theater command. TDY to restricted areas requires a country clearance message to be processed for approval to travel to those locations. The contractor shall ensure that employees comply with NISPOM, DOD 5220.22-M, requirements for such travel.

H.29.4 The following information shall be included in the text of the LOA:

A trip report shall be submitted to the COR no later than 10 working days following completion of travel. Trip reports shall reference the task number directing the travel and the corresponding LOA number. Travel to be performed is necessary in the public service. Cost for travel performed under this LOA will be reimbursed to the contractor under the terms and conditions of contract (contract number*). Individual is authorized to travel on commercial or military aircraft or other conveyance under contract (number*) as required for mission accomplishment. The cost of military aircraft travel shall be billed to the contractor. This LOA shall not be construed as authorization for the contractor to exceed the ceiling on travel funds set forth in contract (number*). When traveling, you are authorized to carry hand-receipted Government equipment. Weapons shall not be transported incident to travel. Any questions resulting from this LOA shall be directed to the COR or the ACOR.

H.30 OCONUS CONTRACTOR CONDUCT AND PERSONNEL APPEARANCE

H.30.1 Personnel participating in, and providing support to, military training exercises, regular or Quick Reaction Capability (QRC) deployments, contingency operations, hostilities, war, or other unusual situations may be required to wear Nuclear Biological Chemical/Chemical Biological Radiological (NBC/CBR) protective clothing/masks, attend training applicable to that effort, receive inoculations, and utilize supporting equipment when required by the supported Commander and directed by the COR or Administrative COR (ACOR), if appropriate. When required by the Mission or Theater Commander, the Government will provide to the contractor all military unique individual equipment. Personnel who display disruptive behavior or violate substance abuse laws or regulations of host nations or host military commanders shall be immediately terminated from the OMNIBUS III program and returned to CONUS at contractor expense. The contractor shall be responsible for ensuring that employees assigned to this contract comply with the applicable laws and regulations of the host country and any political subdivisions thereof. The contractor is also responsible for ensuring that such employees comply with military rules and regulations when employed in areas under the jurisdiction of the applicable U.S. Army Commander. In the event that a contractor's employee is barred from continuing to perform under the contract for failure to comply with the laws, rules, and regulations, the costs incurred by the contractor because of the removal of the employee or the substitution of a replacement employee shall not be reimbursable under this contract. The disallowed costs would include relocation costs incurred by the contractor to furnish a suitable substitute employee for the overseas assignment.

H.30.2 The contractor shall maintain and administer a security program in accordance with the NISPOM, DoD 5220.22-M. Loss or suspension of required security clearance as set forth on the DD Form 254, "Contract Security Classification Specifications," would result in the contractor's inability to perform in accordance with the terms and conditions of this contract. As a result of this failure to perform, the contractor is subject to termination under the appropriate termination clause herein.

H.30.3 Right of Replacement - The Government reserves the right to direct any contractor employee to be removed from performance, directly or indirectly, whenever there is probable cause to believe, on the basis of all facts available, that such action is warranted in the interest of national security. This action shall be made whether or not the cause is deemed of sufficient severity to warrant action to terminate the contractor's or individual's security clearance. The Government also reserves the right to remove any contractor for the purpose of conducting any investigation of alleged misconduct that may, in the opinion of the KO, jeopardize the security of the project.

H.30.4 Polygraphs. Individuals identified by the contractor as candidates will be scheduled by the Government for a counterintelligence polygraph (CIPG) to be conducted by Government Polygraph Program personnel. Application of the CIPG must receive prior approval by the Contract Monitor and the COR. Contractor support personnel shall be subject to Counter Intelligence screening/re-screening at any stage of employment and at any time with and without notice and may be selected for polygraph screening or re-screening at the discretion of the Government.

H.31 DEPLOYMENT

H.31.1 Deployment means the movement of personnel into a theater of operation in support of a military contingency/operation. This can be either movement from CONUS to OCONUS or from one OCONUS area to another OCONUS area that is supporting a military operation; e.g., OPERATION ENDURING FREEDOM.

H.31.2 General

H.31.2.1 This general guidance addresses the deployment of contractor personnel in support of military forces in combat, contingency, or an exercise. Contract performance in support of combat or contingency operations is

inherently dangerous. The contractor accepts the risks associated with contract performance in support of military operations that may be required for performance of the contract and/or task order.

H.31.2.2 Each contingency will evolve differently depending upon Theater Commander's guidance impacting on the deployment. The contractor is obligated to request any specific information needed prior to or during the time of deployment from the KO or COR.

H.31.3 Management

H.31.3.1 The contractor shall ensure that all contractor employees, including sub-contractors, comply with all:

- (i) Battlefield Services, DOD regulations, directives, instructions, policies, and procedures, in particular, AR 715-9, Contractors Accompanying the Force, and FM 3-100.21, Contractors on the Battlefield;
- (ii) U.S. Host Country, local and international laws and regulations; and
- (iii) treaties and international agreements (e.g., SOFAs, Host Nation Support Agreements, and Defense Technical Agreements), that are applicable to the contractor in the area of operations.

H.31.3.2 The KO is the only authorized official who is able to increase, decrease, or alter the scope of work to be performed. Any orders or instructions interpreted by the contractor as impacting the scope or cost of the contract shall immediately be brought to the attention of the KO for resolution.

H.31.3.3 The contractor shall at all times be responsible for the conduct of its employees and those of its subcontractors and invitees as established by the operating or unit commander.

H.31.3.4 The Government will provide contractor employees with Government billeting in deployment situations.

H.31.4 Accounting for personnel through the U.S. Army's Synchronized Pre-deployment and Operational Tracker (SPOT) - See Section I Full Text DFARS 252.225-7040

H.31.4.1 The contractor shall use the Army SPOT program for accountability of contractor personnel deployed in support of unclassified military operations. Follow the instructions below in order to gain access to the User IDs and passwords for SPOT via the Army Knowledge Online (AKO) Collaboration Center. Steps to follow are:

- (a) Log on to AKO (<https://CPOL.army.mil/SPOT>).
- (b) Sign in.
- (c) Click on "Collaborate" tab.
- (d) Click on "Army communities" in the left hand window.
- (e) Click on "Personnel."
- (f) Click on "Civilian Personnel" in the right hand window.
- (g) Click "Subscribe" on the tool bar.
- (h) Click on the "SPOT Access" file.

H.31.4.2 Most defense contractors have sponsors in order to gain access to the AKO database. In cases where the contractor is unable to gain access to the SPOT database, the contractor should immediately contact the COR or the KO for resolution. The contractor is ultimately responsible for ensuring that all personnel are properly accounted for by inputting and maintaining all deployed personnel in the SPOT database within 24 hours of notification of deployment.

H.31.5 Force Protection

While performing duties in accordance with the terms and conditions of the contract, the Service will provide force protection to contractor employees commensurate with that given to Service/Agency (e.g., Army, Navy, Air Force, Marine, and Defense Logistics Agency (DLA)) civilians in the operations area.

H.31.6 Processing at the CONUS Replacement Center (CRC):

H.31.6.1 The KO will issue Letter of Authority for contractor personnel to process through CRC. The contractor shall make reservations after notification to deploy through Total Army Personnel Command (PERSCOM) at least 14 calendar days in advance by calling PERSCOM at 1-800-582-5552, extension 1427 or e-mail: CRCHelpDesk@conus.army.mil or benn.crc.dutynco@conus.army.mil or as early as possible.

H.31.6.2 Fort Benning, Georgia is the primary CRC supporting INSCOM. Fort Benning, Georgia <https://www.benning.army.mil/crc/> is the primary CRC supporting the CENTCOM area of operations for current operations.

H.31.6.3 Contractor personnel requiring Government-provided air transportation to the CENTCOM Theater of Operations must also make reservations through PERSCOM. Government-provided air transportation is preferred, if available. Also, refer to DOD 4515.13-R and AR 95-1.

H.31.7 Legal Assistance

H.31.7.1 Contractor employees in the U.S. preparing to deploy abroad, or already deployed overseas, to perform work pursuant to any contract or subcontract with the Army, generally will not be eligible to receive legal assistance from Army military or Army civilian lawyers.

H.31.7.2 The contractor will ensure its personnel deploying to or in a theater of operations are furnished the opportunity and assisted with making wills as well as with any necessary powers of attorney prior to deployment processing and/or deployment. Payment of legal fees is a private matter between the contractor employee and the lawyer retained.

H.31.8 Medical Requirements

H.31.8.1 Pre-deployment and Post-deployment Medical Evaluation

All personnel deploying to an area of responsibility (AOR) through a CONUS Replacement Center (CRC) shall be medically and psychologically fit for deployment and for performance of their contracted duties. (See DoD Instruction 3020.41, Contractor Personnel Authorized to Accompany the U.S. Army Forces, Enclosure E3.1). The contractor shall ensure the completion of all medical and dental requirements prior to arrival at the deployment CRC. Minimum medical and dental standards are identified at DoD Instruction 3020.41 (paragraph 4.8.1) and include dental records, DNA analysis and immunizations. Individuals who are deemed not medically qualified at the CRC or during the deployment process or require extensive preventative dental care will not be authorized to deploy. Conditions that usually preclude granting of medical clearances are identified at DoD Instruction 3020.41, Enclosure E3.10. Upon return from deployment, contractor personnel may be required to obtain post-deployment medical screening or evaluation consistent with the established procedures of the CRC pursuant to the terms of an individual Task Order; or in lieu thereof, may be provided with other post-deployment medical evaluation direction, in writing by the KO.

H.31.8.2 Medications and Eyewear

The contractor shall ensure that contractor personnel deployed to an AOR through a CRC, who are taking medications for chronic medical conditions, have sufficient quantities of their medication to last for the duration of their assignment in the AOR. The contractor shall also ensure that contractor personnel deployed to an AOR through a CRC, who wear eye glasses, deploy with not less than two pairs of replacement eye glasses.

H.31.8.3 Medical Screening and Evaluation of Other Contract Personnel

The contractor shall ensure that medical screening and evaluation is performed for all contractor personnel that are hired in the AOR, or that are not deployed to the AOR through a CONUS CRC, in order to preclude the assignment of personnel who are unable to perform their assigned responsibilities, or who could potentially cause infection of U.S. military forces or other contractor personnel. The medical screening and evaluation shall be performed, at a minimum, for the following:

H.31.8.3.1 Testing and detection of communicable diseases and other diseases known to be prevalent in the local region where recruited and where assigned;

H.31.8.3.2 Current, up-to-date record of vaccinations and immunizations, as appropriate for the areas where assigned;

H.31.8.3.3 Active tuberculosis;

H.31.8.3.4 Hepatitis;

H.31.8.3.5 Human Immunodeficiency Virus (HIV), subject to applicable law and host nation requirements;

H.31.8.3.6 Tests, as appropriate, for current usage of narcotics and illegal drugs, consistent with applicable law and host nation requirements.

The contractor shall maintain a record of individual contractor personnel medical screening and evaluations, which shall be provided to the COR, upon request. NOTE: local physicians in some AORs, where contingency operations are being performed, may not be reliable sources for screening, evaluation and medical records due to locally rampant corruption. In the event that any medical record is determined to be false or fraudulent, the KO may direct that the contractor personnel be removed pursuant to DFARS 252.225-7040(g) without prejudice to other Government rights, including the Termination for Default clause.

H.32 TECHNICAL EXPERT OR ANALYTICAL SUPPORT STATUS ACCREDITATION -TESA/ASSA

H.32.1 If TESA/ASSA apply, contractors are responsible for fulfilling all requirements for TESA/ASSA certifications.

H.32.2 The contractor shall comply and shall ensure that all deployed employees and agents comply with pertinent Service and DOD directives, policies, and procedures. The contractor shall also ensure compliance with all federal statutes, judicial interpretations and international agreements (e.g., SOFA, Host Nation Support Agreements, etc.) applicable to U.S. Armed Forces or citizens in the area of operations. Failing to adhere to the applicable SOFAs and other similar related agreements and the instructions and general orders issued by the Theater Commander or his/her designated representative may result in the removal of the contract employee from the area at the contractor's expense.

H.33 KOREA LOGISTICS SUPPORT AS AN INVITED CONTRACTOR OR TECHNICAL REPRESENTATIVE IN THE REPUBLIC OF KOREA (ROK)

H.33.1 Invited contractor or technical representative status under U.S.-ROK SOFA is subject to the written approval of HQ US Forces Korea (USFK), Assistant Chief of Staff (ACofS), Acquisition Management if appropriate.

H.33.2 The KO will coordinate with HQ USFK, ACofS, Acquisition Management, in accordance with DFARS, subpart 225.77, and USFK Regulation 700-19. The ACofS, Acquisition Management, will determine the appropriate contractor status under the SOFA and notify the KO of the determination.

H.34 CONTRACTOR BASE OPERATIONS, LOGISTICAL AND ADMINISTRATIVE SUPPORT

The Government will ensure that a standard level of recurring base operations, logistical and administrative support is provided the contractor through the host installation on the same basis as provided to all installation civilian and military personnel. The cost of all recurring support will be estimated as part of the overall contract cost and will be provided as a reimbursement to the installation as required. All support and corresponding reimbursement will be documented on a DD Form 1144, Interservice Support Agreement (ISA), between the installation Commander and the corresponding COR/ACOR's Commander. Support is reimbursable to the installation only to the extent that the support causes a direct incremental cost in accordance with DoD Instruction 4000.19. The installation provides non-reimbursable support to the contractor when it does not cause an incremental cost.

H.35 LOGISTICS SUPPORT PRIVILEGES IN SOUTHWEST ASIA

H.35.1 If applicable, the following logistics support privileges will be provided for Southwest Asia:

H.35.1.1 Police Services - Provost Marshal and military police support in accordance with applicable regulations on same basis as for other organizational elements located on the installation.

H.35.1.2 Housing and Lodging support will be provided.

H.35.1.3 Food Service - Mess hall privileges are authorized.

H.35.1.4 Transportation - Transportation and traffic management services related to commercial or Government-owned transportation of personnel and materiel, including shipment of cargo, packing and crating, port clearance, scheduling movement of both personnel and personal property, processing of transportation documents, and provisions of other transportation services related to inbound and outbound movements will be provided.

H.35.1.5 Mortuary Services - All logistic functions incident to the recovery, identification, care, and disposition of deceased personnel will be provided.

H.35.1.6 Administrative Services - The following common administrative services will be provided:

- Casualty/Serious Incident Reporting.
- ID and Installation Clearance Services.
- Uniformed Services Identification and Privilege Card (CAC Card).

- AAFES (Military Exchange) Privileges
- Emergency Medical Services on a Reimbursable Basis
- Emergency Dental Services on Reimbursable Basis
- Military Postal Service Privileges
- Military Banking Privileges (Currency Exchange and Check Cashing)
- Legal Assistance on Space Available Basis
- Morale, Welfare and Recreation facilities and Services
- Transient Billeting on a Space Available Basis

H.36 TRAVEL TO RESTRICTED/DENIED AREAS

By virtue of access to Special Intelligence (SI) material and information, contractor employees may have restrictions placed upon them for foreign travel in areas of unrest if traveling for other than contract support purposes. The contractor shall be responsible for exercising adequate supervision to ensure the employees who have such access are fully aware of the possible restrictions. The contractor shall ensure that these employees comply with NISPOM, DOD 5220.22-M, requirements for notification and obtaining authorization prior to travel to areas listed by the State Department or other U.S. Government Agencies as “denied or restricted” travel areas. The sponsoring agency will ensure that supplemental direction or guidance is provided to the contractor as appropriate or as required.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	SEP 2007
52.203-13	Contractor Code of Business Ethics and Conduct	DEC 2008
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	APR 2008
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.204-10	Reporting Subcontract Awards	SEP 2007
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	SEP 2006
52.211-15	Defense Priority And Allocation Requirements	APR 2008
52.215-2	Audit and Records--Negotiation	MAR 2009
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Cost or Pricing Data	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications	OCT 1997
52.215-12	Subcontractor Cost or Pricing Data	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	JUL 2005
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-9	Small Business Subcontracting Plan	APR 2008
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-25	Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting	APR 2008
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-29	Notification Of Visa Denial	JUN 2003
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-50	Combating Trafficking in Persons	FEB 2009
52.223-3	Hazardous Material Identification And Material Safety Data	JAN 1997

52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-10	Filing Of Patent Applications--Classified Subject Matter	DEC 2007
52.228-3	Worker's Compensation Insurance (Defense Base Act)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.230-2	Cost Accounting Standards	OCT 2008
52.230-6	Administration of Cost Accounting Standards	MAR 2008
52.232-1	Payments	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-17	Interest	OCT 2008
52.232-25	Prompt Payment	OCT 2008
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.232-35	Designation of Office for Government Receipt of Electronic Funds Transfer Information	MAY 1999
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2001
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-7	Notification Of Changes	APR 1984
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	AUG 2009
52.245-1	Government Property	JUN 2007
52.245-9	Use And Charges	JUN 2007
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed- Price)	MAY 2004
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense- Contract-Related Felonies	DEC 2008
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991

252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	JAN 2009
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.215-7003	Excessive Pass-Through Charges--Identification of Subcontract Effort	MAY 2008
252.215-7004	Excessive Pass-Through Charges	MAY 2008
252.219-7003	Small Business Subcontracting Plan (DOD Contracts)	APR 2007
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	JAN 2009
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7004	Report of Contract Performance Outside the United States and Canada--Submission after Award	MAY 2007
252.225-7012	Preference For Certain Domestic Commodities	DEC 2008
252.225-7031	Secondary Arab Boycott Of Israel	JUN 2005
252.225-7041	Correspondence in English	JUN 1997
252.225-7042	Authorization to Perform	APR 2003
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States	MAR 2006
252.228-7000	Reimbursement for War-Hazard Losses	DEC 1991
252.228-7003	Capture and Detention	DEC 1991
252.231-7000	Supplemental Cost Principles	DEC 1991
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.232-7008	Assignment of Claims (Overseas)	JUN 1997
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.237-7005	Performance and Delivery	DEC 1991
252.237-7006	Subcontracting	DEC 1991
252.239-7000	Protection Against Compromising Emanations	JUN 2004
252.241-7001	Government Access	DEC 1991
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	AUG 2009
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000
252.247-7026	Evaluation Preference for Use of Domestic Shipyards--Applicable to Acquisition of Carriage by Vessel for DoD Cargo in the Coastwise or Noncontiguous Trade	NOV 2008

CLAUSES INCORPORATED BY FULL TEXT

52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued for up to five (5) years from date of award.

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

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$3000**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of **\$400,000,000** ;

(2) Any order for a combination of items in excess of **\$492,400,000** ; or

(3) A series of orders from the same ordering office within **one (1)** day that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **three (3)** days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after **73 montha from date of award**.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

(End of clause)

52.227-23 RIGHTS TO PROPOSAL DATA (TECHNICAL) (JUN 1987)

Except for data contained on pages **TBD**, it is agreed that as a condition of award of this contract, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the "Rights in Data--General" clause contained in this contract) in and to the technical data contained in the proposal dated **TBD**, upon which this contract is based.

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract as set forth in the individual task orders. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract as set forth in the individual task orders, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (JUNE 2007)

(a) This Government Property listed in paragraph (e) of this clause is furnished to the Contractor in an "as-is, where is" condition. The Government makes no warranty regarding the suitability for use of the Government property specified in this contract. The Contractor shall be afforded the opportunity to inspect the Government property as specified in the solicitation.

(b) The Government bears no responsibility for repair or replacement of any lost, damaged or destroyed Government property. If any or all of the Government property is lost, damaged or destroyed or becomes no longer usable, the Contractor shall be responsible for replacement of the property at Contractor expense. The Contractor shall have title to all replacement property and shall continue to be responsible for contract performance.

(c) Unless the Contracting Officer determines otherwise, the Government abandons all rights and title to unserviceable and scrap property resulting from contract performance. Upon notification to the Contracting Officer, the Contractor shall remove such property from the Government premises and dispose of it at Contractor expense.

(d) Except as provided in this clause, Government property furnished under this contract shall be governed by the Government Property clause of this contract.

(e) Government property provided under this clause:

TBD
(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<http://www.acquisition.gov/comp/far/index.html>

(End of clause)

252.225-7040 CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES (JUL 2009)

(a) Definitions. As used in this clause--Combatant Commander means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161.

Designated operational area means a geographic area designated by the combatant commander or subordinate joint force commander for the conduct or support of specified military operations.

Law of war means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

Subordinate joint force commander means a sub-unified commander or joint task force commander.

(b) General.

(1) This clause applies when Contractor personnel are authorized to accompany U.S. Armed Forces deployed outside the United States in--

(i) Contingency operations;

(ii) Humanitarian or peacekeeping operations; or

(iii) Other military operations or military exercises, when designated by the Combatant Commander.

(2) Contract performance in support of U.S. Armed Forces deployed outside the United States may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

(3) Contractor personnel are civilians accompanying the U.S. Armed Forces.

(i) Except as provided in paragraph (b)(3)(ii) of this clause, Contractor personnel are only authorized to use deadly force in self-defense.

(ii) Contractor personnel performing security functions are also authorized to use deadly force when such force reasonably appears necessary to execute their security mission to protect assets/persons, consistent with the terms and conditions contained in their contract or with their job description and terms of employment.

(iii) Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel authorized to accompany the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

(4) Service performed by Contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

(c) Support. (1)(i) The Combatant Commander will develop a security plan for protection of Contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because--

(A) The Contractor cannot obtain effective security services;

(B) Effective security services are unavailable at a reasonable cost; or

(C) Threat conditions necessitate security through military means.

(ii) The Contracting Officer shall include in the contract the level of protection to be provided to Contractor personnel.

(iii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, all Contractor personnel authorized to accompany the U.S. Armed Forces in the designated operational area are authorized to receive resuscitative care, stabilization, hospitalization at level III military treatment facilities, and assistance with patient movement in emergencies where loss of life, limb, or eyesight could occur. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

(ii) When the Government provides medical treatment or transportation of Contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

(iii) Medical or dental care beyond this standard is not authorized unless specified elsewhere in this contract.

(3) Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the designated operational area under this contract.

(4) Contractor personnel must have a letter of authorization issued by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The letter of authorization also will identify any additional authorizations, privileges, or Government support that Contractor personnel are entitled to under this contract.

(d) Compliance with laws and regulations. (1) The Contractor shall comply with, and shall ensure that its personnel authorized to accompany U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause are familiar with and comply with, all applicable--

(i) United States, host country, and third country national laws;

(ii) Provisions of the law of war, as well as any other applicable treaties and international agreements;

(iii) United States regulations, directives, instructions, policies, and procedures; and

(iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.

(2) The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.

(e) Pre-deployment requirements.

(1) The Contractor shall ensure that the following requirements are met prior to deploying personnel authorized to accompany U.S. Armed Forces. Specific requirements for each category may be specified in the statement of work or elsewhere in the contract.

(i) All required security and background checks are complete and acceptable.

(ii) All deploying personnel meet the minimum medical screening requirements and have received all required immunizations as specified in the contract. The Government will provide, at no cost to the Contractor, any theater-specific immunizations and/or medications not available to the general public.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit a designated operational area and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center. Any Common Access Card issued to deploying personnel shall contain the access permissions allowed by the letter of authorization issued in accordance with paragraph (c)(4) of this clause.

(iv) Special area, country, and theater clearance is obtained for personnel. Clearance requirements are in DoD Directive 4500.54, Official Temporary Duty Abroad, and DoD 4500.54-G, DoD Foreign Clearance Guide. Contractor personnel are considered non-DoD personnel traveling under DoD sponsorship.

(v) All personnel have received personal security training. At a minimum, the training shall--

(A) Cover safety and security issues facing employees overseas;

(B) Identify safety and security contingency planning activities; and

(C) Identify ways to utilize safety and security personnel and other resources appropriately.

(vi) All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction 1300.23, Isolated Personnel Training for DoD Civilian and Contractors.

(vii) Personnel have received law of war training as follows:

(A) Basic training is required for all Contractor personnel authorized to accompany U.S. Armed Forces deployed outside the United States. The basic training will be provided through--

(1) A military-run training center; or

(2) A Web-based source, if specified in the contract or approved by the Contracting Officer.

(B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

(2) The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that--

(i) Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3621, et seq.);

(ii) Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

(iii) Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18 U.S.C. 7(9)); and

(iv) In time of declared war or a contingency operation, Contractor personnel authorized to accompany U.S. Armed Forces in the field are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10).

(f) Processing and departure points. Deployed Contractor personnel shall--

(1) Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of Contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

(2) Use the point of departure and transportation mode directed by the Contracting Officer; and

(3) Process through a Joint Reception Center (JRC) upon arrival at the deployed location. The JRC will validate personnel accountability, ensure that specific designated operational area entrance requirements are met, and brief Contractor personnel on theater-specific policies and procedures.

(g) Personnel data.

(1) The Contractor shall enter before deployment and maintain data for all Contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause. The Contractor shall use the Synchronized Predeployment and Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain the data.

(2) The Contractor shall ensure that all employees in the database have a current DD Form 93, Record of Emergency Data Card, on file with both the Contractor and the designated Government official. The Contracting Officer will inform the Contractor of the Government official designated to receive this data card.

(h) Contractor personnel.

(1) The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall have a plan on file showing how the Contractor would replace employees who are unavailable for deployment or who need to be replaced during deployment. The Contractor shall keep this plan current and shall provide a copy to the Contracting Officer upon request. The plan shall--

(i) Identify all personnel who are subject to military mobilization;

(ii) Detail how the position would be filled if the individual were mobilized; and

(iii) Identify all personnel who occupy a position that the Contracting Officer has designated as mission essential.

(3) Contractor personnel shall report to the Combatant Commander or a designee, or through other channels such as the military police, a judge advocate, or an inspector general, any suspected or alleged conduct for which there is credible information that such conduct--

(i) Constitutes violation of the law of war; or

(ii) Occurred during any other military operations and would constitute a violation of the law of war if it occurred during an armed conflict.

(i) Military clothing and protective equipment.

(1) Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander. If authorized to wear military clothing, Contractor personnel must--

(i) Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and

(ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment (OCIE) required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

(3) The deployment center, or the Combatant Commander, shall issue OCIE and shall provide training, if necessary, to ensure the safety and security of Contractor personnel.

(4) The Contractor shall ensure that all issued OCIE is returned to the point of issue, unless otherwise directed by the Contracting Officer.

(j) Weapons.

(1) If the Contractor requests that its personnel performing in the designated operational area be authorized to carry weapons, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41, paragraph 6.3.4.1 or, if the contract is for security services, paragraph 6.3.5.3. The Combatant Commander will determine whether to authorize in-theater Contractor personnel to carry weapons and what weapons and ammunition will be allowed.

(2) If the Contracting Officer, subject to the approval of the Combatant Commander, authorizes the carrying of weapons--

(i) The Contracting Officer may authorize the Contractor to issue Contractor-owned weapons and ammunition to specified employees; or

(ii) The Task Order Contracting Officer or his designee may issue Government-furnished weapons and ammunition to the Contractor for issuance to specified Contractor employees.

(3) The Contractor shall ensure that its personnel who are authorized to carry weapons--

(i) Are adequately trained to carry and use them--

(A) Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

(C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;

(ii) Are not barred from possession of a firearm by 18 U.S.C. 922; and

(iii) Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition.

(4) Whether or not weapons are Government-furnished, all liability for the use of any weapon by Contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.

(5) Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.

(k) Vehicle or equipment licenses. Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the designated operational area.

(l) Purchase of scarce goods and services. If the Combatant Commander has established an organization for the designated operational area whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.

(m) Evacuation.

(1) If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to United States and third country national Contractor personnel.

(2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.

(n) Next of kin notification and personnel recovery.

(1) The Contractor shall be responsible for notification of the employee-designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.

(2) In the case of isolated, missing, detained, captured, or abducted Contractor personnel, the Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.

(o) Mortuary affairs. Mortuary affairs for Contractor personnel who die while accompanying the U.S. Armed Forces will be handled in accordance with DoD Directive 1300.22, Mortuary Affairs Policy.

(p) Changes. In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government-furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.

(q) Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts when subcontractor personnel are authorized to accompany U.S. Armed Forces deployed outside the United States in--

(1) Contingency operations;

(2) Humanitarian or peacekeeping operations; or

(3) Other military operations or military exercises, when designated by the Combatant Commander.

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)

(a) Contract line item(s) 0001 through 0005 (and any related CLINS and/or options at the task order level) may be incrementally funded. For these item(s), the sum of (\$TBD in the individual task orders) of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety (90) days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract \$ (\$TBD in the individual task orders)

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

SECTION J**SECTION J – LIST OF DOCUMENTS, EXHIBITS, and OTHER ATTACHEMENTS**

Attachment	DESCRIPTION		PAGES
1	Contract Security Classification Specification (DD Form 254) ID/IQ Contract Level		4
2	Performance Work Statement (PWS) for ID/IQ Contract Level		28
	2.1 Service Area 1 Administrative, Force Management, Resource Management, and Test & Evaluation Support		
	2.2 Service Area 2 Information Technology and System Support		
	2.3 Service Area 3 Intelligence Analysis Support		
3	Informational QASP – Contract Level		1
4	Performance Work Statement (PWS) for Task Order Proposals, to include the Informational QASP and Evaluation Criteria, and DD 254 for each Task Order:		100
	Service Area 1 - Administrative, Force Management, Intelligence Training Support, Resource/Program Management, and Testing & Evaluation	4.1 - ALPHA	
		4.2 - BRAVO	
		4.3 - CHARLIE	
	Service Area 2 - Information Technology and System Support	4.4 - DELTA	
		4.5 - ECHO	
	Service Area 3 - Intelligence Analysis Support	4.6 - FOXTROT	
		4.7 - GOLF	
5	Sample Monthly Report		1
6	Past Performance Questionnaire		5
7	Non-Disclosure Agreement		2
8	Security Checklist		1

Attachment 1 - Contract Security Classification Specification (DD Form 254) ID/IQ Contract Level

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED TOP SECRET b. LEVEL OF SAFEGUARDING REQUIRED Top Secret			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) <input type="checkbox"/> a. PRIME CONTRACT NUMBER <input type="checkbox"/> b. SUBCONTRACT NUMBER <input checked="" type="checkbox"/> c. SOLICITATION OR OTHER NUMBER W911W4-09-R-0037			3. THIS SPECIFICATION IS: (X and complete as applicable) <input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) Date (YYYYMMDD) 20090824 <input type="checkbox"/> b. REVISED (Supersedes all previous specs) Revision No. Date (YYYYMMDD) <input type="checkbox"/> c. FINAL (Complete Item 5 in all cases) Date (YYYYMMDD)				
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract							
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code) a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) 							
7. SUBCONTRACTOR a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code) 							
8. ACTUAL PERFORMANCE a. LOCATION b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, & Zip Code) 							
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT INSCOM OMNIBUS Contractor will provide; General Engineering & Systems Operational Support; Information Technology/Management Support; Force Management Support; Intelligence, Security & Information Operations Support, Resource Management (Financial) Support; Data Management Reports; and Administrative Support.							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY		<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT		<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify). SCI IS Processing is required.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER Specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				

12. PUBLIC RELEASE. Any information (<i>classified or unclassified</i>) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.					
<input type="checkbox"/>	Direct	<input checked="" type="checkbox"/>	Through (Specify):		
PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.					
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.					
13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)					
SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM					
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
SEE SCI ADDENDUM					
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
SEE SCI ADDENDUM					
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.					
a. TYPED NAME OF CERTIFYING OFFICIAL ROBERT G. PETTIT	b. TITLE CONTRACT MONITOR	c. TELEPHONE (Include Area Code) 703-706-2824			
d. ADDRESS (Include ZIP Code) 8825 Beulah Street Fort Belvoir, VA 22060-5246	17. REQUIRED DISTRIBUTION				
	<input checked="" type="checkbox"/>		a. CONTRACTOR		
	<input checked="" type="checkbox"/>		b. SUBCONTRACTOR		
	<input checked="" type="checkbox"/>		c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR		
e. SIGNATURE //ORIGINAL SIGNED 08-24-2009//	<input type="checkbox"/>		d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION		
	<input checked="" type="checkbox"/>		e. ADMINISTRATIVE		
	<input checked="" type="checkbox"/>		f. OTHERS AS NECESSARY		

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

XXX DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

XXX DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

XXX AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

XXX AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

XXX (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required) SAP, SAP

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 2.1 - Service Area 1 – Administrative, Force Management, Intelligence Training Support, Resource/Program Management, and Testing & Evaluation

Performance Work Statement (PWS)

CONTRACT LEVEL

Fort Belvoir, VA 22060-5246

September 2009

1.0 Description of Services/Introduction: The contractor shall provide personnel, supervision and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). These services are to be performed at the headquarters location on Fort Belvoir and other supported sites worldwide. The contractor shall perform to the standards in this Task Order.

This PWS defines functional requirements, as well as performance workloads and timeframes, to evaluate the Offeror's performance while implementing the Task Order for INSCOM Support Services. It is designed to provide acceptable service levels of performance standards against which the Offeror's performance shall be measured. INSCOM will be the Government Integrator (GI) providing resource and program analysis for the intelligence community.

1.1 Background. The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific /technical intelligence production. INSCOM also has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.2 Objective/Scope. This PWS will provide contracted support to perform administrative, resource, management, program management, training and oversight support required to manage the Army-wide military intelligence training programs, and force management functions for the INSCOM Staff elements and testing and evaluation of one of a kind intelligence/intelligence related items for the Intelligence Community.

1.3 Period of Performance. The Period of Performance (POP) for this contract will be a five (5) year ordering period.

1.4 Place of Performance and Hours of Operation.

1.4.1 The normal place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA. Individual Task Orders may specify additional places of performance which may include OCONUS.

1.4.2 Tasks will normally be performed during an eight (8) hour work day. Individual Task Orders shall identify the Core Hours of performance.

1.5 Type of Contract.

The Government anticipates award of a Firm Fixed Price (FFP) Contract and the issuance of FFP Task Orders for the accomplishment of the tasks in this PWS. On a case-by-case basis, task orders may be solicited on a cost-type basis.

2.0 Requirements for OMNIBUS III Support Services

Specific duties listed in this section shall not be interpreted as including, inherently Governmental functions such as but not limited to, policy development, representation of the Government at meetings, security, and decision-making.

2.1 Performance Work Statement

2.1.1 Program and Resource Management Support

2.1.1.1 The contractor shall provide senior-level support in identification of programmatic intelligence and security shortfalls, and the development, coordination and justification of comprehensive strategies to resource these shortfalls in the years of execution, the budget year, and across the fiscal years. This effort includes general support to all HQs, INSCOM Staff elements and INSCOM Major Subordinate Commands (MSCs). Types of support include building the INSCOM submissions for all components of the following: National Intelligence Program (NIP), Military Intelligence Program (MIP) and the Army Program. Support shall be provided to INSCOM staff elements in building, submitting, and defending the above listed resource programs, compiling INSCOM submissions to the Congressional Budget Justification Books, and monitoring current year execution of INSCOM wide resources.

2.1.1.2 The contractor shall provide the Government senior-level functional support in the development, preparation, review, analysis, coordination and maintenance of data used in planning, programming, budget, and execution processes for INSCOM having expert knowledge of Army Intelligence and Security programs which include, but are not limited to Counterintelligence, Human Intelligence, MASINT, IMINT, All-Source Analysis and production, and security including Personnel Security.

2.1.1.3 The contractor shall review related data and provide analysis and recommendation on strategies and courses of action to support the procuring of required manpower and dollar resources. Provide senior-level support to staff elements to help integrate pertinent TRM data. Conduct continuous liaison, at the senior-level, with HQDA functional and resource offices, including HQDA G2, HQDA G3, the Army Budget Office and Army PA&E to ensure INSCOM command-wide requirements are understood and resourced, and to provide INSCOM with heightened awareness of current and projected Army requirements.

2.1.1.4 The contractor shall provide continuous coordination with INSCOM's worldwide MSCs for the purpose of identifying new and emerging requirements in response to dynamic changes in worldwide and local operating environments and changes in DoD, Army, and INSCOM priorities. The contractor shall analyze the requirements, identify appropriate funding programs and provide the support for strategy development and make recommendations for appropriate programmatic submissions.

2.1.1.5 The contractor shall provide INSCOM with expert-level programmatic resourcing submissions to HQDA G2, HQDA G3 Training and Manning PEG, DIA, CIFA, OSD, the Community Management Staff, the Congressional Intelligence Committees, and other entities as required.

2.1.1.6 The contractor shall provide support to briefings, meetings, working groups, and conferences and shall provide visual aids and documentation as required.

2.1.1.7 The contractor shall analyze the current TRM processes and recommend improvements.

2.1.1.8 The contractor shall provide support in maintaining current and accurate TRM data. The contractor shall work with representatives from each MSC and staff element to support them in resolving problems with the data and to support answering requests for information based on the TRM data.

2.1.1.9 The contractor shall provide functional subject matter support to G3 and INSCOM HQ in the areas of CI, HUMINT, Security, MASINT, All-Source Analysis and Production, and Security, specifically serving as the interface between the INSCOM G3 and INSCOM RM for the articulation of functional issues and shortfalls into sound, implementable resourcing strategies.

2.1.1.10 The contractor shall provide support in the research, analysis, preparation and justification of current year budget execution reports for submission to HQDA, CIFA, OSD, DIA and other agencies as appropriate. Provide support for these reports as necessary before Army and non-Army agencies. This process requires senior level expertise and background in experience in dealing with program issues with these organizations.

2.1.1.11 The contractor shall provide subject matter support to INSCOM G1, G3, and RM regarding the utilization of resources to fill civilian personnel requirements.

2.1.1.12 The contractor shall provide support for the INSCOM RM and HQ Staff involving appropriate allocation of budget year resources for INSCOM MSCs programs, to include the identification of resource allocations based on command priorities and operational requirements, intelligence gaps, collection requirements to fill gaps in information, provide analysis of resulting intelligence. The contractor shall analyze and make recommendations to

support an analytical approach to projects, to include the review and validation of conclusions relating to the assigned area and issues.

2.1.1.13 The contractor shall work with the INSCOM RM, G3 and subordinate commands to identify unfinanced requirements (UFRs), and provide recommendations for their prioritization, and the appropriate courses of action to fund priority UFRs.

2.1.2 Administrative

2.1.2.1 The contractor shall provide administrative support including, but not limited to, data retrieval, preparing reports, personnel actions, staff meetings and providing support for briefings.

2.1.2.2 The contractor shall provide administrative support for the annual budget process. The contractor shall support the monitoring and tracking of the obligations and expenditures and verifying that obligations and expenditures are within the amounts programmed.

2.1.2.3 The contractor shall perform a variety of general office, personnel and receptionist functions, resource management and database input, administrative and clerical work for the entire organization.

2.1.2.4 The contractor shall provide support for the management of resources to include, but not limited to maintaining calendars, schedule appointments, conferences; travel to include all processes and documentation using Defense Travel System; prepare and submit messages request for country and area clearances; and maintain comprehensive travel files on a continuing basis.

2.1.3 Force Management

2.1.3.1 The contractor shall provide support to Force Management and Force Integration processes, including research of concepts and force development, analysis of strategic and operational requirements, training, planning, programming, development of decision support tools and manpower and equipment surveys in accordance with Army regulations.

2.1.3.2 The contractor shall provide analytical support to concept and doctrine development and force structure design. This support includes force structuring and system modernization, planning, development, acquisition, production, testing, fielding, operations, maintenance and retirement of organizations and systems. The contractor shall make improvement recommendation to current and planned Command organizations, regarding strategic, operational, and tactical intelligence issues.

2.1.3.3 The contractor shall support combat development functions and analyses on organizations and operations to determine Doctrine, Information, Training, Leader Development, Organization, Material and Soldiers (personnel) (DITLOMS) shortfalls and recommend solutions in accordance with training and doctrine Command (TRADOC) Requirements Determination Process.

2.1.3.4 The contractor shall develop, review and make recommendations to revise planning documents in accordance with current and emerging joint and service specific doctrine. The contractor shall provide support to programming, development and implementation of training programs and capabilities.

2.1.4 Intelligence Training Support

2.1.4.1 The contractor shall provide full administrative, planning, logistics and implementation support by developing analyses, studies, reports and recommendations.

2.1.4.2 The contractor shall provide concept development to include the impact of phased or changing mission tasking, changing national and regional intelligence priorities, new or emerging technologies/systems, and an examination of the impact on existing or planned training programs. The contractor shall analyze, model and recommend improvements to current INSCOM training programs or components thereof in projected mission tasking environments.

2.1.4.3 The contractor shall participate in briefings, meetings, working groups, conferences, site visits, program inspections and reviews to develop and maintain current and future programs and projects, and participate in off-site coordination, communications and outreach plan. The contractor shall present briefings and provide support to the production of visual aids and documents for briefings, meetings, working groups, conferences, site visits and reviews.

2.1.4.4 The contractor shall provide documentation that may include, but not be limited to: training plans, requirements matrices, milestone charts, decision recommendations, policy statements and directives, Memoranda of Understanding/Agreement (MOU/MOA), Installation and Installation Supply and Support Agreement (ISSA), briefings, resource initiatives for all budget phases (planning, programming, budgeting and execution), technical reports, engineering reports/alternatives, technical databases, logistics and cost benefit analyses, quarterly and annual training plans and quarterly training execution reports.

2.1.4.5 The contractor shall develop and maintain support of unclassified, secret and top secret web pages and databases. The contractor shall recommend modifications and upgrades to the web pages, web sites and databases and implement said changes as directed by the Government. The contractor shall assure that web pages, web sites and databases being developed and maintained will contain training forms, current contact information of all participating units and agencies, current manual of training opportunities and associated training products.

2.1.4.6 The contractor shall provide support to the National Intelligence Familiarization Course to include coordinating for briefings, transportation, and associated administrative requirements to meet the needs of the Program.

2.1.4.7 The contractor shall maintain continuity files which describe the projects assigned, location of project files on common drives, and "How to" instructions for project handover.

2.1.5 Test and Evaluation

The contractor shall conduct test and evaluation of classified and secure systems to evaluate the systems' Mission Performance, Functionality, Operational Fit, Survivability and Vulnerability, Reliability/Availability/Maintainability (RAM), Logistics Supportability, MANPRINT, Means of Employment, Interoperability, Software Considerations, Electronic and System Security, Configuration Management, Documentation, and Training. The test and evaluation program requires the contractor to perform the following:

- Conduct developmental and operational tests (detail test plan (DTP) development, data collection and analysis and reporting),
- Prepare and assist in the preparation of test documentation, i.e., Test Evaluation Master Plan (TEMP); outline test plans (OTP); test evaluation plans (TEP); Operational Assessment Plans (OAP); test reports (TR);
- Monitor developmental activities,
- Review documentation and reports,
- Participate in system program reviews, test related meetings, test working groups, and test or system related conferences.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP). The Offeror is responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror is responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP): An information copy of the Government's QASP to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements.

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. ADP/IT tier level positions are detailed in the task orders.

2.3.3 Additional Security Requirements. This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#). Additional security requirements may be added at the task order level.

2.4 Program Management.

2.4.1 The contractor shall create a Transition Plan for this contract.

2.4.2 The contractor shall identify as a “Key Personnel”, the Program Manager (PM) who is responsible for this contract.

2.4.2.1 The Program Manager is responsible for the coordination of project activities and client contact. The PM shall be responsible for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project.

2.4.2.2 The Program Manager shall track and maintain all Government furnished property identified in the individual task orders.

2.5 Contracting Officer’s Representative (COR):

2.5.1 The COR will be identified at award:

HQ, INSCOM, Directorate of Contracting
COR:
8825 Beulah Street,
Fort Belvoir, VA 22060-5246

2.5.2 COR: Monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of contract award and updated annually for corporate transition to include all TO transition plans	1	Electronic copy in Microsoft Office 2003 format	COR
3.3 Monthly Status Report – contract level	Monthly	1	Electronic copy in Microsoft Office 2003 format	KO, COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.4 Briefings	Deliver 3 working days (when practical) prior to Briefing Presentation	1	Electronic copy in Microsoft Office 2003 format	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR

3.1.1 Data Rights - All software and deliverables, to include, but not limited to software versions and release updates; technical documentation, to include source code, web page updates and documentation, user's manuals, office documentation, training guides and course materials, and draft and final work products are the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a corporate transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government. This plan shall include all transition plans for task orders awarded under this contract.

3.3 Monthly Status Report – Shall include a compilation of all task order monthly status reports under the contract and include an up-to-date listing of all contractor employees per task order.

3.4 Briefings - The contractor may be required to prepare and present briefings to the Government on the results of efforts undertaken through this contract. Schedules and format for presentation of these briefings will be specified in subsequent taskings. In addition, the contractor shall provide a formal program review briefing on a quarterly basis.

3.4.1 Program Review Briefing – The contractor is required to prepare and present to the Government, an annual program review briefing of contract performance. To be conducted sixty (60) days prior to the expiration of the performance period, this briefing shall include, but not limited to the following elements:

- Comprehensive Task Order Review
- Scheduling and Action Items, both Past and Future
- Contractor Manpower Reporting System (CMR) information
- Report of Financial Status and Payments
- Planned Contract Activities for the upcoming performance period
- Issues
- Summary

A copy of the proposed agenda and the briefing presentation shall be provided to the COR within five (5) working days of the briefing.

Attachment 2.2 - Service Area 2 – Information Technology and System Support

Performance Work Statement (PWS)

CONTRACT LEVEL

Fort Belvoir, VA 22060-5246

September 2009

1.0 Description of Services/Introduction: The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). These services are to be performed at the Headquarters location on Fort Belvoir.

This PWS is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background. The mission of the INSCOM, a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.1.1 Headquarters INSCOM, Fort Belvoir, NOLAN Building and Metro Park facilities have approximately 2,000 Information Technology customers. In addition, there are approximately 43 Information Dominance Center sites with approximately 200 users at various locations throughout the world, 450 servers with associated user workstations and communications hardware components across multiple networks. There are approximately 50+ TACLANES centrally managed from the Headquarters and 800+ short titles, multiple CRYPTO-NETS, FASTLANES as well as KIV-7s. In addition, there are fifteen major subordinate command of INSCOM located around the world that require Information Technology (IT) support for project planning, telecom and IT implementation, enterprise build out, and sustainment support.

1.2 Objective/Scope. The purpose of this acquisition, as set forth in this PWS, is to obtain IT support to perform various IT requirements such as: COMSEC; Information Assurance; network operations support; Firewall Administration; Data Recovery; Software Management; Engineering, Installation, Database Support, and Web Development for INSCOM at Fort Belvoir, Virginia. To provide IT engineering and installation services and support for activities including the following locations but not limited to: Washington, DC metropolitan area; Fort George G. Meade, MD; Charlottesville, VA; Fort Gordon, GA; Fort Bragg, NC; Fort Bliss, TX; Fort Sam Houston, TX; Fort Huachuca, AZ; Fort Lewis, WA; Germany; Korea; Japan; Hawaii; and Southwest Asia to include Iraq and Afghanistan.

1.2.1 The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

- Windows Operating Systems
- XP client software
- M3 and Pathfinder
- VMWare
- Systems Management Server (SMS)
- NetScout
- UNIX

- System Console Operations Manager (SCOM)
- Remedy
- Active Directory
- Information Assurance Vulnerability Assessment (IAVA) patching & network scanning
- How message feeds populate the databases residing on all systems
- Securities engineering to ensure system architectures are compliance with mandated security requirements.
- Controlled Cryptographic Items such as KG-175 (Taclane), KG-75 (Fastlane), KG-19, KIV-7, KG-194, KG 184, KG-95, Data Transfer Devices (DTD), and STE telephones
- General Dynamics Encryptor Manager (GEM) system
- Sidewinder family of products
- Symantec Raptor family of products
- Real secure family of products
- Safeword products
- LAN administration using Microsoft products (Tier III level support)
- Microsoft Suite of products
- Web Development products for a Microsoft oriented enterprise environment
- Graduate of Standardized COMSEC Custodian Course
- Intelligence support operations, US operations worldwide, intelligence priorities, and other applicable intelligence topics.

1.3 Period of Performance. The Period of Performance for this task order will be a five year ordering period.

1.4 Place of Performance and Hours of Operation.

1.4.1 The principal place of performance for this task order will be at INSCOM, Ft. Belvoir, VA and Metro Park and may require local, CONUS, and OCONUS travel to provide IT engineering and installation services and support for activities located in the Washington, DC metropolitan area; Fort George G. Meade, MD; Charlottesville, VA; Fort Gordon, GA; Fort Bragg, NC; Fort Bliss, TX; Fort Sam Houston, TX; Fort Huachuca, AZ; Fort Lewis, WA; Germany; Korea; Japan; Hawaii; and Southwest Asia to include Iraq and Afghanistan.

1.4.2 The cost of travel is provided for as part of the ODC plug amount and may be required up to 25% of the time. Personnel working under this task order shall on occasion travel to different locations to perform duties supporting this requirement for periods not to exceed 45 days. Travel funding will be included in other direct costs (ODCs). Trips may require multiple personnel on the same trip. Travel locations may include the following locations:

<u>Location(s)</u>	<u>Number of Days</u>
Fort Bragg, North Carolina	50
Fort Washington, Maryland (Local Travel)	10
Seoul, Korea	10
Darmstadt, Germany	7

1.4.3 Onsite support coverage is required Monday through Friday, 6:00 A.M. to 6:00 P.M. local time with core hours between 9:00 A.M. and 3:00 P.M. local time. Core hours are defined as mandatory hours of coverage. "On-call" support coverage is defined as other than Normal Duty Hours.

1.4.4 Mission Essential. The COR will designate certain personnel as Mission Essential. Personnel designated as Mission Essential are required to report for duty when the normal workforce is not required. Mission essential personnel are identified and provided force protection identification for access to post facilities when closed to normal traffic.

1.5 Type of Contract.

The Government anticipates award of Firm Fixed Price (FFP) Task Orders for the accomplishment of any work efforts associated to this PWS.

2.0 Requirement for Information Technology Systems Support

2.1 Performance Work Statement – To support the Information Technology System the contractor shall perform following tasks:

- Installation
- Mission Systems Support
- Information Assurance (IA)
- Alternate COMSEC Custodian Support
- Software Management
- Emergency Data Recovery (EDR) Engineering and Management
- Incident Support
- Firewall Administration
- Tier I, Tier II and Tier III System Administration
- Database Management and Data Storage Support.
- Web Development Support

2.1.1 Installation

- Provide support for the installation of telecommunications equipment and supporting infrastructure including system improvements, at various worldwide Department of Defense (DOD) sites supporting the INSCOM system sites.
- Conduct communications site surveys, engineering installation plans, procurement documentation, installation/repair of telecommunications equipment and supporting infrastructure for and within various worldwide DOD locations. This includes but is not limited to fiber optic cable plants supporting both secure and non-secure data networks and all associated hubs, patch panels and connector types involved in the support of the network structure.
- Develop an Engineering Installation Plan (EIP), depicting current architecture, power, HVAC, space, location, rack elevations, floor plan, etc., within 20 working days of site survey completion
- Acquire, store and stage installation materials and equipment IAW Government approved EIP materials list as required and deliver said materials (identified in the EIP and approved by the COR/ACOR) to desired site at least one week prior to installation dates
- Research all existing sites. Document architecture to “pin-out” level of detail in VISIO format.
- Create, update and maintain databases and libraries in support of INSCOM to include:
- Equipment and software installed by serial number, site, completion date of install, who installed and other categories as identified by the Government in coordination with the contractor
- Cable plant configuration and label cables appropriately in accordance with MIL-HDBK-61A February 2001 to ensure accurate identification of cable locations and equipment supported by that cable
- “AS Built” drawings, test results and site acceptance (included within the Engineering and Installation Plan) to the Government within 15 days of installation completion.
- Maintain architectural drawings library of all systems
- Repair, return to service or replace any equipment that fails and is still within the manufacturer warranty period as identified by the Government to the mission of the installation
- Install and de-install supporting hardware including Personal Computers, Communications Closet components and all associated infrastructure support
- Participate in Quality Assurance and Quality Checks with customers
- Troubleshoot fiber optic lines and connectors to identify problems, and take appropriate action to correct the problems within one day of identification.
- Install and configure the standard INSCOM workstation installation package to include, but not limited to Microsoft Windows Office Suite software and specialized proprietary tool suite for proper mission operation

- Perform final testing of all equipment, circuits and networks installed during the project

2.1.2 IT Mission System Support

- Provide on-site technical and analytical services covering the entire range of activities, design, installation, operations and maintenance for the INSCOM IT infrastructures.
- Evaluate existing and proposed systems and requirements to structure and access Oracle and Microsoft SQL databases and provide a report to the COR.
- Analyze data base requirements of the user department, applications programming and operations and provide a report to the COR.
- Submit ongoing recommendations for solutions that require design and definition of the physical structure and functional capabilities of databases and require data security and data backup and recovery specifications.
- Recommend specifications and flowcharts and coordinates installation of revised or new systems/requirements.
- Research and analyze new technologies to identify and provide recommendation regarding mission hardware and mission support solutions.
- Review developments in computer based technologies and equipment, trends, systems requirements and interfaces. The contractor shall perform system/application level diagnostics and troubleshooting.
- Install, reconfigure, and debug operating systems, monitors and other systems and network software.
- Provide production deliverables, equipment operations, logs, records and files produced in the performance of day-to-day activities.
- Provide technical support in the effective use of software to applications programming.
- Identify problems of workflows, organization, planning, and application of IT solutions and make recommendations to the COR.
- Ensure operations of a multi-computer site that support database analysis, database report production, WEB development, Portal development and software system development, by local and remote users
- Coordinate system resource availability with database analysts, system and application programmers, and other users.
- Provide support to users on equipment operation, to include data communications.
- Ensure site compliance with procedures and standards as outlined in the NTISSAM TEMPEST 2/95 and 2/95A, INSCOM Pamphlet 210-6, INSCOM Memorandum 23 Jun 99, NSTISSI No, 7003, and NSA/CSS Cir No. 100-1.
- Monitor network to ensure network availability to all systems users and perform necessary maintenance to support network availability
- Recommend required upgrade, expansion, and replacement of existing hardware and software to maintain performance levels and network availability
- Analyze network system designs, identifies potential network systemic problems involving Cisco router-based, UNIX and Windows networked systems and provide a report to the COR.
- Identify factors to protect information commensurate with the data vulnerability and strategic importance and provide a report to the COR
- Develop and recommend to the COR software tools to monitor and analyze activity on routers and networks

- Recommend updates to standard system and network management configuration policy in accordance with INSCOM Standard Operating Procedures.

2.1.3 Information Assurance (IA)

- Performing IA Information Technology assessments of proposed and existing INSCOM systems to include assessing and verifying information systems including trusted systems; identifying and assessing security requirements and deficiencies in applications, systems, local and wide area networks (LANs and WANs) and commercial switching, transmission and signaling networks.
- Conducting analysis of customer requirements by assisting in site visits for data gathering, technical analyses, documentation; and conducting feasibility studies and prepare evaluations regarding the use of new technology;
- Conducting life cycle security analyses
- Utilizing a multi-disciplined security approach that includes the requirements for IA, Information Security (IS), Information Systems Security (INFOSEC), Administrative Security, Personnel Security, Physical Security, Communications Security (COMSEC), Operations Security (OPSEC), and TEMPEST, provide the necessary documentation for the application, system, network, and site certification and accreditation processes.
- Conducting Certification and Accreditation (C&A) using the DITSCAP to achieve uniform quality and a level of consistency throughout the life cycle of INSCOM Automated Information System (AIS).
- Identifying new COTS tools to support the automated onsite and remote inspection of automated systems.
- Developing technical documentation required for the application, system, network, and site certification and accreditation processes to include, but not limited to, Risk Assessments, System Security Authorization Agreements (SSAAs), Trusted Facility Manuals, Information Assurance Policies and Procedures, and Security Testing and Evaluations (ST&Es).
- Conducting periodic and scheduled reviews of all systems Access Control Lists (ACL)
- Conducting the IA Engineering tasks necessary for the integration of new technologies and/or capabilities into all systems architecture.
- Support to new systems data feeds that require security related approvals or system configurations.
- Supporting the testing applicable Information Assurance Vulnerability Alerts (IAVA), Information Assurance Vulnerability Bulletins (IAVB) and Technical Advisories (TA) as part of the INSCOM IAVM Program.
- Conducting independent evaluations of Security Testing and Evaluations (ST&E) as part of the systems System Development Lifecycle (SDLC).
- Conducting product reviews/evaluations of IA products for inclusion in the IT systems architecture.
- Developing and maintaining the IT systems IA Plan of Action & Milestones (POA&M) by coordinating with applicable IA Reps/DAA's in support of systems C&A tasks.
- Installing and maintaining the INSCOM Open Source Information System (OSIS) solution, assignment/maintenance of user accounts, interfacing with the OSIS network proponent for network changes/modifications and assessing impacts on the INSCOM user community, analysis of OSIS connectivity problems and resolution, and training users on OSIS connections and usage.

2.1.4 Alternate COMSEC Custodian Support

- Provide support to the ACofS, G6 INSCOM Information Systems Controlling Authority (CA)
- Serve as an Alternate COMSEC Custodian for INSCOM.
- Establish and operate crypto network, including validating sites crypto net key requirements and user profiles.

- Provide custody and accountability of CMCS-accountable COMSEC material.
- Provide management oversight of all sub-accounts and hand-receipt holders (HRH) to ensure compliance with existing COMSEC material security, accounting, and operational policies/procedures.
- Control and distribution of all classified COMSEC material and cryptographic key in support of organizational missions.
- Provide support for the management and administration of the accounting, maintenance, handling, storage, transfer, receipt, and destruction of COMSEC equipment and material in accordance with AR 380-40 and other guidelines as identified by the Government.
- Provide support to the Controlling Authority management preparing periodic messages concerning KEYMAT call-outs, authorizing destruction, implementation dates/times and ordering/canceling KEYMAT to support planned, active or contingency requirements. Maintain an accurate list of expiration dates for keymat materials.
- Provide maintenance support of the records of all COMSEC transactions utilizing authorized equipment and software such as the Local Management Device/Key Processor (LMD/KP) utilizing Local COMSEC Management Software (LCMS).
- Provide support with updating the INSCOM COMSEC SOP and in conducting semiannual COMSEC reviews, training, inspections and inventory for Hand Receipt Holders.
- Provide support with writing the INSCOM Command standard operating procedures and policies for COMSEC related activities.
- Provide support with preparation of appropriate COMSEC related messages utilizing Message Text Format (MTF) to facilitate transmission of official message traffic over the Automatic Digital Network (AUTODIN) or the Defense Message System (DMS) network.
- Provide support for the planning, scheduling, coordinating, and administration of COMSEC's support to Headquarters INSCOM and its subordinate units.
- Provide guidance and advice for COMSEC integration and configuration management supporting requirements, programs, and projects.
- Develop COMSEC inspection schedules in accordance with Task Technical Manager (TTM) for INSCOM Major Subordinate Commands (MSC), checklists and conduct inspections of MSC accounts worldwide to ensure they are being maintained in IAW existing COMSEC material security, accounting, operational policies/procedures and regulations on a biannual basis.
- Provide technical support by conducting trouble ticket support for STE telephones.

2.1.5 Software Management

- Provide software management support for INSCOM.
- Provide Life Cycle Management support for budgeting and long-term planning processes in support of INSCOM's software management program.
- Support the training software managers at INSCOM sites on the software management program.
- Support the management of the software media library to include,
 - receipt of new software
 - updating of the software tracking database
 - creation of back-up copies of software
 - library filing of the software
 - disposal of obsolete software
- Support the software distribution processes are for INSCOM systems software installation world-wide.
- Support the software standards and compliancy program to include
 - Implementing control procedures for updating software baseline documenting,
 - Ensuring that the latest approved software versions are being used
 - Monitoring software licenses to ensure that there are no lapses that may affect mission operations.
 - Conduct periodic software baseline verification inventory reviews to correct documentation deficiencies
- Support and conduct On-the-spot audits of INSCOM computer systems documenting findings in support of INSCOM and DOD software compliancy directives
- Maintain the inventory of all INSCOM systems software licenses to include volume licenses, site and enterprise agreements.

- Conduct the market research required to support preparation of contracts for the procurement of new software and software maintenance agreements.
- Support the INSCOM Licensing Benefits Administrator for the Microsoft Licensing Web-site.

2.1.6 Emergency Data Recovery (EDR) Engineering and Management

- Perform on-site desktop engineering surveys to obtain engineering, environmental, and physical plant (construction) data required for use in the preparation of engineering installation plan (EIP) technical documentation for the Kroner EDR site.
- Prepare IT and data communications equipment installation documentation to include
 - site surveys,
 - floor layouts,
 - lists of major items of equipment and bills of material (BOM),
 - rack face elevation drawings,
 - schematic drawings reflecting equipment interconnection and terminations,
 - cable cut-sheets, labeling,
 - duct layouts,
 - engineering and installation specifications
 - as-built documentation by task orders.
- Provide documentation diagrams including inventories for the off-site EDR location entire network configuration which properly identify all components to include definitions of all operations, procedures, facilities, and capabilities
- All documentation and drawings will be CADD or MS Visio format using the software package release designated by the COR.
- Support
 - Conducting site surveys
 - Develop project schedules
 - Develop project budgets
- Create project management plans using MS Project and MS PowerPoint
- Identify key project resources (both manpower and funding)
- Establish quality metrics
- Monitor and document project progress (utilizing INSCOM G-6 quad chart template, MS Project and MS PowerPoint)
- Close out projects
- Provide Engineering and Project Management support for
- System and subsystem IT data communications and facilities projects
- Secure voice and data channel connectivity projects utilizing landline, microwave, and satellite communication systems.
- Develop and provide written cost and requirements analysis for implementing new IT systems equipment/technologies.
- Provide conversion and integration support to technology enhancements and innovations.
- Conduct system modeling and analysis to manage traffic and optimize data flows and contention.
- Develop configuration management plans to include
 - inventory control
 - hardware/software replacement procedures
 - Problem resolution.
 - Provide oversight for acceptance testing of the facility IT infrastructure or the installed systems

2.1.7 Incident Support - IT systems and infrastructure.

- Develop and implement processes and procedures, to include a single phone number contact for the Information Technology Support Center (ITSC) Local Helpdesk to call, so as to have correction of system or infrastructure incident in a timely and effective manner.
- Provide On-Site support during normal business hours. On-site support requires that the contractor maintain sufficient qualified personnel on-site to respond to incidents in person.

- Provide On-call Support beyond normal duty hours. On-call support requires that the contractor provide timely and effective support by ensuring that all service calls are responded to telephonically by qualified personnel within thirty (30) minutes of the call being made.
- Provide telephonic notification of INSCOM ITSC/source (Local Helpdesk) within 30 minutes of receiving an initial call for on call support services
- Maintain and make available the up-to-date listing of all personnel and their contact information. Said listing shall include the up-to-date schedule of on-call support designees on the Network Support Team.
- Report in person to the INSCOM Nolan Building or the Local Helpdesk to resolve issues or problems that are not resolved by telephone.
- The contractor shall report to the INSCOM Nolan building within 90 minutes of receiving report notification to resolve issues or problems.

2.1.8 Firewall Administration

Given the critical role of firewalls, the manner in which they are managed and maintained is crucial to the INSCOM's security posture by allowing for consistent operation of the network and in preventing lapses in confidentiality, availability and integrity of all INSCOM's systems and data. These tasks include:

- Develop and implement processes, procedures and requirements to ensure the appropriate protection and continuous operation of the INSCOM firewall infrastructure.
- Control access to the firewall platforms
- Assist with support of existing firewall platforms to ensure stability, uptime, and security
- Conduct firewall policy reviews for audit and inventory
- Work with application developers to ensure that proper security controls are identified, implemented, and tested
- Mentor and coach Information Security Administrators
- Document policies and operating procedures
- Participate in an Incident Response Team as necessary.

2.1.9 Tier I, Tier II and Tier III System Administration

General Tier III duties and responsibilities include but are not limited to:

- Respond to telephone, electronic mail, and/or walk-in requests for support for all systems and equipment within the INSCOM IT environment, in accordance with current or revised service desk SOPs and/or service level agreements.
- Coordinate, track, and update service requests to ensure that all customer requirements are handled expeditiously while keeping both the user and the manager apprised of significant changes in workload status.
- Configure PDA devices on the appropriate server.
- Generate Microsoft encryption tokens and Public Key Infrastructure (PKI) tokens.
- Manage user accounts
- Manage the process for moving printers from stand-alone to network clusters.
- Coordinate/serve as service desk interface with other service desks.
- Perform systems monitoring of network assets using a Simple Network Management Protocol (SNMP) monitoring service; notifying support agencies of any identified performance degradation. Note: These tools are currently in place but may be replaced with Army or other DoD standard tools.
- Collect and report statistics on hardware/software system problems, security incidents, and the user base to management.
- Provide Service Desk support to customers requiring assistance with electronic mail, password/account administration, Office Vision, and IBM VS/CMS operating systems. Manage passwords and login procedures customers.
- Perform network- and desktop-based detection of viruses to counter/eliminate/control. Detect, contain, and eliminate virus infestations. To enhance security and reduce incidents of unauthorized software and

downloads, the desktops will be locked down. Provide general technical support for all dial-in/remote access systems

- Ensure technical safeguards are maintained to provide controlled user access and integrity of e-mail, applications, and user data.
- Analyze network performance and suggest methods for improving network reliability, security, efficiency, and maintenance.
- Respond to trouble calls referred from the Tier I or Tier II Service Desk personnel where higher level technical support or network expertise is required.
- Develop, implement, and modify Service Desk support procedures in concert with INSCOM staff to ensure the effective, timely provisioning of services.
- Ensure that technical support staff members stay abreast of changes in hardware technology and software applications so that support services provided are current with the state of the art.

General Tier II duties and responsibilities include but are not limited to:

- Support the service desk 24 x 7 operations of the IT Service Desk.
- Respond to telephone, electronic mail, and/or walk-in requests for support for all systems and equipment within the INSCOM IT environment in accordance with current or revised service desk SOPs and/or service level agreements.
- Coordinate, track, and update service requests to ensure that all customer requirements are handled expeditiously while keeping both the user and the INSCOM manager apprised of significant changes in the workload status.
- Troubleshoot problems encountered using appropriate/designated software.
- Perform desktop-based detection of viruses to counter/eliminate/control; detect, contain, and eliminate virus infestations.
- Provide technical GFE CCL support to INSCOM customers to include, CAC pin resets, provisioning of CAC cards on-site and general technical problem solving.
- Ensure that INSCOM management is kept abreast of outstanding VIP and hot topic issues through daily and weekly reports to include face to face meeting referencing hot issues.
- Coordinate, track, and update service requests to throughout INSCOM business units to ensure that all customer requirements are handled expeditiously while keeping both the user and the INSCOM manager apprised of significant changes in the workload status.
- Support various platforms within INSCOM in an effort to stay current with the changing IT environments.
- Provide technical support for standard PDAs to include CAC enabled PDAs.
- Perform back-ups as required; i.e. back up the customer's hard drive when performing operations that could result in the loss of data or back up the customer's files when re-imaging a machine.
- Provide assistance for customers with GFE IT equipment requiring help on INSCOM approved standard software applications. .
- Provide general technical support for all dial in/remote access.
- Install, configure, or re-image, and maintain desktop operating systems consistent with INSCOM guidance on desktop and notebook computer systems as required.
- Ensure technical security safeguards are maintained to provide controlled user access, integrity of electronic mail, applications, and user data to include verification of installation of data at rest application on portable laptops.
- Stay abreast of changes in hardware technology and software applications so that support services provided are current with the state-of-the-art.

General Tier I duties and responsibilities include but are not limited to:

- Support the service desk 24 x 7. The contractor shall provide personnel to support the 24 x 7 operations of the INSCOM Service Desk.
- Respond to telephone, electronic mail, and/or walk-in requests for support for all systems and equipment within the INSCOM IT environment, in accordance with current or revised service desk Standard Operating Procedures (SOPs) and/or service level agreements.

- Coordinate and track service requests to ensure that all customer requirements are handled expeditiously while keeping both the user and the INSCOM manager apprised of significant changes in workload status.

2.1.10 Database Management and Data Storage Support.

Provide systems administration support for the core systems that includes, but is not limited to

- Analysis,
- Design,
- Software installation,
- Partitioning,
- Patch installation,
- Device driver installation and configuration,
- Testing,
- Performance optimization,
- Preventative maintenance,
- Documentation,
- File system maintenance,
- Backup and recovery operations
- Provide on call support during other than Normal Duty Hours.
- Design, install, configure, upgrade and administer global enterprise NAS/SAN systems to sustain and enhance the capabilities of the NAS/SAN infrastructure.

2.1.11 Web Development Support

Provide intelligence research and analysis support to INSCOM and IC users by

- Maintaining multiple intelligence web portals, sites,
- Support of message handling systems
- Support of online databases.
- Reviewing and updating intelligence web pages and portals on a regular basis as designated by the COR utilizing basic web-authoring tools for a Microsoft oriented enterprise environment
- Assist in the identification of critical intelligence gaps and apply pragmatic, incisive fixes through aggressive initiative, creative problem solving and effective peer communication.
- Provide broad spectrum support for users, to include
- Identification of and response to customer requirements, focusing on quality assurance and customer satisfaction
- Training and guidance in the operation of supported intelligence websites and portal
- Supports help desk functions and related tasks.
- Identify and resolve automation and information technology hardware and software issues and problems for 60 + servers including system metrics, documentation related to security, continuity of operations, disaster recovery plans and associated accreditation packages.
- Maintain and manage several different user account databases which consist of over 5000+ accounts.

Provide customer support via telephonic and electronic in nature.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP). The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP): An information copy of the Government's QASP to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements.

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to IT systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (Dodd Directive 8570) and need to know. (DOD Directive 8570) ADP/IT tier level positions are detailed in the task orders.

2.3.3 Additional Security Requirements. This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management.

2.4.1 Transition: The contractor shall create a Transition Plan for this contract in support of the Force Management/Integration task for the specified period of performance.

2.4.2 Program Manager: The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR):

2.5.1 The COR will be identified at the time of contract award:

INSCOM, Directorate of Contracting
COR:
8825 Beulah Street
Fort Belvoir, VA 22060-5246

2.5.2 COR: Monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.6 Applicable Documentation

2.6.1 Applicable Documents: Facilities/systems shall be engineered and installed in accordance with the publications listed below. Some publications listed are not available on-line. Contractors shall contact the COR or ACOR for distribution of these documents. Publications available on-line can be accessed at the following web sites:

<http://www.weibull.com/knowledge/milhdbk.htm>

<http://www.product-life-cycle-management.com/legacy-military-standards.htm>

<http://www.apd.army.mil>
<http://www.cnss.gov/full-index.html>
<http://members.asme.org/catalog/CategoryView.cfm>
<http://dodssp.daps.dla.mil>
<http://www.hqisec.army.mil/isec/contacts/contactus.asp>
http://www.eia.org/new_policy/availability.phtml
http://www.cnss.gov/Assets/pdf/nstissi_7003.pdf
http://www.eia.org/new_policy/availability.phtml

- | | | |
|------|---|---|
| (1) | MIL-STD 188-200 | Systems Design and Engineering Standards for Tactical Communications |
| (2) | MIL-STD 188-154A | Subsystem, Equipment, and Interface Standards for Common Long Haul and Tactical Telecommunications Control Facilities |
| (3) | MIL-HDBK 232A | Red/Black Engineering Installation Guidelines |
| (4) | MIL-HDBK 419A (Vole 1 and 2) | Grounding, Bonding and Shielding for Electrical Equipments and Facilities, Volume 1 & 2 |
| (5) | MIL-HDBK 61A | Configuration Management Guidance |
| (6) | NSTISSAM TEMPEST/2-95 (FOUO) | Red/Black Installation Guidance |
| (7) | NSTISSAM TEMPEST 2/95A (FOUO) | Amendment to Advisory Memorandum Tempest 2/95 Red/Black Installation Guidance |
| (8) | INSCOM MEMORANDUM 23 JUN 99 | Red/Black Fiber Installation Guide |
| (9) | INSCOM PAMPHLET 210-6 | Installation of Material: Practices and Procedures |
| (10) | NSTISSI No. 7003 | Protected Distribution Systems (PDS) |
| (11) | NSA/CSS Cir No. 100-1 (C-CCO) | NSA/CSS Secure Telephone System |
| (12) | NEC | National Electric Code |
| (13) | Reserved | |
| (14) | ASQB Regulation 34-2 | Standardization, Project Concurrence Memorandums (PCMs), and Engineering Installation Packages |
| (15) | ASQB Pam 34-2 | Procedures for Developing Project Concurrence Memorandums (PCMs) and Engineering Installation Packages |
| (16) | ASME-Y14.38 | Abbreviations on Drawings, and in Specifications, Standards and Technical Documents |
| (17) | ASME-Y14.100, ASME-Y14.24, ASME-Y14.35, and ASME-14.34M | Engineering Drawings |
| (18) | INSCOM Regulation 25-70 | Acquisition and Management of Information Resources |
| (21) | AR 380-40 | Policy for Safeguarding and Controlling Communications Security (COMSEC) Material |

2.6.2 Glossary of Terms and Abbreviations

- ACL – Access Control List
- ACOR – Alternate Contracting Officer's Representative
- AIS – Automated Information Systems
- AQL – Acceptable Quality Level - The maximum percent defective (or the maximum number of defects per hundred units) that can be considered as a satisfactory performance average.
- AR – Army Regulation
- AUTODIN – Automated Digital Network
- BOM – Bill of Materials
- CA – Controlling Authority
- C&A – Certification and Accreditation
- CDR – Contractor Discrepancy Report - A formal, written documentation of contractor nonconformance or lack of performance for contracted work.

- CIO – Chief Information Officer
- CI – Counter Intelligence
- COMSEC – Communications Security
- COR – Contracting Officer’s Representative
- COTS – Commercial off the Shelf
- DAA – Designated Accrediting Authority
- DIACAP – Department of Defense Information Assurance Certification and Accreditation Process
- DMS – Defense Message System
- DoD or DOD– Department of Defense
- DTD – Data Transfer Device
- EDR – Emergency Data Recovery
- EIP - Engineering and Installation Plan
- ESI – Enterprise Software Initiative
- GEM – General Dynamics Encryptor Manager
- HRH – Hand Receipt Holder
- HVAC – Heating, Ventilation and Air Conditioning
- IDC – Information Dominance Center
- IA – Information Assurance
- IASO – Information Assurance Security Officer
- IAVA – Information Assurance Vulnerability Assessment
- IAVB – Information Assurance Vulnerability Bulletins
- IAVM – Information Assurance Vulnerability Management
- INFOSEC – Information Systems Security
- IS – Information Security
- IT – Information Technology
- INSCOM – Intelligence and Security Command
- ITSC – Information Technology Support Center (local help desk)
- KEYMAT – Key Material
- LAN – Local Area Network
- LCMS – Local COMSEC Management Software
- LMD/KP – Local Management Device/Key Processor
- MS - Microsoft
- MSC - Major Subordinate Commands
- MTF – Message Text Format
- OPSEC – Operations Security
- OSIS – Open Source Information System
- POA&M – Plan of Action and Milestones
- PWS - Performance Work Statement
- QA – Quality Assurance
- QA/QC – Quality Assurance/Quality Control
- QASP – Quality Assurance Surveillance Plan
- QCP – Quality Control Plan
- SCI – Sensitive Compartmented Information
- SCOM – System Console Operations Manager
- SDLC – System Development Life Cycle
- SMS – Systems Management Server
- SOPs – Standard Operating Procedures
- SSAA – System Security Authorization Agreement
- ST&E – Security Testing and Evaluations
- TA – Technical Advisories
- TEMPEST - Telecommunications Electronics Material Protected From Emanating Spurious Transmissions
- TS – Top Secret

- TTM – Task Technical Manager
- WAN – Wide Area Network

3.0 Deliverables

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2 Transition Plan	Within 30 days of contract award and updated annually for corporate transition to include all TO transition plans	1	Electronic copy in Microsoft Office 2003 format	COR
3.3 Monthly Status Report – contract level	Monthly	1	Electronic copy in Microsoft Office 2003 format	KO, COR
3.4 Briefings	Deliver 3 working days (when practical) prior to Briefing Presentation	1	Electronic copy in Microsoft Office 2003 format	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR

3.1.1 Data Rights - All software and deliverables, to include, but not limited to software versions and release updates; technical documentation, to include source code, web page updates and documentation, user's manuals, office documentation, training guides and course materials, and draft and final work products are the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a corporate transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government. This plan shall include all transition plans for task orders awarded under this contract.

3.3 Monthly Status Report – Shall include a compilation of all task order monthly status reports under the contract and include an up-to-date listing of all contractor employees per task order.

3.4 Briefings - The contractor may be required to prepare and present briefings to the Government on the results of efforts undertaken through this contract. Schedules and format for presentation of these briefings will be specified in subsequent taskings. In addition, the contractor shall provide a formal program review briefing on a quarterly basis.

3.4.1 Program Review Briefing – The contractor is required to prepare and present to the Government, an annual program review briefing of contract performance. To be conducted sixty (60) days prior to the expiration of the performance period, this briefing shall include, but not limited to the following elements:

- Comprehensive Task Order Review
- Scheduling and Action Items, both Past and Future
- Contractor Manpower Reporting System (CMR) information
- Report of Financial Status and Payments
- Planned Contract Activities for the upcoming performance period
- Issues
- Summary

A copy of the proposed agenda and the briefing presentation shall be provided to the COR within five (5) working days of the briefing.

Attachment 2.3 - Service Area 3 – Intelligence Analysis Support

Performance Work Statement (PWS)

CONTRACT LEVEL

Fort Belvoir, VA 22060-5246

September 2009

1.0 Description of Services/Introduction: Provide personnel, supervision and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). These services are to be performed at the Headquarters location on Fort Belvoir and other supported sites. Exact locations of contract support will be identified in each Task Order under this contract.

This PWS defines functional requirements, as well as performance workloads and timeframes, to evaluate the Offeror's performance while implementing the contract for INSCOM Support Services. It is designed to provide acceptable service levels of performance standards against which the Offeror's performance shall be measured.

1.1 Background. The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

INSCOM conducts multi-disciplined (SIGINT, CI, HUMINT, GEOINT, MASINT, BIOMETRICS) and all-source intelligence operations to include collection, analysis, production, and dissemination; network warfare operations; information operations; knowledge management for the Army Intelligence enterprise; and delivers specialized quick reaction capabilities, advanced skills training, and linguist support for deploying forces to enable battle command in support of full-spectrum Army, Joint, Coalition, and Interagency world-wide operations

1.2 Objective/Scope. Support INSCOM's mission performance across all intelligence disciplines, leveraging strong relationships with every national intelligence agency, with physical and virtual presence in all theaters around the globe - to include technical, management, logistics, multi-discipline intelligence support, that directly interface with intelligence producers, decision authorities, and intelligence support organizations at INSCOM and other locations as necessary.

1.2.1 Provide a source of high quality services to assist INSCOM and its MSCs in meeting mission critical requirements. The contractor must be able to improved on, maintain and sustain and improve upon existing analytic assessment tools which will enhance the intelligence missions of the following INSCOM organizations:

- Counterintelligence (CI) Operations
- Human Intelligence (HUMINT) Operations
- Signals Intelligence (SIGINT) Operations
- Geospatial Intelligence (GEOINT) Operations
- Measurement and Signatures Intelligence (MASINT) Operations
- Imagery Intelligence (IMINT) Operations
- Open Source Intelligence (OSINT) Operations
- All-Source Intelligence
- Signatures Support Program (SSP) [formerly National Signatures Program (NSP)]

1.2.2 The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

- Basic intelligence skill set includes ability to :

- collect, analyze, evaluate, interpret, and disseminate information relating to various aspects of intelligence to include, but not limited to, political, economic, military, geospatial, counterintelligence, counter-narcotics, and counter-terrorism issues.
- Intelligence Knowledge will include the following disciplines;
 - Counterintelligence (CI)
 - Human Intelligence (HUMINT)
 - Geospatial Intelligence (GEOINT)
 - Measurements and Signals Intelligence (MASINT)
 - Open Source (OSINT)
 - All-Source Intelligence
 - Signals Intelligence (SIGINT)
 - Signatures Support Program (SSP) [formerly National Signatures Program (NSP)]
- Perform intelligence analysis in support of Information Operations, SSP, and SIGINT support to Computer Network Operations.

1.3 Period of Performance The Period of Performance for this contract is a five year ordering period.

1.4 Place of Performance

1.4.1 The normal place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA. Individual Task Orders may specify additional places of performance which may include OCONUS.

1.4.2 Tasks will normally be performed during an eight (8) hour work day. Individual Task Orders shall identify the Core Hours of performance.

1.4.3 The contractor shall provide NLT ten working days from the proposed TDY a travel TDY request (see Attachment 2 for example) for approval through the Staff using Optional Form 41 Routing and Transmittal Slip. The contractor shall provide within five (5) working days, a written EXSUM (Executive Summary) or AAR (After Action Review) on all meetings and conferences attended on behalf of their Team, Cell, Branch, or organization.

1.5 Type of Contract. The Government anticipates award of a Firm Fixed Price (FFP) contract for the accomplishment of the tasks identified in this PWS.

2.0 Requirements

2.1 Performance Work Statement (PWS)

The contractor shall perform the following tasks in support of the objective and scope of INSCOM CI, HUMINT, GEOINT, MASINT, OSINT, All Source, SIGINT, and SSP:

- Collect, analyze, evaluate, interpret, and disseminate information relating to various aspects of intelligence to include, but not limited to, political, economic, military, geospatial, counterintelligence, counter-narcotics, and counter-terrorism issues.
- Provide analysis and expertise to support plans, collections, and operations.
- Analyze, support and develop:
 - Concept of Operations
 - Concept of Employment
 - Doctrine Development
 - Prototype Equipment, & Systems Integration,
 - Technical & Engineering
- Provide intelligence analysis in support of Information Operations, SSP, and SIGINT support to Computer Network Operations.
- Maintain multiple intelligence web portals, sites, message handling systems, and online databases.

- Web development, database management, systems engineering and systems administration support to manage all aspects of network administration and operations
- Design, develop/integrate, test, and install systems, software, and perform functional tests.
- Perform data maintenance and other database functions, to include Training for the usage of web technologies at the United States Army Intelligence Center & Fort Huachuca (USAIC & FH)
- Provide support to develop and implement methods to protect information, personnel, and property.
- Provide analysis and recommendations concerning IO.
- Perform technical, engineering and scientific analysis of threat IO attack capabilities to support planning and execution as well as analysis of adversarial Command and Control and decision systems, processes and doctrine.
- Develop/integrate data structures and sources as user interface for data input, manipulation, queries and reports for databases.
- Coordinate automation/telecommunications computer-architecture vulnerability analysis including critical node identification and analysis
- Recommend detailed methodologies/procedures for IO threat/vulnerability analysis.
- Operational Support:
 - Desk officer coordination, monitoring and support for operations in CONUS and OCONUS
 - Assist in the coordination between national level organizations/assets, theater and INSCOM Major Subordinate Command (MSC), national and regional nodes for satisfaction of pre-determined requirements.
 - Administrative and Logistical Support for conducting field operations
- Program Support to include
 - Force Structure Support initiatives
 - Programmatic support for the development of Long-Range Plans
 - Monitor programs to ensure proper programmatic balance
 - Assist in the development of planning and programming guidance
 - Providing support for various forums and conduct strategic level coordination between HQDA, DIA, INSCOM, NRO, NGA and AMC and other members of the intelligence community.
 - Assist in coordinating and execution of CT and Overseas Contingency Operations (OCO) funds.
 - Assist in identifying, analyzing, and reporting on OCO and other requirements that need to be programmed for to meet mission needs
 - Instruction and Development of Training Courses/Programs within the scope of this PWS on behalf of INSCOM and/or supported/supporting units/agencies as directed. Note: Limited procurement of material and software licenses may be necessary to complete this task.
- Logistics Support.
- Develop and maintain a Database of Deployed Equipment
- Assist in maintain a Property Book Account for Equipment.
- Assist in estimating and projecting future maintenance funding requirements
- Process and manage Requests for Information (RFI), to include dissemination of intelligence reports within established standards.
- Establish and maintain systems to meet the up-to-date intelligence availability needs for tracking intelligence inputs (databases, websites and message traffic), from elements spanning the tactical to national levels, into identified database(s) in accordance with established Standard Operating Procedures (SOP)

- Provide Administrative and Logistical Support for conducting field operations
- Support the development, fielding, and transition of the Defense Counterintelligence Information System, PORTICO, the Counterintelligence and Human Intelligence Information Management System (CHIMS), and other related CI and HUMINT systems or capabilities.
- Conduct Worldwide PORTICO or other CI/HUMINT system fielding, training, and transition activities to include the development of Material Fielding Plans (MFP), Material Fielding Agreements (MFA), and PORTICO Transition Plans (PTP).
- Perform technical, engineering, scientific analysis, production and dissemination of all types of signatures to include, but not limited to:
 - Acoustics
 - Biological
 - Chemical
 - Seismic
 - Radio Frequency
 - Infrared
 - Radar
 - Radiation
 - Electro-optical
 - Biometrics

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP). The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP): An information copy of the Government's QASP to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements.

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-III / IT-III

2.3.3 Additional Security Requirements. This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management.

2.4.1 Transition: The contractor shall create a Transition Plan for this contract in support of the Force Management/Integration task for the specified period of performance.

2.4.2 Program Manager: The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as “Key personnel IAW all ID/IQ contract clauses concerning key personnel.

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2.5 Contracting Officer’s Representative (COR):

2.5.1 The COR will be identified at the time of contract award:

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2.5.2 COR: Monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of contract award and updated annually for corporate transition to include all TO transition plans	1	Electronic copy in Microsoft Office 2003 format	COR
3.3 Monthly Status Report – contract level	Monthly	1	Electronic copy in Microsoft Office 2003 format	KO, COR
3.4 Briefings	Deliver 3 working days (when practical) prior to Briefing Presentation	1	Electronic copy in Microsoft Office 2003 format	COR

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3.2 Transition Plan - Review and revise, within 30 days of contract award, a corporate transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government. This plan shall include all transition plans for task orders awarded under this contract.

3.3 Monthly Status Report – Shall include a compilation of all task order monthly status reports under the contract and include an up-to-date listing of all contractor employees per task order.

3.4 Briefings - The contractor may be required to prepare and present briefings to the Government on the results of efforts undertaken through this contract. Schedules and format for presentation of these briefings will be specified in subsequent taskings. In addition, the contractor shall provide a formal program review briefing on a quarterly basis.

3.4.1 Program Review Briefing – The contractor is required to prepare and present to the Government, an annual program review briefing of contract performance. To be conducted sixty (60) days prior to the expiration of the performance period, this briefing shall include, but not limited to the following elements:

- Comprehensive Task Order Review
- Scheduling and Action Items, both Past and Future
- Contractor Manpower Reporting System (CMR) information
- Report of Financial Status and Payments
- Planned Contract Activities for the upcoming performance period
- Issues
- Summary

A copy of the proposed agenda and the briefing presentation shall be provided to the COR within five (5) working days of the briefing.

Attachment 3 - Informational Quality Assurance Surveillance Plan (QASP) for ID/IQ Contract Level

Applicable to:

- Administrative, Force Management, Resource Management and Test and Evaluation Support
- Information Technology and System Support
- Intelligence Analysis Support

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service. This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor shall develop and maintain a Transition plan at the contract level which defines the process required to effectively and efficiently transition all operations of all task orders issued under this contract.	This plan shall address all pertinent transition issues.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a cumulative monthly status report to the COR, to include the status of all task orders issued. Specific format to be determined by the COR.	100% on time delivery of monthly submission.	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection Review.
PRS #3. In Process Review - The contractor is required to provide Contract level briefings.	100% on time preparation and delivery of a briefing.	Draft on-time submission and no more than one draft and one final document Timely: No more than twice per year	100% Inspection, Review
PR #4. Qualification Assurance - The contractor is required to meet and maintain all Certification, Training, Clearance, and Expertise requirements	Requirements to be maintained throughout contract performance	Qualified resources are available for performance from time of award through completion of effort.	Random Sampling, periodic review

Attachment 4.1 - TASK ORDER ALPHA

Rapid Labor Service Support Requirements
U.S. Army Intelligence and Security Command (INSCOM)
Performance Work Statement (PWS)
Intelligence Training Support
Fort Belvoir, VA 22060-5246
September 2009

1.0 Description of Services/Introduction The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.1.1 Foundry Background In January 2006, the Department of the Army directed the Commanding General of U.S. Army Intelligence and Security Command (INSCOM) "to determine the ways and means to enhance and sustain tactical force intelligence skills and capabilities." Subsequently, INSCOM established Project Foundry, a new Army-wide readiness program. Foundry creates a single hub to coordinate training and live environment opportunities for advanced intelligence skills across today's tactical MI force. This development of training opportunities is accomplished in conjunction with both U.S. Army Forces Command (FORSCOM), and U.S. Army Training and Doctrine Command (TRADOC). Foundry seeks to improve intelligence skills by providing real world experience and technical training for MI Soldiers and teams at the tactical level. Led by INSCOM, it is an advanced skilled, live environment training and certification program. The program assists tactical commanders and G2s with a single point of entry for intelligence training coordination and opportunities that are not otherwise available at the tactical level. The Foundry Program provides training opportunities that maintain and improve the intelligence skills of Army personnel (military and civilian) who conduct, supervise, or support authorized Army intelligence activities. The INSCOM Foundry Program Administrator establishes Foundry opportunities to improve intelligence skills required in an operational environment. Foundry opportunities provide effective intelligence training skills and "train the-trainer" programs.

1.2 Objective/Scope. This PWS will provide INSCOM with the administrative support and oversight assistance it requires to manage the Army-wide military intelligence training program. The Foundry program provides training to all military soldiers; active component, National Guard and Reserves. It also trains eligible civilians in career field 0132 (Intelligence Specialist) and soldiers assigned to an MI mission. To accomplish this, the INSCOM Foundry Office manages a catalog of over 130 current training events and mobile training teams plus a growing number of MI training platforms. Eleven platforms are functioning in FY09, a total of twenty one platforms are expected to be functioning by Fiscal Year 2011. INSCOM is responsible for drafting funding recommendations to the Army G2, funds management and oversight, Training platform development and oversight, training quality assurance and program inspections worldwide.

1.2.1 Previous contractor resource applications for like work of a similar size and scope utilized resources with an intelligence background to include a logistician, an operations officer, 3 program analysts, and an administrative

specialist with functional knowledge of resource management and knowledge of the Defense Travel System (DTS). The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided. The Government encourages contractor innovation for maximum effectiveness and efficiency.

1.3 Period of Performance - The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA and may require CONUS and OCONUS (Hawaii and Germany) travel. Travel may be required up to 25% of the time. The cost of travel is provided for in the Other Direct Costs (ODC) plug amount in the pricing matrix Exhibit A.

1.4.2 Tasks will normally be performed during an eight (8) hour work day and must incorporate the INSCOM established core hours of 0900 through 1500 hours.

1.5 Type of Contract - The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Intelligence Training Support

2.1 Performance Work Statement

2.1.1 The contractor shall provide full administrative, management, planning, logistics and implementation support by developing analyses, studies, reports and recommendations to accomplish goals outlined by the COR/ACOR.

2.1.2 The contractor shall provide concept development support to include assessing the impact of phased or changing mission tasking, changing national and regional intelligence priorities, new or emerging technologies/systems, and an examination of the impact on existing or planned training programs. The contractor shall be required to analyze, model and recommend improvements to current INSCOM training programs or components thereof in projected mission tasking environments.

2.1.3 The contractor shall participate in briefings, meetings, working groups, conferences, site visits, program inspections and reviews to develop and maintain current and future programs and projects, and participate in off-site coordination, communications and outreach plan. The contractor shall present briefings and provide support to the production of visual aids and documents for briefings, meetings, working groups, conferences, site visits and reviews. The contractor shall support the processing of all Foundry mission DTS requirements.

2.1.4 The contractor shall provide documentation that may include, but not be limited to: training plans, requirements matrices, milestone charts, decision recommendations, policy statements and directives, Memoranda of Understanding/Agreement (MOU/MOA), Installation and Installation Supply and Support Agreement (ISSA), briefings, supporting resource initiatives for all budget phases (planning, programming, budgeting and execution), technical reports, engineering reports/alternatives, technical databases, logistics and cost benefit analyses, quarterly and annual training plans and quarterly training execution reports.

2.1.5 The contractor shall develop and maintain support of unclassified, secret and top secret web pages, web sites and databases. The contractor shall recommend modifications and upgrades to the web pages, web sites and databases and implement said changes as directed by the Government. The contractor shall assure that web pages, web sites and databases being developed and maintained will contain training forms, current contact information of all participating units and agencies, current manual of training opportunities and associated training products.

2.1.6 The contractor shall provide support to the National Intelligence Familiarization Course to include coordinating for briefings, transportation, and associated administrative requirements to meet the needs of the Program.

2.1.7 The contractor shall maintain transition plan on an annual basis to the projects assigned, location of project files on common drives, and "How to" instructions for project handover as required by COR for any subsequent transitions.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP) The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-III / IT-III

2.3.3 Additional Security Requirements This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management

2.4.1 Transition The contractor shall create a Transition Plan for this contract in support of the Intelligence Training Support task for the specified period of performance.

2.4.2 Program Manager The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR)

2.5.1 The COR will be identified at the time of contract award:

HQ, INSCOM, Directorate of Contracting
COR:
8825 Beulah Street
Fort Belvoir, VA 22060-5246

2.5.2 The COR monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) see Section J, attachment 5	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.6 Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.2 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format designated by the COR (see Section J, attachment 5).

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the Review)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

3.6.1.1 Due Daily:

3.6.1.2 Due weekly:

3.6.1.3 Due monthly:

3.6.1.4 Due as required:

3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure - Task Order ALPHA

Contract Line Item No. (CLIN) / Sub Line Item No. (SLIN)	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$40,000.
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$42,000.
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$44,100.
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$46,305.
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$48,620.
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order ALPHA

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission. .	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.5)	100% list of all work elements assigned is documented in an SOP for the office.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review quarterly
PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review

PRS #5. Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media (PWS 3.6)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review
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Exhibit C – DD Form 254 - - Task Order ALPHA

DEPARTMENT OF DEFENSE				1. CLEARANCE AND SAFEGUARDING	
CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED None	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER W911W4-09-R-0037-00A	Due Date (YYYYMMDD) 20100331	<input type="checkbox"/>	c. FINAL <i>(Complete Item 5 in all cases)</i>	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COGNIZANT SECURITY OFFICES <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT INSCOM OMNIBUS Contractor will provide Intelligence Training Support and Administrative Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION:				e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER <i>(Specify)</i> .	
k. OTHER <i>(Specify)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

DD Form 254, DEC 1999

Previous editions are obsolete

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

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Direct

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Through (*Specify*):

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

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Yes

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No

SEE SCI ADDENDUM

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

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Yes

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No

SEE SCI ADDENDUM

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

ROBERT G. PETTIT

b. TITLE

CONTRACT MONITOR

c. TELEPHONE (*Include Area Code*)

703-706-2824

d. ADDRESS (*Include ZIP Code*)

8825 Beulah Street
Fort Belvoir, VA 22060-5246

17. REQUIRED DISTRIBUTION

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☒
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a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE

f. OTHERS AS NECESSARY

e. SIGNATURE

//ORIGINAL SIGNED 08-24-2009//

DD Form 254 (BACK),

DEC 1999

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM. 11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250743Z AUG 09

SECTION 13 CONTINUATION SECTION

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

_____ DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

_____ DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

_____ AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

_____ AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

_____ (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

_____ (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

_____ (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 4.2 - TASK ORDER BRAVO

Rapid Labor Service Support Requirements
 U.S. Army Intelligence and Security Command (INSCOM)
 Performance Work Statement (PWS)
 Force Management
 Fort Belvoir, VA 22060-5246
 September 2009

1.0 Description of Services/Introduction The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.2 Objective/Scope The objective of this task is to support ACofS, G3-FM in the areas of Force Management, Force Integration, Force Development, Force Modernization, and Transformation. This includes force structure planning, development of Military Intelligence (MI) organizations and systems that provide Multi-discipline Military Intelligence to the Army Service Component Commands (ASCC). The supports encompasses HQS INSCOM and its Major Subordinate Commands' planning, force structure, including task organization approaches, Tactics Techniques and Procedures (TTP), Table of Organization and Equipment (TOE) and architectures, and TDA AUG/TDA documentation. The contractors will work as a team in conjunction with military, civilian, and other contractors to provide management analyst and intelligence analyst support in support of the G3-FM in the areas of Force Management, Force Integration, Force Development, Force Modernization and Transformation.

1.2.1 Previously successful contract performance has utilized resource applications for like work of a similar size and scope to include two (2) management analysts and three (3) intelligence analysts. The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided. The Government encourages contractor innovation for maximum effectiveness and efficiency.

Special Qualifications. A minimum of one (1) full time Management Analyst provided under this Task Order (TO) will also be required to perform as a Microsoft Project application technical expert capable of developing, modifying; revising, and maintaining a MS project suite that captures and reflects the myriad requirements

1.2.2 The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

- Tactics, Techniques, and Procedures (TTP)
- Table of Organization & Equipment (TOE) documentation
- Table of Distribution & Allowance (TDA) documentation
- Augmentation Table of Distribution & Allowance (AUGTDA) documentation
- Manpower Studies
- Training and Doctrine Command (TRADOC) Requirements Determination Process
- Microsoft Project

1.3 Period of Performance. The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA and may require CONUS and OCONUS travel. Travel may be required up to 25% of the time. The cost of travel is provided for in the Other Direct Costs (ODC) plug amount in the pricing matrix Exhibit A.

1.4.2 Tasks will normally be performed during an eight (8) hour work day and must incorporate the INSCOM established core hours of 0900 through 1500 hours.

1.5 Type of Contract.

The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Force Management

The contractor shall provide support to the Force Management and Force Integration processes, including, but not limited to, research, concepts and force development, analysis of strategic and operational requirements, training, planning, programming, transformation, development of decision support tools, and manpower/equipment surveys in accordance with Army regulations.

2.1 Performance Work Statement

2.1.1 The contractor shall provide analytical support to concept and doctrine development and force structure design. This support includes force management, integration, design, development, modernization, transformation, structuring and system modernization, planning, development, acquisition, production, testing, fielding, operations, maintenance and retirement of organizations and systems. The contractor shall recommend improvements to current and planned Command organizations, system, programs, projects, or components thereof with a view towards strategic, operational, and tactical intelligence support.

2.1.2 The contractor shall support combat development functions and analyses on organizations and operations to determine shortfalls and recommend solutions in accordance with Training and Doctrine Command (TRADOC) Requirements Determination Process.

2.1.3 The contractor shall develop, review and make recommendations to revise planning documents in accordance with current and emerging joint and service specific doctrine. Also the contractor shall provide support to programming, development and implementation of training programs and capabilities.

2.1.4 Surge Requirements

The contractor may be required to provide additional support for surge efforts throughout contract performance. Information concerning any future surge would be provided through modification. This notification is to prepare contractors in the event a quick response surge is required.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP) The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-III / IT-III

2.3.3 Additional Security Requirements This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management

2.4.1 Transition The contractor shall create a Transition Plan for this contract in support of the Intelligence Training Support task for the specified period of performance.

2.4.2 Program Manager The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR)

2.5.1 The COR will be identified at the time of contract award:

HQ, INSCOM, Directorate of Contracting

COR:

8825 Beulah Street

Fort Belvoir, VA 22060-5246

2.5.2 The COR monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) see Section J, attachment 5	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.6 Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	As specified by the COR	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.2 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format designated by the COR (see Section J, attachment 5).

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the Review)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task

- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an “as required” basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

- 3.6.1.1 Due Daily:
- 3.6.1.2 Due weekly:
- 3.6.1.3 Due monthly:
- 3.6.1.4 Due as required:
- 3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure - Task Order: BRAVO

Contract Line Item No. (CLIN) / Sub Line Item No. (SLIN)	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$50,000.
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$52,500.
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$55,125.
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$57,881.
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$60,775.
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order BRAVO**Force Management**

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission..	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.5)	100% list of all work elements assigned is documented in an SOP for the office.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review quarterly
PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review

PRS #5. Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media (PWS 3.6)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review
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Exhibit C – DD254 - Task Order BRAVO

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION (The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED None	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER W911W4-09-R-0037-00B	Due Date (YYYYMMDD) 20100331	<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT?					
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO. If Yes complete the following		
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254?					
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO. If Yes complete the following		
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide Force Management and Administrative Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

DD Form

254, DEC 1999

Previous editions are obsolete

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

☐

Direct

☒

Through (Specify):

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL
ROBERT G. PETTIT

b. TITLE
CONTRACT MONITOR

c. TELEPHONE (Include Area Code)
703-706-2824

d. ADDRESS (Include ZIP Code)
8825 Beulah Street
Fort Belvoir, VA 22060-5246

17. REQUIRED DISTRIBUTION



e. SIGNATURE

//ORIGINAL SIGNED 08-24-2009//

a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE

f. OTHERS AS NECESSARY

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM. 11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

- 17f. (continued) 1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250742Z AUG 09

CONTINUATION OF ITEM 13

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

_____ DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

_____ DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

_____ AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

_____ AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACoS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

_____ (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

_____ (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

_____ (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 4.3 - TASK ORDER CHARLIE

Rapid Labor Service Support Requirements
U.S. Army Intelligence and Security Command (INSCOM)
Performance Work Statement (PWS)
Program and Resource Management Support
Fort Belvoir, VA 22060-5246
September 2009

1.0 Description of Services/Introduction - The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background - The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.2 Objective/Scope - This Task Order will provide contracted support to perform program/budget analysis and financial systems administrator support for the Assistant Chief of Staff for Resource Management.

1.2.1 Previous contractor resource applications for like work of a similar size and scope utilized nine (9) resource management analysts. The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided. The Government encourages contractor innovation for maximum effectiveness and efficiency.

1.3 Period of Performance - The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA and may require CONUS and OCONUS (Hawaii and Germany) travel. Travel may be required up to 25% of the time. The cost of travel is provided for in the Other Direct Costs (ODC) plug amount in the pricing matrix Exhibit A.

1.4.2 Tasks will normally be performed during an eight (8) hour work day and must incorporate the INSCOM established core hours of 0900 through 1500 hours.

1.5 Type of Contract - The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Program and Resource Management

2.1 Performance Work Statement

2.1.1 The contractor shall provide expert senior-level support in the identification of programmatic intelligence and security shortfalls, and in the development, coordination and justification of comprehensive strategies to resource these shortfalls in the years of execution, the budget year, and across the fiscal years to include, but not limited to:

- Provide support in building the submissions to:
 - National Intelligence Program (NIP)
 - Military Intelligence Program (MIP)
 - The Army Program
- Provide support to the Staff elements in building, submitting, and defending resource programs,
- Compile submissions to the Congressional Budget Justification Books,
- Monitor current year execution of INSCOM wide resources.
- Working knowledge of the Congressional process

2.1.2 The contractor shall provide senior-level functional expertise support in the development, preparation, review, analysis, coordination and maintenance of data used in planning, programming, budget, and execution processes.

2.1.3 In order to ensure that command-wide requirements are understood and resourced, together with awareness of current and projected Army requirements, the contractor shall:

- Review related data and provide analysis and recommendation on strategies and courses of action to procure required manpower and dollar resources.
- Review, analyze and work with related data in order to ensure INSCOM is receiving maximum funding through this process.
- Provide senior-level support to staff elements to help integrate pertinent data.
- Support continuous liaison efforts, at the senior-level, with HQDA functional and resource offices, including HQDA G2, HQDA G3, the Army Budget Office and Army PA&E

2.1.4 The contractor shall provide continuous coordination with the MSCs.

- Identify new and emerging requirements in response to dynamic changes in worldwide and local operating environments
- Changes in DoD, Army, and INSCOM priorities.
- Analysis of requirements,
- Identifying appropriate funding programs and strategies
- Support the developing and recommending appropriate programmatic submissions.

2.1.5 The contractor shall support the defense of programmatic resourcing submission to HQDA G2, HQDA G3 Training and Manning PEG, DIA, OSD, NSA, and NGP. This process requires senior expert-level expertise and background experience in dealing with program issues with these organizations.

2.1.6 The contractor shall provide support to briefings, meetings, working groups, and conferences and shall provide visual aids and documentation.

2.1.7 The contractor shall analyze the current TRM processes and recommend improvement for the resourcing of INSCOM.

2.1.8 The contractor shall assist in maintaining the TRM data, checking it for accuracy and completeness. The contractor shall work with representatives from each MSC and staff element to assist them in resolving problems with the data and to assist in answering request for information based on the TRM data.

2.1.9 The contractor shall provide support and participate in meetings and conferences.

2.1.10 The contractor shall provide functional subject matter expertise to INSCOM in the areas of CI, HUMINT, Security, MASINT, All-Source Analysis and Production, NGP, OSINT, and Security, specifically serving as the interface between the INSCOM Staff for the articulation of functional issues and shortfalls into sound, implementable resourcing strategies.

2.1.11 The contractor shall assist in the research, analysis, preparation and justification of current year budget execution reports for submission to HQDA, NGA, OSD, DIA and other agencies as appropriate. Assist in defending these reports necessary before Army and non-Army agencies. This process requires senior level expertise and background in experience in dealing with program issues with these organizations.

2.1.12 The contractor shall provide subject matter expertise regarding utilization of resources to fill civilian personnel requirements including providing assistance to the Hiring Management Board, analysis of billets and permanent overhires(POH), and identification of resources as bill payers to meet CG and command priorities.

2.1.13 The contractor shall work with the INSCOM Staff to determine the appropriate allocation of budget year resources to INSCOM MSCs for all programs,

- identifying resource allocations based on command priorities and operational requirements identify intelligence gaps,
- specify collection requirements to fill gaps in information,
- evaluate resulting intelligence,
- determine an analytical approach to projects, and
- review and validate conclusions relating to the assigned area and issues.

2.1.14 The contractor shall work with the INSCOM Staff and subordinate commands to

- identify unfinanced requirements,
- assist in their prioritization,
- recommend appropriate courses of action to fund priority UFRs.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP) The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-III / IT-III

2.3.3 Additional Security Requirements - This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management

2.4.1 Transition - The contractor shall create a Transition Plan for this contract in support of the Force Management/Integration task for the specified period of performance.

2.4.2 Program Manager - The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as “Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer’s Representative (COR)

2.5.1 The COR will be identified at the time of contract award:

HQ, INSCOM, Directorate of Contracting

COR:

8825 Beulah Street

Fort Belvoir, VA 22060-5246

2.5.2 The COR monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) see Section J, attachment 5	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.6 Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	As specified by the COR	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.2 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format designated by the COR (see Section J, attachment 5).

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the Review)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

3.6.1.1 Due Daily:

3.6.1.2 Due weekly:

3.6.1.3 Due monthly:

- 3.6.1.4 Due as required:
- 3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure - Task Order: CHARLIE

Contract Line Item No.	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$40,000.
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$42,000.
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$44,100.
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$46,305.
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$48,620.
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Task Order CHARLIE - Informational Quality Assurance Surveillance Plan (QASP)**Program and Resource Management**

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission. .	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.5)	100% list of all work elements assigned is documented in an SOP for the office.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review quarterly
PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review

PRS #5. Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media (PWS 3.6)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review
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Exhibit C – DD254 – Task Order CHARLIE

DEPARTMENT OF DEFENSE				1. CLEARANCE AND SAFEGUARDING	
CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED None	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NO. W911W4-09-R-0037-00C	Due Date (YYYYMMDD) 20100331	<input type="checkbox"/>	c. FINAL <i>(Complete Item 5 in all cases)</i>	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	NO. If Yes complete the following	
Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	NO. If Yes complete the following	
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide Resource Management (Financial) and Administrative Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER <i>(Specify)</i> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

12. PUBLIC RELEASE. Any information (<i>classified or unclassified</i>) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.																				
<input type="checkbox"/> Direct	<input checked="" type="checkbox"/> Through (Specify):																			
PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.																				
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.																				
13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.																				
SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM																				
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)																				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																			
SEE SCI ADDENDUM																				
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)																				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																			
SEE SCI ADDENDUM																				
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.																				
a. TYPED NAME OF CERTIFYING OFFICIAL ROBERT G. PETTIT	b. TITLE CONTRACT MONITOR	c. TELEPHONE (Include Area Code) 703-706-2824																		
d. ADDRESS (Include ZIP Code) 8825 Beulah Street Fort Belvoir, VA 22060-5246	17. REQUIRED DISTRIBUTION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;"> <input checked="" type="checkbox"/> </td> <td style="width: 30%;">a. CONTRACTOR</td> </tr> <tr> <td></td> <td style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td>b. SUBCONTRACTOR</td> </tr> <tr> <td></td> <td style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td>c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</td> </tr> <tr> <td></td> <td style="text-align: center;"> <input type="checkbox"/> </td> <td>d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</td> </tr> <tr> <td></td> <td style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td>e. ADMINISTRATIVE</td> </tr> <tr> <td></td> <td style="text-align: center;"> <input checked="" type="checkbox"/> </td> <td>f. OTHERS AS NECESSARY</td> </tr> </table>			<input checked="" type="checkbox"/>	a. CONTRACTOR		<input checked="" type="checkbox"/>	b. SUBCONTRACTOR		<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR		<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION		<input checked="" type="checkbox"/>	e. ADMINISTRATIVE		<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY
	<input checked="" type="checkbox"/>	a. CONTRACTOR																		
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	<input checked="" type="checkbox"/>	e. ADMINISTRATIVE																		
	<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY																		
e. SIGNATURE //ORIGINAL SIGNED 08-24-2009//																				

DD Form 254 (BACK), DEC 1999

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM. 11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250746Z AUG 09

CONTINUATION OF ITEM 13

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

_____ DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

_____ DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

_____ AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

_____ AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACoS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

_____ (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

_____ (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

_____ (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM. 11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security

Attachment 4.4 - TASK ORDER DELTA

Rapid Labor Service Support Requirements
U.S. Army Intelligence and Security Command (INSCOM)
Performance Work Statement (PWS)
Information Dominance Center (IDC) Support
Fort Belvoir, VA 22060-5246
September 2009

1.0 Description of Services/Introduction - The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

Background - The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.1.1 IDC Network Background - The IDC network is Virtual Private Network managed from Headquarters INSCOM, Fort Belvoir (Nolan Building, and extended to 43 IDC locations world-wide. In addition, there are approximately 130 Windows and 52 UNIX/LINUX servers, 15 RAID devices, 6 Truces, firewalls, routers and switches, and 48 TACLANES centrally managed from the Headquarters. There are approximately 961 users at various located throughout the world with associated user workstations and communications hardware components. Kroner is an operational database capability and supporting database driven applications that resides on the JWICS network. Hydra is an operational database capability and supporting database driven applications such as query tools that will reside on SIPRNET.

1.2 Objective/Scope - The purpose of this acquisition, as set forth in this PWS, is to obtain Information Technology (IT) support for the IDC, Kroner and Hydra to perform various IT requirements such as: COMSEC; Information Assurance; network operations support; Firewall Administration; Data Recovery; Software Management; Engineering and Installation; for United States Army Intelligence and Security Command (INSCOM) at Fort Belvoir, Virginia. To provide IT engineering and installation services and support for activities including the following locations: Washington, DC metropolitan area; Fort George G. Meade, MD; Charlottesville, VA; Fort Gordon, GA; Fort Bragg, NC; Fort Bliss, TX; Fort Sam Houston, TX; Fort Huachuca, AZ; Fort Lewis, WA; Germany; Korea; Japan; Hawaii; and Southwest Asia to include Iraq and Afghanistan.

1.2.1 Previous contractor resource applications for like work of a similar size and scope utilized fifteen (15) Senior System Engineers. The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided. The Government encourages contractor innovation for maximum effectiveness and efficiency.

1.2.2. The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

- Windows Operating Systems
- XP client software
- M3 and Pathfinder

- VMWare
- Systems Management Server (SMS)
- NetScout
- UNIX
- System Console Operations Manager (SCOM)
- Remedy
- Active Directory
- Information Assurance Vulnerability Assessment (IAVA) patching & network scanning
- How message feeds populate the databases residing on all IDC systems
- Security Engineering to ensure system architectures are compliance with mandated security requirements.
- Controlled Cryptographic Items such as KG-175 (Taclave), KG-75 (Fastlane), KG-19, KIV-7, KG-194, KG 184, KG-95, Data Transfer Devices (DTD), and STE telephones
- General Dynamics Encryptor Manager (GEM) system
- Sidewinder family of products
- Symantec Raptor family of products
- Real secure family of products
- LAN administration using Microsoft products (Tier III level support)

1.3 Period of Performance. The Period of Performance for this task order will be one (1) base year plus up to four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The principal place of performance for this task order will be at INSCOM, Ft. Belvoir, VA and may require local, CONUS, and OCONUS travel to provide IT engineering and installation services and support for activities located in the Washington, DC metropolitan area; Fort George G. Meade, MD; Charlottesville, VA; Fort Gordon, GA; Fort Bragg, NC; Fort Bliss, TX; Fort Sam Houston, TX; Fort Huachuca, AZ; Fort Lewis, WA; Germany; Korea; Japan; Hawaii; and Southwest Asia to include Iraq and Afghanistan.

1.4.2 Travel may be required up to 25% of the time. The cost of travel is provided for as part of the other direct costs (ODC) plug amount, pricing matrix Exhibit A. Personnel working under this task order shall on occasion travel to different locations to perform duties supporting this requirement for periods not to exceed 45 days. Trips may require multiple personnel on the same trip. Travel locations may include, but are not limited to, the following locations:

<u>Location(s)</u>	<u>Number of Days</u>
Fort Bragg, North Carolina	50
Fort Washington, Maryland (Local Travel)	10
Seoul, Korea	10
Darmstadt, Germany	7

1.4.3 On site support coverage is required Monday through Friday, 6:00 A.M. to 6:00 P.M. local time with core hours between 9:00 A.M. and 3:00 P.M. local time. Core hours are defined as mandatory hours of coverage. "On-call" support coverage is defined as other than Normal Duty Hours.

1.4.4 Mission Essential. The contractor is required to designate certain personnel as Mission Essential. Personnel designated as Mission Essential are required to report for duty when the normal workforce is not required. Mission essential personnel are identified and provided force protection identification for access to post facilities when closed to normal traffic.

1.5 Type of Contract - The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Information Dominance Center (IDC) Systems Support

2.1 Performance Work Statement

Support for the Information Dominance Center (IDC) Systems includes the following tasks:

- Installation

- IDC Mission System Support
- Information Assurance (IA)
- Alternate COMSEC Custodian
- IDC Software Management
- Emergency Data Recovery (EDR) Engineering and Management
- Incident Support

2.1.1 Installation

2.1.1.1 The contractor shall:

- Provide support for the installation of telecommunications equipment and supporting infrastructure including system improvements, at various worldwide Department of Defense (DOD) sites supporting the INSCOM IDC system sites.
- Conduct communications site surveys, engineering installation plans, procurement documentation, and installation/repair of telecommunications equipment and supporting infrastructure for and within various worldwide DOD locations. This includes but is not limited to fiber optic cable plants supporting both secure and non-secure data networks and all associated hubs, patch panels and connector types involved in the support of the network structure.
- Develop an Engineering Installation Plan (EIP), depicting current architecture, power, HVAC, space, location, rack elevations, floor plan, etc., within 20 working days of site survey completion
- Acquire, store and stage installation materials and equipment IAW Government approved EIP materials list as required and deliver said materials (identified in the EIP and approved by the COR/ACOR) to desired site at least one week prior to installation dates
- Research all existing IDC-E node sites. Document architecture to “pin-out” level of detail in VISIO format.
- Create, update and maintain databases and libraries in support INSCOM to include:
- Equipment and software installed by serial number, site, completion date of install, who installed and other categories as identified by the Government in coordination with the contractor
- Cable plant configuration and label cables appropriately in accordance with MIL-HDBK-61A February 2001 to ensure accurate identification of cable locations and equipment supported by that cable
- “AS Built” drawings, test results and site acceptance (included within the Engineering and Installation Plan) to the Government within 15 days of installation completion.
- Maintain architectural drawings library of all IDC systems
- Repair, return to service or replace any equipment that fails and is still within the manufacturer warranty period as identified by the Government to the mission of the installation
- Install and de-install supporting hardware including Personal Computers, Communications Closet components and all associated infrastructure support
- Participate in Quality Assurance and Quality Checks with customers
- Troubleshoot fiber optic lines and connectors to identify problems, and take appropriate action to correct the problems within one day of identification.
- Install and configure the standard INSCOM workstation installation package to include, but not limited to Microsoft Windows, Office Suite software and specialized IDC proprietary tool suite for proper mission operation
- Perform final testing of all equipment, circuits and networks installed during the project

2.1.2 IDC Mission System Support

2.1.2.2 The contractor shall:

- Provide on-site technical and analytical services covering the entire range of activities, design, installation, operations and maintenance for the INSCOM IT infrastructures.
- Evaluate existing and proposed systems and requirements to structure and access Oracle and Microsoft SQL databases and provide a report to the COR.
- Analyze data base requirements of the user department, applications programming and operations and provide a report to the COR.

- Submit ongoing recommendations for solutions that require design and definition of the physical structure and functional capabilities of databases and require data security and data backup and recovery specifications.
- Recommend specifications and flowcharts and coordinates installation of revised or new systems/requirements.
- Research and analyze new technologies to identify and provide recommendation regarding mission hardware and mission support solutions.
- Review developments in computer based technologies and equipment, trends, systems requirements and interfaces. The contractor shall perform system/application level diagnostics and troubleshooting.
- Install, reconfigure, and debug operating systems, monitors and other systems and network software.
- Provide production deliverables, equipment operations, logs, records and files produced in the performance of day-to-day activities.
- Provide technical support in the effective use of software to applications programming.
- Identify problems of workflows, organization, planning, and application of IT solutions and make recommendations to the COR.
- Ensure operations of a multi-computer site that support database analysis, database report production, WEB development, Portal development and software system development, by local and remote users.
- Coordinate system resource availability with database analysts, system and application programmers, and other users.
- Provide support to users on equipment operation, to include data communications.
- Ensure site compliance with procedures and standards as outlined in the NTISSAM TEMPEST 2/95 and 2/95A, INSCOM Pamphlet 210-6, INSCOM Memorandum 23 Jun 99, NSTISSI No, 7003, and NSA/CSS Cir No. 100-1.
- Monitor network to ensure network availability to all systems users and perform necessary maintenance to support network availability.
- Recommend required upgrade, expansion, and replacement of existing hardware and software to maintain performance levels and network availability.
- Analyze network system designs, identifies potential network systemic problems involving Cisco router-based, UNIX and Windows networked systems and provide a report to the COR.
- Identify factors to protect information commensurate with the data vulnerability and strategic importance and provide a report to the COR.
- Develop and recommend to the COR software tools to monitor and analyze activity on routers and networks.
- Recommend updates to standard system and network management configuration policy in accordance with INSCOM Standard Operating Procedures.

2.1.3 Information Assurance (IA)

2.1.3.1 The contractor shall provide technical support to INSCOM for the following:

- Performing IA Information Technology assessments of proposed and existing INSCOM systems to include assessing and verifying information systems including trusted systems; identifying and assessing security requirements and deficiencies in applications, systems, local and wide area networks (LANs and WANs) and commercial switching, transmission and signaling networks.
- Conducting analysis of customer requirements by assisting in site visits for data gathering, technical analyses, documentation; and conducting feasibility studies and prepare evaluations regarding the use of new technology;
- Conducting life cycle security analyses
- Utilizing a multi-disciplined security approach that includes the requirements for IA, Information Security (IS), Information Systems Security (INFOSEC), Administrative Security, Personnel Security, Physical Security, Communications Security (COMSEC), Operations Security (OPSEC), and TEMPEST, provide the necessary documentation for the application, system, network, and site certification and accreditation processes.
- Conducting Certification and Accreditation (C&A) using the DITSCAP to achieve uniform quality and a level of consistency throughout the life cycle of INSCOM Automated Information System (AIS).
- Identifying new COTS tools to support the automated onsite and remote inspection of automated systems.

- Developing technical documentation required for the application, system, network, and site certification and accreditation processes to include, but not limited to, Risk Assessments, System Security Authorization Agreements (SSAAs), Trusted Facility Manuals, Information Assurance Policies and Procedures, and Security Testing and Evaluations (ST&Es).
- Conducting periodic and scheduled reviews of all IDC systems Access Control Lists (ACL)
- Conducting the IA Engineering tasks necessary for the integration of new technologies and/or capabilities into all IDC systems architecture.
- Support to new IDC systems data feeds that require security related approvals or system configurations.
- Supporting the testing applicable Information Assurance Vulnerability Alerts (IAVA), Information Assurance Vulnerability Bulletins (IAVB) and Technical Advisories (TA) as part of the INSCOM IAVM Program.
- Conducting independent evaluations of Security Testing and Evaluations (ST&E) as part of the IDC systems System Development Lifecycle (SDLC).
- Conducting product reviews/evaluations of IA products for inclusion in the IDC systems architecture.
- Developing and maintaining the IDC systems IA Plan of Action & Milestones (POA&M) by coordinating with applicable IA Reps/DAA's in support of IDC systems C&A tasks.
- Installing and maintaining the INSCOM Open Source Information System (OSIS) solution, assignment/maintenance of user accounts, interfacing with the OSIS network proponent for network changes/modifications and assessing impacts on the INSCOM user community, analysis of OSIS connectivity problems and resolution, and training users on OSIS connections and usage.

2.1.4 Alternate COMSEC Custodian

2.1.4.1 The contractor shall provide support to the ACofS, G6 INSCOM Information Dominance Center Extension's (IDC-E) Controlling Authority (CA) and serve as an Alternate COMSEC Custodian for INSCOM.

2.1.4.2 The contractor shall:

- Establish and operate the IDC sites crypto network, including validating IDC sites crypto net key requirements and user profiles.
- Provide custody and accountability of CMCS-accountable COMSEC material.
- Provide management oversight of all sub-accounts and hand-receipt holders (HRH) to ensure compliance with existing COMSEC material security, accounting, and operational policies/procedures.
- Control and distribution of all classified COMSEC material and cryptographic key in support of organizational missions.
- Provide support for the management and administration of the accounting, maintenance, handling, storage, transfer, receipt, and destruction of COMSEC equipment and material in accordance with AR 380-40 and other guidelines as identified by the Government.
- Provide support to the Controlling Authority management preparing periodic messages concerning KEYMAT call-outs, authorizing destruction, implementation dates/times and ordering/canceling KEYMAT to support planned, active or contingency requirements. Maintain an accurate list of expiration dates for keymat on IDC Net.
- Provide maintenance support of the records of all COMSEC transactions utilizing authorized equipment and software such as the Local Management Device/Key Processor (LMD/KP) utilizing Local COMSEC Management Software (LCMS).
- Provide support with updating the INSCOM COMSEC SOP and in conducting semiannual COMSEC reviews, training, inspections and inventory for Hand Receipt Holders.
- Provide support with writing the INSCOM Command standard operating procedures and policies for IDC COMSEC related activities.
- Provide support with preparation of appropriate COMSEC related messages utilizing Message Text Format (MTF) to facilitate transmission of official message traffic over the Automatic Digital Network (AUTODIN) or the Defense Message System (DMS) network.
- Provide support for the planning, scheduling, coordinating, and administration of COMSEC's support to Headquarters INSCOM and its subordinate units.
- Provide guidance and advice for COMSEC integration and configuration management supporting requirements, programs, and projects.

- Develop COMSEC inspection schedules in accordance with Task Technical Manager (TTM) for INSCOM Major Subordinate Commands (MSC), checklists and conduct inspections of MSC accounts worldwide to ensure they are being maintained in IAW existing COMSEC material security, accounting, operational policies/procedures and regulations on a biannual basis.
- Provide technical support by conducting trouble ticket support for STE telephones.

2.1.5 IDC Software Management

The contractor shall provide:

- Software management support for INSCOM.
- Life Cycle Management support for budgeting and long-term planning processes in support of INSCOM's software management program.
- Support for the training software managers at INSCOM sites on the software management program.
- Support for the management of the software media library to include,
 - receipt of new software
 - updating of the software tracking database
 - creation of back-up copies of software
 - library filing of the software
 - disposal of obsolete software
- Support for the software distribution processes are for INSCOM IDC systems software installation world-wide.
- Support the software standards and compliancy program to include
- Implementing control procedures for updating software baseline documenting,
- Ensuring that the latest approved software versions are being used
- Monitoring software licenses to ensure that there are no lapses that may affect mission operations.
- Periodic software baseline verification inventory reviews to correct documentation deficiencies
- On-the-spot audits of INSCOM and IDC computer systems documenting findings in support of INSCOM and DOD software compliancy directives
- For the maintenance of inventory of all INSCOM and IDC systems software licenses to include volume licenses, site and enterprise agreements.
- The market research required to support preparation of contracts for the procurement of new software and software maintenance agreements.
- Support to the INSCOM Licensing Benefits Administrator for the Microsoft Licensing Web-site.

2.1.6 Emergency Data Recovery (EDR) Engineering and Management

2.1.6.1 The contractor shall:

- Perform on-site desktop engineering surveys to obtain engineering, environmental, and physical plant (construction) data required for use in the preparation of engineering installation plan (EIP) technical documentation for the Kroner EDR site.
- Prepare IT and data communications equipment installation documentation to include
 - site surveys,
 - floor layouts,
 - lists of major items of equipment and bills of material (BOM),
 - rack face elevation drawings,
 - schematic drawings reflecting equipment interconnection and terminations,
 - cable cut-sheets, labeling,
 - duct layouts,
 - engineering and installation specifications
 - as-built documentation by task orders.
- Provide documentation diagrams including inventories for the off-site EDR location entire network configuration that properly identify all components to include definitions of all operations, procedures, facilities, and capabilities
- All documentation and drawings will be CADD or MS Visio format using the software package release designated by the COR.

- Support
 - Conducting site surveys
 - Develop project schedules
 - Develop project budgets
 - Create project management plans using MS Project and MS PowerPoint
 - Identify key project resources (both manpower and funding)
 - Establish quality metrics
- Monitor and document project progress (utilizing INSCOM G-6 quad chart template, MS Project and MS PowerPoint)
- Close out projects
- Provide Engineering and Project Management support for
- System and subsystem IT data communications and facilities projects
- Secure voice and data channel connectivity projects utilizing landline, microwave, and satellite communication systems.
- Develop and provide written cost and requirements analysis for implementing new IT systems equipment/technologies.
- Provide conversion and integration support to technology enhancements and innovations.
- Conduct system modeling and analysis to manage traffic and optimize data flows and contention.
- Develop configuration management plans to include
 - inventory control
 - hardware/software replacement procedures
 - problem resolution.
- Provide oversight for acceptance testing of the facility IT infrastructure or the installed systems

2.1.7 Incident Support - During the course of the contract, failures may occur on the IDC systems and infrastructure.

The contractor shall:

- Develop and implement processes and procedures, to include a single phone number contact for the Information Technology Support Center (ITSC) to call, so as to have correction of system or infrastructure failure in a timely and effective manner.
- Provide On-Site support during normal business hours. On-site support requires that the contractor maintain sufficient qualified personnel on-site to respond to failures in person.
- Provide On-call Support beyond normal duty hours. On-call support requires that the contractor provide timely and effective support by ensuring that all service calls are responded to telephonically by qualified personnel within thirty (30) minutes of the call being made.
- Provide telephonic notification of INSCOM ITSC/source within 30 minutes of receiving an initial call for on call support services
- Maintain and make available the up-to-date listing of all personnel and their contact information. Said listing shall include the up-to-date schedule of on-call support designees on the IDC Network Support Team.
- Report in person to the INSCOM Nolan Building to resolve issues or problems that are not resolved by telephone.
- Notify the COR/ACOR prior to reporting to the Nolan Building of problems that cannot be resolved for approval prior to reporting for duty. The contractor shall report to the INSCOM Nolan building within 90 minutes of receiving report notification to resolve issues or problems and after notifying the COR/ACOR.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP). The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure

non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP) An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements.

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-I / IT-I
ADP-II / IT-II
ADP-III / IT-III

2.3.3 Additional Security Requirements. This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management.

2.4.1 Transition: The contractor shall create a Transition Plan for this contract in support of the Information Technology and System Support task for the specified period of performance.

2.4.2 Program Manager: The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR):

2.5.1 The COR will be identified at the time of contract award:

INSCOM, Directorate of Contracting
COR:
8825 Beulah Street
Fort Belvoir, VA 22060-5246

2.5.2 COR: Monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.6 Applicable Documentation

2.6.1 Applicable Documents: Facilities/systems shall be engineered and installed in accordance with the publications listed below. Some publications listed are not available on-line. Contractors shall contact the COR or ACOR for distribution of these documents. Publications available on-line can be accessed at the following web sites:

<http://www.weibull.com/knowledge/milhdbk.htm>
<http://www.product-life-cycle-management.com/legacy-military-standards.htm>
<http://www.apd.army.mil>
<http://www.cnss.gov/full-index.html>
<http://members.asme.org/catalog/CategoryView.cfm>
<http://dodssp.daps.dla.mil>
<http://www.hqisec.army.mil/isec/contacts/contactus.asp>
http://www.eia.org/new_policy/availability.phtml
http://www.cnss.gov/Assets/pdf/nstissi_7003.pdf
http://www.eia.org/new_policy/availability.phtml

MIL-STD 188-200	Systems Design and Engineering Standards for Tactical Communications
MIL-STD 188-154A	Subsystem, Equipment, and Interface Standards for Common Long Haul and Tactical Telecommunications Control Facilities
MIL-HDBK 232A	Red/Black Engineering Installation Guidelines
MIL-HDBK 419A (Vol 1 and 2)	Grounding, Bonding and Shielding for Electrical Equipments and Facilities, Volume 1 & 2
MIL-HDBK 61A	Configuration Management Guidance
NSTISSAM TEMPEST/2-95 (FOUO)	Red/Black Installation Guidance
NSTISSAM TEMPEST 2/95A (FOUO)	Amendment to Advisory Memorandum Tempest 2/95 Red/Black Installation Guidance
INSCOM MEMORANDUM 23 JUN 99	Red/Black Fiber Installation Guide
INSCOM PAMPHLET 210-6	Installation of Material: Practices and Procedures
NSTISSI No. 7003	Protected Distribution Systems (PDS)
NSA/CSS Cir No. 100-1 (C-CCO)	NSA/CSS Secure Telephone System
NEC	National Electric Code
ASQB Regulation 34-2	Standardization, Project Concurrence Memorandums (PCMs), and Engineering Installation Packages
ASQB Pam 34-2	Procedures for Developing Project Concurrence Memorandums (PCMs) and Engineering Installation Packages
ASME-Y14.38	Abbreviations on Drawings, and in Specifications, Standards and Technical Documents
INSCOM Regulation 25-70	Acquisition and Management of Information Resources
AR 380-40	Policy for Safeguarding and Controlling Communications Security (COMSEC) Material

2.6.2 GLOSSARY OF TERMS AND ABBREVIATIONS

ACL – Access Control List
 ACOR – Alternate Contracting Officer's Representative
 AIS – Automated Information Systems
 AQL – Acceptable Quality Level - The maximum percent defective (or the maximum number of defects per hundred units) that can be considered as a satisfactory performance average.
 AR – Army Regulation
 AUTODIN – Automated Digital Network
 BOM – Bill of Materials
 CA – Controlling Authority

C&A – Certification and Accreditation
CDR – Contractor Discrepancy Report - A formal, written documentation of contractor nonconformance or lack of performance for contracted work.
CIO – Chief Information Officer
CI – Counter Intelligence
COMSEC – Communications Security
COR – Contracting Officer's Representative
COTS – Commercial off the Shelf
DAA – Designated Accrediting Authority
DIACAP – Department of Defense Information Assurance Certification and Accreditation Process
DMS – Defense Message System
DoD or DOD – Department of Defense
DTD – Data Transfer Device
EDR – Emergency Data Recovery
EIP - Engineering and Installation Plan
ESI – Enterprise Software Initiative
GEM – General Dynamics Encryptor Manager
HRH – Hand Receipt Holder
HVAC – Heating, Ventilation and Air Conditioning
IDC – Information Dominance Center
IA – Information Assurance
IASO – Information Assurance Security Officer
IAVA – Information Assurance Vulnerability Assessment
IAVB – Information Assurance Vulnerability Bulletins
IAVM – Information Assurance Vulnerability Management
INFOSEC – Information Systems Security
IS – Information Security
IT – Information Technology
INSCOM – Intelligence and Security Command
ITSC – Information Technology Support Center (local help desk)
KEYMAT – Key Material
LAN – Local Area Network
LCMS – Local COMSEC Management Software
LMD/KP – Local Management Device/Key Processor
MS - Microsoft
MSC - Major Subordinate Commands
MTF – Message Text Format
OPSEC – Operations Security
OSIS – Open Source Information System
POA&M – Plan of Action and Milestones
PWS - Performance Work Statement
QA – Quality Assurance
QA/QC – Quality Assurance/Quality Control
QASP – Quality Assurance Surveillance Plan
QCP – Quality Control Plan
SCI – Sensitive Compartmented Information
SCOM – System Console Operations Manager
SDLC – System Development Life Cycle
SMS – Systems Management Server
SOPs – Standard Operating Procedures
SSAA – System Security Authorization Agreement
ST&E – Security Testing and Evaluations
TA – Technical Advisories
TEMPEST - Telecommunications Electronics Material Protected From Emanating Spurious Transmissions
TS – Top Secret

TTM – Task Technical Manager

WAN – Wide Area Network

3.0 Deliverables**DELIVERABLES SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office format as determine by COR	COR
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office format as determine by COR.	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy in Microsoft Office format as determine by COR	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office format as determine by COR	COR
3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.1 Technical Data Rights - All software and deliverables, to include, but not limited to software versions and release updates; technical documentation, to include source code, web page updates and documentation, user's manuals, office documentation, training guides and course materials; and draft and final work products are the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan which recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report – Monthly status reports shall be provided to the KO and COR by the 15th of each month using the format established at section J attachment 5.

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Training Resources, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Engineering Installation Plan (EIP) Process – 2.1.1 - As Required

- Draft Site Plan - As Required
- Draft Engineering Installation Plan (EIP) - 20 working days after site survey completion
- Materials identified in the EIP - 7 days after EIP acceptance
- Database on equipment and software installed– As Required
- EIP and Installation Plan to include "AS Built" drawings, test results and site acceptance - 15 days of installation completion

3.6.2 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

3.6.1.1 Due Daily:

3.6.1.2 Due weekly:

3.6.1.3 Due monthly:

3.6.1.4 Due as required:

- Evaluation report of existing and proposed systems & requirements to structure
- Engineering Installation Plan (EIP) Process

3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure - Task Order: DELTA

Contract Line Item No.	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$500,000.
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$525,000.
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$551,250.
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$578,813.
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$607,753.
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Task Order DELTA - Informational Quality Assurance Surveillance Plan (QASP)**INFORMATION DOMINANCE CENTER (IDC) SYSTEMS SUPPORT**

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission.	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.6)	100% list of all work elements assigned is documented in an SOP for the office.	No more than 13% error rate in providing a list of all elements to be provided in draft. 100% capture in the final document	100% Inspection, Review quarterly

PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document No more than 13% error rate in draft report. Timely - Within 30 days	100% Inspection, Review
PRS #5. Documentation IAW Task 1 as required (PWS 2.1)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within one working day or less	100% Inspection, Review
PRS #6. The contractor is required to provide a variety of support documentation and data for the Web Pages, Web sites and Databases IAW Task 5 as required. (PWS 2.5)	100% on time preparation and delivery of all documents	Draft on-time submissions of data and no more than two draft submission and one final report. Timely – Within COR assigned timeframe or less	100% Inspection, Review
PRS #7. The contractor is required to provide support to the National Intelligence Familiarization Course IAW. Task 6 as required (PWS 2.6)	95% on time preparation and delivery of all actions requested	Timely – within COR assigned timeframe or less	100% Inspection, Review

Exhibit C – DD254 - Task Order DELTA

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED TOP SECRET b. LEVEL OF SAFEGUARDING REQUIRED None	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER	<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date)		Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER	<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No.	Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER No. W911W4-09-R-0037-00D	Due Date (YYYYMMDD) 20100331	c. FINAL (Complete Item 5 in all cases)		Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide Information Technology/Management Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:	<input type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCI IS	<input type="checkbox"/>	<input type="checkbox"/>

12. PUBLIC RELEASE. Any information (<i>classified or unclassified</i>) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.		
<input type="checkbox"/> Direct	<input checked="" type="checkbox"/> Through (Specify):	
PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. <small>*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.</small>		
13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (<i>Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.</i>)		
SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM		
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (<i>If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.</i>)		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
SEE SCI ADDENDUM		
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (<i>If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.</i>)		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
SEE SCI ADDENDUM		
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.		
a. TYPED NAME OF CERTIFYING OFFICIAL ROBERT G. PETTIT	b. TITLE CONTRACT MONITOR	c. TELEPHONE (<i>Include Area Code</i>) 703-706-2824
d. ADDRESS (<i>Include ZIP Code</i>) 8825 Beulah Street Fort Belvoir, VA 22060-5246	17. REQUIRED DISTRIBUTION	
e. SIGNATURE //ORIGINAL SIGNED 08-24-2009//	<input checked="" type="checkbox"/>	a. CONTRACTOR
	<input checked="" type="checkbox"/>	b. SUBCONTRACTOR
	<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
	<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
	<input checked="" type="checkbox"/>	e. ADMINISTRATIVE
	<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM. 11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250746Z AUG 09

SECTION 13 CONTINUATION

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

XXX DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

XXX DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

XXX AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

XXX AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACoS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

XXX (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 4.5 - TASK ORDER ECHO

Rapid Labor Service Support Requirements
U.S. Army Intelligence and Security Command (INSCOM)
Performance Work Statement (PWS)
Intelligence Analysis Support
Fort Belvoir, VA 22060-5246

September 2009

1.0 Description of Services/Introduction The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.1.1 Among INSCOM's missions is to operate as an analytical center of excellence with capabilities to prepare war fighting leaders in the art of enterprise battle command, conduct multi-discipline intelligence operations, synchronize analytical support activities, and operationalize advance analytical tools. INSCOM provides analytical support in the areas of counter intelligence, counter terrorism, counter narcotics, signals intelligence (SIGINT), and computer network operations.

1.2 Objective/Scope. This PWS will provide contracted support to perform intelligence analysis support services. Intelligence Analysis activities include:

- Contingency
- Tactical Overwatch Support
- Geospatial Intelligence (GEOINT)
- Counter Intelligence
- Counter Narcotics
- Signals Intelligence
- Measurement and Signature Intelligence (MASINT)
- Requirements Management
- Intelligence Synchronization

The assigned missions of each of these activities is accomplished by providing analytical products and replies to Requests for Information (RFI) to varied consumers ranging from tactically deployed Army units, other Service elements, and national-level intelligence organizations. The activities are organized to meet 24/5 analytic and production requirements, and utilize the talents of military, Government civilians, and contractor analysts. The operational hours vary by activity.

1.2.1 Previous contractor resource applications for like Task Orders of a similar size and scope utilized: 3x Senior All-Source Intelligence Analysts; 4x Journeyman All-Source Intelligence Analysts; 5x Apprentice All-Source Intelligence Analysts; 2x Novice All-Source Intelligence Analysts; 1x Senior Counter Intelligence (CI)

Analyst; 1x Journeyman CI Analysts; 1x Apprentice CI analyst; 1x Senior Geospatial Intelligence (GEOINT) Analysts; 2x Journeyman GEOINT Analysts; 2x Apprentice GEOINT Analysts; 1x Novice GEOINT Analyst; 1x Senior Signals Intelligence (SIGINT) Analysts; 3x Journeyman SIGINT Analysts; 2x Apprentice SIGINT Analysts; 1x Novice SIGINT Analysts; 1x Senior Computer Network Exploitation (CNE) Analyst; 1x Journeyman CNE Analysts; 1x Apprentice CNE Analyst; 1x Novice CNE Analyst; 1x Senior SIGINT Editor; 1x Journeyman SIGINT Report Writer/Editors; 1x Journeyman Administrative Documentation Specialist; and, 1x Journeyman All-Source Intelligence Analysts who possess technical expertise with intelligence applications. The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided.

1.2.1.1 Minimum Number of Senior Analysts The contractor shall maintain a minimum number of senior analysts for the duration of the contract:

Primary Point of Contact (see 2.6)	1 per shift
Contingency	3
Geospatial	1
Tactical Overwatch Support Team	1
Requirements Management	1
Counter Intelligence	1
Counter Narcotics	1
SIGINT	2

1.2.2 The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

1.2.2.1 Job Qualification Requirement (JQR). All analysts are required to possess the novice skill set. The novice and successive skill set JQRs will be administered in accordance with timelines established in the applicable SOP. Senior analysts shall be identified by site lead as those contractors who have successfully passed the JQRs at every level and possess the analytical ability to use the tools at the novice, apprentice, and journeyman level to support analysis. As a result, the analyst is able to create analytical products using multiple tools.

Expert intelligence analysts at a journeyman or senior analyst level with the ability to provide in-depth intelligence analysis in support of a wide variety of Army and Joint operations. A mix of tactical and strategic experience is preferred.

1.2.2.1.1 The contractor shall ensure that:

- No less than 30% of the contract work force is at a journeyman or senior analyst level.
 - Senior analyst is defined as having skills equivalent to 10 years analytical experience
 - Journeyman level experience is defined as having skills equivalent to at least 8 years of analytical experience
- Intelligence analysts with 5 or more years of tactical intelligence experience are most desired.
- No more than 20% of the contract work force is at a novice level.
 - Novice level experience is defined as 3-5 years of intelligence analytical experience at a tactical or strategic operational level.
- All analysts certify their abilities through successful completion of the novice-level JQR in accordance with the appropriate SOP within 90 days from the date of in-processing.
- All analysts at either the Apprentice, Journeyman, or Senior-level analyst shall complete each successive and appropriate level within 90 days of completing the prior JQR level.
- After contractor personnel have completed approved professional training (on-the-job, in-house, or outside INSCOM), they will be required to remain on the contract at least one year after completion of training.

1.2.2.2 Operational Knowledge.

- National and tactical intelligence infrastructure available to DoD.
- The use of common intelligence community networks
- Joint Worldwide Intelligence Communications System
- Secret Internet Protocol Network
- Non-secure Internet Protocol Network

- NSANET
- Coordinate requirements and issues with intelligence community partners.
- Axis Pro and / or Analyst Notebook and / or equivalent nodal analysis tool
- Pathfinder and / or AMHS (M3), and / or other equivalent message retrieval tool.

1.2.2.3 Functional Skills

- Intelligence Cycle,
- Collection Management Cycle
- Targeting Cycle
- Analysis techniques and applicable signals intelligence traffic analysis procedures for performing metadata analysis.
- Intelligence cycle and the analytical process that acts on collection to produce information for intelligence databases and products.
- Intelligence automated systems, especially imagery analysis, signals intelligence/exploitation tools, and libraries.
- Intelligence operations and its various disciplines, functions, and processes.
- Research, create, develop, and deliver professional briefings, multimedia presentations, and written reports.
- Manage research and coordination for projects.
- Instruct and interact with small groups on data and information requirements and coordination tasks.
- DIA, NSA, CIA programs and products
- Information, automation, and full knowledge of intelligence oversight and security guidelines
- Operate standard automation, word processing, data base systems, dissemination tools, search tools, and analytic tools such as Microsoft Windows-based applications and additional developed software tools and applications.
- Microsoft Office & Project Software applications
- Defense economics and macro-economic analysis
- Tactics, Techniques and Procedures (TTP)
- Communication architectures, theory, systems, applications and techniques
- Intrusion-based systems and rule sets and how they relate to intelligence analysis
- Manipulate reverse-engineering tools
- Scripting languages
- Virtual machine/networking software
- SIGINT/DNR/DNI/GMA databases and database query tools

1.3 Period of Performance. The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The place of performance for this contract will be at HQ INSCOM, Ft. Belvoir, VA, and may require CONUS and OCONUS travel, and 6-month deployments may be required dependent on mission requirements. All contractor personnel employed under this contract must possess a valid U.S. passport. Travel may be required up to 25% of the time. The cost of travel is provided for in the Other Direct Costs (ODC) plug amount in the pricing matrix Exhibit A.

1.4.2 Tasks will normally be performed during an eight (8) hour work day. Tasks will normally be performed in three shifts during a 24 hour day, five days a week per the Battle Rhythm and its Standard Operating Procedures.

1.5 Type of Contract - The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Intelligence Support

2.1 The Performance Work Statement (PWS)

The contractor shall

- Provide 24 / 5 support, to include deployment of personnel to designated units

- Identify and make recommendations regarding process improvements
- Identify and make recommendations regarding analytic shortfalls that could be remedied by existing or non-existing analytic tools or software applications
- Facilitate the evaluation of new tools or existing applications. This includes, but is not limited to:
- Collaborate with analysts and developers to test, evaluate and recommend newly designed and/or modified intelligence software applications for utility and functionality
- Intelligence and analytical tool testing
- QA process evaluations
- New and emerging Intelligence tools and applications evaluations
- Tracking of intelligence data inputs
- Plan, coordinate, and write operational test plans and outlines using MS Project
- Coordinate IT support for all team members; coordinate new tool demonstrations
- Ensure requisite software / hardware is available when needed
- Ensure team members are properly instructed on the tool(s) to be evaluated
- Monitor tool testing through the use of the QA process
- Compile notes and feedback from testing team
- Provide written and oral evaluations
- Train personnel regarding SOPs and side-by-side analytical techniques and procedures
- Maintain and revise existing SOP's, based on established Tactics, Techniques and Procedures (TTPs) that defines operational activities and procedures
- Administer, maintain, monitor, and update, and provide recommendations for:
 - SOP detailed electronic databases
 - Analyst Notebook, AxisPro and other appropriate nodal analysis databases to include the cataloging of entities and events.
 - Web portals and data repositories in accordance with existing TTPs and SOPs
 - IT architecture
 - accountability of all in-use IT assets
 - server space and folder permissions
 - proper server space allocations
 - the storage capacity plan
- Develop and maintain a system for tracking intelligence inputs (databases, websites and message traffic) from elements spanning the tactical to national levels.
- Modify inputs on a continuing basis to meet the current intelligence availability and needs
- Perform data migration between the various classified and unclassified local area networks in accordance with existing TTPs and SOPs while maintaining proper security controls.
- Format products with XML tagging in accordance with the Intelligence Community's Information Sharing data standards.
- Conduct intelligence analysis and production against terrorist and counter-insurgent target sets.
- Manage the RFI process to include:
 - Establish and maintain a system of records for the documenting receipt, disposition, dissemination, and feedback of all RFIs and RFI responses IAW established SOPs
 - Use battalion, brigade, and division level intelligence operations and production cycles in conjunction with RFI production.
 - Produce products:
- Using DCGS-A suite of tools, Intelligence Community tools, and in the communication process.
- Focusing on the manufacturing, production, transportation, and economics associated with illegal narcotics and the chemical precursors used in the processing of narcotics.
- Focusing on threat financing, economic geography
- Focusing on non-state actor activity in the acquisition of chemical, biological and radiological substances and production capabilities
- Create, track, and report Source Directed Requirements and Intelligence Information Report Evaluations

- Develop and maintain points of contact lists for the INSCOM, the Futures Directorate, Army Commands (ACOM's) as well as National, Theater, and supported tactical customers' specific to the mission and execution of duties
- Provide SIGINT analysis in compliance with appropriate USSIDs
- Provide support to informal and serialized product report analysis IAW USSID guidelines for reporting of SIGINT information.
- Digital Network Intelligence (DNI) analysis
- Digital Network Analysis of SIGINT information
- Geo-Spatial Metadata Analysis (GMA) of SIGINT information
- Reverse-engineering of malware and associated analysis
- Support the preparation of and participate in briefings, meetings and site visits
- Provide support to the production of visual aids and documents for briefings, meetings, and site visits.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP) The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP) An information copy of the Government's QASP to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-II / IT-II
ADP-III / IT-III

2.3.3 Additional Security Requirements This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management

2.4.1 Transition - The contractor shall create a Transition Plan for this contract for the specified period of performance.

2.4.2 Program Manager - The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR)

2.5.1 The COR will be identified at the time of contract award:
 HQ, INSCOM, Directorate of Contracting
 COR:
 8825 Beulah Street
 Fort Belvoir, VA 22060-5246

2.5.2 The COR monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy of which is sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.6 Primary Points of Contact The contractor shall identify and designate in writing contractor personnel who will act as the primary point of contact within each Shift / Cell / Team / Branch. Each primary point of contact (Shift / Cell / Team / Branch Lead) shall be the subject matter expert on that section's SOPs, work schedule, and operational requirements. The contractor shall identify and designate in writing contractor personnel who will act as the primary point of contact to the Government during the contractor's lead representative's absence. This/these individual(s) shall be responsible for completing and tracking all assigned tasks normally provided by the contractor's lead representative.

2.7 Constraints [included but not limited to]

- *The National Security Act of 1947, as amended*
- Executive Order (EO) 12958 *Classified National Security Information*, as amended
- EO 12333 *United States Intelligence Activities*, as amended
- EO 12968 *Access to Classified Information*
- Intelligence Community Directive (ICD) Number 501 *Discovery and Dissemination or Retrieval of Information Within the Intelligence Community*
- ICD Number 203 *Analytic Standards*
- ICD Number 206 *Sourcing Requirements for Disseminated Analytic Products*
- ICD Number 208 *Write for Maximum Utility*
- ICD Number 700 *Protection of National Intelligence*
- 4.4.10 ICD Number 701 *Security Policy Directive for Unauthorized Disclosures of Classified Information*
- Directive of Central Intelligence Directive (DCID) 1/8 *Management of National Imagery, Imagery Intelligence, Geospatial Activities, and Related Information*
- DCID 6/1 *Security Policy for SCI and Security Policy Manual*
- DCID 6/5 *Policy for the Protection of Certain Non-SCI Sources and Methods and Implementation Manual*
- DCID 6/6 *Security Controls on the Dissemination of Intelligence Information*
- DCID 6/7 *Intelligence Disclosure Policy*
- DCID 7/5 *Critical Information*
- United States Signals Intelligence Directives (USSID) SP0018 *Legal Compliance and Minimization Procedures*
- AR 380-5 *Department of the Army Information Security Program*.
- AR 380-381 *Special Access Programs (SAPs) and Sensitive Activities*
- AR 380-67 *Personnel Security Program*.
- The various SOPs used (refer to Appendix A).

- Must be able to pass a counterintelligence polygraph.

2.7.1 SOPs

(NOTE: The SOPs [included but not limited to] are classified in nature and are not attached to this document)

- Counter Intelligence, dated 4 Dec 07
- Tactical Overwatch Support Team (TOST), dated 1 Oct 07
- Force Protection - Analyst, dated 25 Oct 06
- Force Protection - Battle CPT, dated 23 Oct 06
- GEO-Spatial, dated 16 Nov 08
- Regional Counterterrorism, dated 1 Oct 08
- Counter Narcotics, no official SOP
- RM, dated 28 JAN 09
- Intelligence Synchronization (IS) dated 31 OCT 06
- SIGINT Technical Development Activity (STDA)
- STDA Procedures - 20 May 2008
- STDA Procedures for Responding to RFIs - 20 May 2008
- STDA SSE Reporting Team Procedures - 31 Jan 2007
- Critic Test and Evaluation Program - 20 May 2008
- SSE Sunni Extremism Team Procedures - 24 Oct 2007
- SSE ICN Team Procedures - 30 May 2008
- STDA Intelligence Oversight - 1 Jul 2008
- ORCON Policy and Procedures - 12 Aug 2008
- STDA DNI Procedures - 5 Aug 2008
- STDA ICN Physical Security Procedures - 28 Feb 2008
- SSE CI Team Procedures - 11 Mar 2008
- STDA Removable Information Storage Device Marking - 20 Mar 06
- STDA Flash Drive Accountability Procedures - 1 Aug 2005
- MASINT

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) see Section J, attachment 5	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.6 Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.2 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format designated by the COR (see Section J, attachment 5).

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the Review)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to

each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed and in the format specified by the COR:

- 3.6.1.1 Due Daily:
- 3.6.1.2 Due weekly:
- 3.6.1.3 Due monthly:
- 3.6.1.4 Due as required:
- 3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure Task Order: ECHO

Contract Line Item No.	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$200,000
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$210,000
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$220,500
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$231,525
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$243,101
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order ECHO

INTELLIGENCE ANALYSIS SUPPORT

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission.	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.5)	100% list of all work elements assigned is documented in an SOP for the office.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review quarterly
PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review

PRS #5. Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media (PWS 3.6)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review
PRS #6. Minimum staffing & qualification standards (PWS 1.2.1.1 Minimum Number of Senior Analysts & 1.2.2.1 Job Qualification Requirement (JQR))	Upon request of the COR, the contractor shall produce all staffing and training records	Contractor meets the staffing levels and qualification standards	Sampling Periodic Review

Exhibit C – DD254 – Task Order ECHO

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <small>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</small>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED Top Secret	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER No. W911W4-09-R-0037-00E	Due Date (YYYYMMDD) 20100331	<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, & Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES (Name, Address, & Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, & Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide Intelligence, Security and Information Operations Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION:				e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify).	
k. OTHER (Specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCI IS PROCESSING IS REQUIRED.	

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

☐

Direct

☒
Through (*Specify*):

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

☒

Yes

☐

No

SEE SCI ADDENDUM

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

☒

Yes

☐

No

SEE SCI ADDENDUM

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

ROBERT G. PETTIT

b. TITLE

CONTRACT MONITOR

c. TELEPHONE (*Include Area Code*)

703-706-2824

d. ADDRESS (*Include ZIP Code*)

8825 Beulah Street
Fort Belvoir, VA 22060-5246

17. REQUIRED DISTRIBUTION

☒
☒
☒
☐
☒
☒

a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE

f. OTHERS AS NECESSARY

e. SIGNATURE

//ORIGINAL SIGNED 08-24-2009//

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

10E. See attachment 1

11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250744Z AUG 09

CONTINUATION OF ITEM 13

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US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

XXX DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

XXX DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

XXX AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

XXX AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACoS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

XXX (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 4.6 TASK ORDER FOXTROT

Rapid Labor Service Support Requirements
U.S. Army Intelligence and Security
Command (INSCOM)
Performance Work Statement (PWS)
G3 Plans, Operations, and Mission Support (PLOPS)
Fort Belvoir, VA 22060-5246
September 2009

1.0 Description of Services/Introduction: The contractor shall provide personnel, equipment, tools, materials, supervision and other items as non-personal services necessary to perform the U.S. Army Intelligence and Security Command (INSCOM) as defined in this Performance Work Statement (PWS). These services are to be performed at the headquarters location on Fort Belvoir and Ft Huachuca, AZ. The contractor shall perform to the requirements set forth in this document that are designed to provide acceptable service levels of performance standards against that the Offeror's performance shall be measured..

1.1 Background The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad

1.2 Objective/Scope. This Task Order defines the tasks required by the Plans and Operations Division to meet the INSCOM mission. The objective of this Task Order is to provide planning and operational support on multiple classified system networks to users at all levels of the Intelligence Community (IC).

1.2.1 Operational Knowledge. Successful completion of the tasks requires operational knowledge of the following:

- How the Army Runs IAW FM1, intelligence operations IAW applicable ARs and FMs, and of Army plans and operations IAW FM 101-5 Staff Organization and Operations.
- Standard office management techniques and procedures and able to operate standard office automation software (MS Office Suite), database systems dissemination tools, and search tools.
- Current US intelligence systems and platforms and their doctrinal employment.
- Intelligence support to war fighting operations.
- Army Training Management cycles and current pre-deployment training/ validation requirements.
- Current US unit Deployments strategies.
- Formats for operations plans (OPLANs), operations summaries (OPSUMs), and orders (OPORDs), warning (WARNOs) and fragmentary orders (FRAGOs), situation reports (SITREPs) and other operational reporting to include tactical reporting in USMTF, standard Intel Estimates, INTREPs and INTSUMs
- Crisis action procedures.
- Military command and control relationships.
- Data Mining techniques for historical documents and current subordinate operations.
- Capabilities for strategic planning.
- National security strategies and the PPBES budgeting cycle.
- Missions of national intelligence agencies.
- Force Modernization cycles and procedures.

- Conducting After Action Reviews.
- Worldwide Individual Augmentation System (WIAS)
- IDTS system.
- AR 500-3
- MOA/MOU
- OPTEMPO
- Standard Office Management Techniques and Procedures

1.2.2 Previous contractor resource applications for like work of a similar size and scope utilized 15 FTE/CME consisting of one (1) each of the following: Project Manager/Senior Intelligence Analyst, and a Military Counter Intelligence Analyst; two (2) each of the following: Senior Strategic Planner, Senior Intelligence Analyst, Military Operations Analyst, and Senior Office Administrator; and five (5) Operations Analysts.

The Government is not recommending nor suggesting that the level of support be provided and the information is only provided to permit an understanding of the sense of the historical effort provided. The Government encourages contractor innovation for maximum effectiveness and efficiency.

1.3 Period of Performance. The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance. The place of performance is HQs INSCOM, Ft Belvoir, VA and local commuting area. Additional travel, both within the U.S. and overseas, may be required for training and customer support. Overtime, extended hours, weekends, and /or shift work may be required to support end-user requirements. The plug rate for ODCs are provided in the Task Order pricing Matrix at Exhibit A for the base period and each option year for ODC's.

1.5 Type of Contract. The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirements for G3 Plans and Operations and Mission Support

INSCOM provides soldiers with the intelligence needed to understand battlefield situations and to focus and leverage combat power. INSCOM agencies conduct a wide range of intelligence production activities, ranging from intelligence preparation for the battlefield to situation development, signals intelligence analysis, imagery exploitation, and science and technology intelligence production. INSCOM also has major responsibilities in the areas of counterintelligence, force protection, electronic warfare, information warfare, and support to force modernization and training. INSCOM's planning and operations include conducting and supporting relevant intelligence, security and information operations for Army, joint and combined forces; optimizing national/theater/tactical partnerships; exploiting leading edge technology, and meeting the challenge of today, tomorrow and the 21st Century.

2.1 Performance Work Statement

2.1.1 The contractor shall provide support for intelligence data management, research, analysis, assessment and recommendations for INSCOM G3 to include reporting, documenting, coordinating, reviewing, monitoring, maintaining, and updating for the following organizations:

- Joint Staff/Army Staff
- HQ Department of Army (HQDA)
- MACOM/COCOM
- INSCOM
- Theater Combatant Commands
- Major Subordinate Commands (MSCs)
- Office of Congressional Legislation Liaison
- Other Government Departments/Organizations

2.1.2 Provide support in the assessment of the current and future combat environments, the evaluation of strategic options, and the assessment of a variety of program issues impacting the Intelligence community across all

the disciplines and make recommendations to include supporting the development of strategies and implementation plans for new initiatives by assessing future capabilities, and long-range goals and objectives.

2.1.3 Provide support for strategic communication planning development for the INSCOM CG to include integration with DA G2s and the Executive Offices of the Headquarters (EOHs) Strategic Communication Plans.

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP). The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan (QASP). An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements.

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, and formal access approval and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

ADP-III / IT-III

2.3.3 The contractor may be required to carry a valid courier letter from the vendor's respective Facilities Security Officer at all times to be able to carry classified information up to TS/SCI level throughout the Metro Washington, DC area.

2.4 Program Management

2.4.1 Transition: The contractor shall create a Transition Plan for this contract in support of the Force Management/Integration task for the specified period of performance.

2.4.2 Program Manager: The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR):**2.5.1** The COR will be identified at the time of contract award:

HQ, INSCOM, Directorate of Contracting
 COR:
 8825 Beulah Street,
 Fort Belvoir, VA 22060-5246

2.5.2 COR: Monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables**DELIVERABLES SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.3.1 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) of attachment 1 to this document	KO, COR
3.3.2 Weekly Status Report	Final work day of the week	1	Electronic copy Microsoft Office (format as designated by COR)	COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c... as specified by COR.	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 DELIVERABLE DOCUMENTATION - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.1 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Status Report

3.3.1 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format established at attachment 1 of this document. All weekly reports for the month will be included as part of the monthly report.

3.3.2 Weekly Status Report- Weekly status report shall be provided to the COR weekly on the last work day of the week for all current and future activities to include results of meetings internal to INSCOM, as well as outside agencies, to include trip reports, as required.

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the event)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

3.6.1.1 Due Daily:

3.6.1.2 Due weekly:

- Weekly Status Report

3.6.1.3 Due monthly:

3.6.1.4 Due as required:

3.6.1.5 Due as specified:

Exhibit A - Individual Task Order Pricing Structure - Task Order: FOXTROT

Contract Line Item No.	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$50,000.
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$52,500.
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$55,125.
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$57,881.
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$60,775.
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Task Order FOXTROT - Informational Quality Assurance Surveillance Plan (QASP)**G3 Plans and Operations**

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Accuracy & Completeness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% review of monthly submission. .	Timeliness: The contractor is required to deliver the report to the INSCOM COR by the 15 th of each month. Accuracy & Completeness – Satisfies Requirements and Objectives.	100% Inspection

<p>PRS #3. Standard Operating Procedures - PRS #3. Standard Operating Procedures - The contractor is required to create (if necessary), review, and update the SOP annually for the work area assigned.</p> <p>(PWS 3.4)</p>	<p>100% list of all work elements assigned be documented in an SOP for the office.</p>	<p>Timeliness: SOP creation within 60 days of contract award. Timeliness: SOP review and updates annually or as required. Accuracy & Completeness: Draft submission not having any significant errors in information, content. Only a single draft submission Final document must be error free.</p>	<p>100% Inspection, Review quarterly</p>
<p>PRS #4. In Process Review - The contractor is required to provide a face-to-face briefing (MS PowerPoint presentation) with the COR and Government Staff</p> <p>(PWS 3.5)</p>	<p>100% preparation and delivery of a briefing based on the monthly reports provided to the COR.</p>	<p>Timeliness: Quarterly as assigned by the COR Accuracy & Completeness: Draft submission not having any significant errors in information, content. Only a single draft submission Final document must be error free.</p>	<p>100% Inspection</p>
<p>PRS #5. Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media</p> <p>(PWS 3.6)</p>		<p>Timeliness: As required or as specified in the PWS Accuracy & Completeness: Draft submission not having any significant errors in information, content. Only a single draft submission Final document must be error free.</p>	<p>100% Inspection</p>

Exhibit C – DD254 - Task Order FOXTROT

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING	
(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED None	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (YYYYMMDD) 20100331
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER W911W4-09-R-0037-00F	Due Date (YYYYMMDD) 20090824	<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES (Name, Address, Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide Intelligence, Security and Information Operations Support, and Data Management Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION:				e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify).	
k. OTHER (Specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

☐

Direct

☒

Through (Specify):

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL
ROBERT G. PETTIT

b. TITLE
CONTRACT MONITOR

c. TELEPHONE (Include Area Code)
703-706-2824

d. ADDRESS (Include ZIP Code)

8825 Beulah Street Fort Belvoir, VA
22060-5246

e. SIGNATURE

//ORIGINAL SIGNED 08-24-2009//

17. REQUIRED DISTRIBUTION

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE

f. OTHERS AS NECESSARY

DD Form 254 (BACK),

DEC 1999

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*

11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250745Z AUG 09

SECTION 13 CONTINUATION

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

_____ DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

_____ DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

_____ AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

_____ AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

_____ (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

_____ (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

_____ (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 4.7 - TASK ORDER GOLF

Rapid Labor Service Support Requirements
 U.S. Army Intelligence and Security Command (INSCOM)
 Performance Work Statement (PWS)
 Army Counterintelligence (CI) and Human Intelligence (HUMINT) Modernization Program
 Fort Belvoir, VA 22060-5246
 September 2009

1.0 Description of Services/Introduction The contractor shall provide personnel, management support, and other items as such non-personal services necessary to support the U.S. Army Intelligence and Security Command (INSCOM) and Army G2X as defined in this Performance Work Statement (PWS). This Performance Work Statement (PWS) is a statement of the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all prices.

1.1 Background The mission of the U.S. Army Intelligence and Security Command (INSCOM), a major Army command, is to conduct dominant world-class intelligence, security and information operations for military commanders and national decision-makers. INSCOM also conducts a wide range of production activities, ranging from intelligence preparation of the battlefield to situation development, signal intelligence analysis, imagery exploitation, and scientific/technical intelligence production. INSCOM has major responsibilities in the areas of counterintelligence, force protection, electronic and information warfare, training, and force management. INSCOM is a global command with multiple major subordinate commands (MSCs). INSCOM's units are located worldwide to provide tailored intelligence support. All further references to INSCOM throughout this document include its major subordinate commands and other subordinate units located in the United States and abroad.

1.1.1 Background Army Counterintelligence (CI) and Human Intelligence (HUMINT) Modernization The U.S. Army G2X provides information management and technology assessment to the intelligence community. The mission of the U.S. Army G2X staff is to conduct dominant world-class intelligence for military commanders and national decision-makers. The Army G2X provides oversight of Counterintelligence (CI) and Human Intelligence (HUMINT) Architecture and Modernization initiatives. The Army G2X also works with Army Service Component Commands (ASCC) in all Theaters and provides operational guidance and support to their efforts related to the Global War on Terrorism (GWOT). All further references to Army G2X throughout this document include its supportive relationships with various Combatant Commands, National and Service Intelligence Community agencies, and D2X, G2X, and J2X staffs located in the United States and abroad.

1.2 Objective/Scope. This objective of this Performance Work Statement (PWS) is to provide CI/HUMINT support to the G2X. - The CI/HUMINT Architecture and Technical Modernization accomplishes assigned missions by providing support for MI units worldwide, at both fixed and deployed locations, on systems and tools used by CI/HUMINT personnel; oversees requirements for CI and HUMINT tools and configurations for Distributed Common Ground System – Army (DCGS-A) to better enable all MI units to leverage DCGS capabilities; exercises end-to-end Architecture and Modernization initiatives for the CI and HUMINT components of the United States Army; and ensures that CI and HUMINT fielding initiatives are sustained by the Army G2X until those systems and tools can be transferred to Programs of Record (POR) or other Intelligence organizations for sustainment and management.

1.2.1 FY09 historical data had the level of effort for this task for one senior-level and four journeyman-level operations analysts and included the execution of systems and tools budgets in excess of 50 million dollars per annum. The number of managed tools and systems was in excess of twelve, depending on POR transition and customer requirements received.

1.2.2 The contractor must be able to demonstrate expert knowledge and functional/technical experience in CI/HUMINT tools to include but not limited to the following:

- Portico
- Portico Next Evolution
- HOT-R [DIA reporting tool]

- Global Rapid Response Intelligence Package (GRRIP)
- Preliminary Credibility Assessment Screening System (PCASS)
- CI/HUMINT Automated Reporting and Collection System (CHARCS)
- Tech OPS
- Related Automation and Communication tools and systems

1.2.2.1 The contractor must be able to demonstrate expert knowledge and practical experience in the following areas:

- Trusted Agents
- CI missions
- HUMINT missions
- US Army and DoD Acquisition Program Management policies and regulations
- Continuous Performance Improvement (CPI)
- MS Office, to include Excel, Word, Access, and PowerPoint
- Classroom instruction
- Course development
- Flag-level staff protocols

1.3 Period of Performance. The Period of Performance for this task order will be one (1) base year plus four (4) one year options.

1.4 Place of Performance and Hours of Operation.

1.4.1 The place of performance for this contract will be at Pentagon, Washington DC, and HQ INSCOM, Ft. Belvoir, VA and may require CONUS and OCONUS travel. Travel may be required up to 25% of the time. The cost of travel is provided for in the Other Direct Costs (ODC) plug amount in the pricing matrix Exhibit A.

1.4.2 Tasks will normally be performed during an eight (8) hour work day and must incorporate the INSCOM established core hours of 0900 through 1500 hours. The contractor shall be prepared to provide a 24 hour shift capability to meet possible surge and contingency requirements.

1.5 Type of Contract - The Government anticipates award of a Firm Fixed Price (FFP) Task Order for the accomplishment of the tasks in this PWS.

2.0 Requirement for Army Counterintelligence (CI) and Human Intelligence (HUMINT) Modernization Program Support

2.1 Performance Work Statement

2.1.1 The contractor shall provide support Army G2X Counterintelligence and Human Intelligence Architecture and Modernization initiatives, as follows:

2.1.1.1 Portico - Portico is an investigative information management system that acts as a warehouse, consolidating investigative, operational, and intelligence information. Portico standardizes the collection, storage, and dissemination of intelligence information reports, as well as source information, analysis, and production, thereby creating a seamless system in which all items and agencies interact to support the national CI structure. To support Portico, the contractor shall:

- Provide support for the updating of inputs to Army policy, doctrine, and procedures for the employment of Portico in an operational setting and to meet Army requirements to enable Portico as a deployable CI capability.
- Provide support as a "Trusted Agent" to technically manage all subordinate Portico Trusted Agents within the Army Counterintelligence Coordinating Authority (ACICA), ASCC G2X's, MI Brigades, and the 902nd and 650th MI Groups.
- Participate in Portico-related meetings and provide a summary of meeting discussion points
- Provide support for the development of policy, doctrine, and procedures for other CI/ HUMINT tools and systems being provided by other Army, service, or agency acquisition-managed programs.
- Actively participate in CPI and provide value-added recommendations and solutions to the Army G2X for improving Portico to meet Army requirements.

2.1.1.2 Architecture

The contractor shall support CI/HUMINT Architecture development initiatives. This support shall include but is not limited to:

- Development and review of combat developments and doctrinal and ASCC and COCOM requirements
- Development and review of Operational Needs Statements (ONS)
- Development and review of joint capabilities integration
- Development and review of Functional Requirement Documentation
- Research and preparation of documentation to support policy development related to CI/HUMINT Architecture
- Interpret received requirements related to Architecture and provide recommended solutions
- Draft policy documents
- Actively participate in CPI and provide value-added recommendations and solutions to improve CI/HUMINT Architecture

2.1.1.3 Mobile Training Team (MTT)

The contractor shall provide support for: Course Development and MTT services on specified tools and systems required by intelligence units and training facilities to execute validated mission activities. This task is to “train the trainer” and entails limited (possibly one-time) use of training materials, sufficient to transition training on the associated tool/system to a *bona fide* DoD training cadre.

2.1.1.4 CI/ HUMINT

The contractor shall provide support for:

- Identification and documentation of CI/ HUMINT operational requirements,
- Analysis of needs,
- Development of reports, white papers, and information papers,
- Development and validation of operational concepts,
- Tracking equipment (systems and tools) throughout Army,
- Training tactics and procedures (TTP),
- Concept of Operations (CONOP),
- Standard Operating Procedure (SOP),
- Quick Reaction Capability (QRC)
- Oversight of operational and systems integration activities,
- Testing, evaluation, and assessment.
- Accessing systems and tools to include, but not limited to,
 - Interrogation
 - Source validation and deconfliction
 - Media, cell and document exploitation
- CI/ HUMINT collection tasking and reporting
- Intelligence analysis and fusion
- CI investigations
- CI/ HUMINT operations

2.2 Quality Assurance

2.2.1 Quality Control Plan (QCP) The Offeror shall be responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract. The Offeror shall be responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results of this contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor’s QCP shall be the means by which the contractor assures that the work complies with the requirements of the contract. The QCP is due concurrent with the proposal submission.

2.2.2 Quality Assurance Surveillance Plan An information copy of the Government's Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP has been included as a guideline. Upon acceptance of the QCP, the Government will finalize its QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The Government will evaluate the contractor's performance under this contract in accordance with the QASP.

2.3 Security Requirements

2.3.1 Contractor personnel must have and maintain a TOP SECRET/SCI clearance with Special Background Investigation (SBI) and be able to attain SI, TK, G, and HCS access. Personnel must sign a Non-Disclosure Statement. A current Counter-Intelligence Scope Polygraph may be required. Personnel must perform within the security limitations of [AR 381-10](#), USSID 1800, and other appropriate security regulations according to their intelligence disciplines.

2.3.2 All individuals requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their IT position/category. Additional position category and investigation guidance is available in [DOD 5200.2-R](#). As referenced from [AR 25-2](#), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570) and need to know. (DoD Directive 8570) ADP/IT positions are as follows:

- ADP-III / IT-III

2.3.3 Additional Security Requirements This effort requires access to classified Government information at U.S. Government only. Additional requirements are contained in the [DD Form 254](#).

2.4 Program Management

2.4.1 Transition The contractor shall create a Transition Plan for this contract in support of the task for the specified period of performance.

2.4.2 Program Manager The contractor shall identify the Program Manager (PM) and the alternate who are responsible for this contract. These persons are to be identified as "Key personnel IAW all ID/IQ contract clauses concerning key personnel.

2.4.2.1 The PM is responsible for the coordination of project activities and client contact. The PM shall be responsible directly for scheduling, tracking, risk analysis, cost management, variances, change management, evaluating, and controlling the project. The PM and alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.5 Contracting Officer's Representative (COR)

2.5.1 The COR will be identified at the time of contract award:

HQ, INSCOM, Directorate of Contracting
COR:
8825 Beulah Street
Fort Belvoir, VA 22060-5246

2.5.2 The COR monitors all technical aspects of the contract and assists in contract administration. A letter of COR designation is issued to the COR with a copy sent to the contractor, stating the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

3.0 Deliverables

DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
3.2 Transition Plan	Within 30 days of Task Order award and updated annually	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.3 Monthly Status Report	Monthly (by 15 th) of the month	2	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR) see Section J, attachment 5	KO, COR
3.4 In-Process Review (IPR) Documents	Quarterly IPR briefings	1	Hard Copy plus Electronic copy Microsoft Office (format as designated by COR)	COR
3.5 Standard Operating Procedures (SOP)	Deliver SOP 90 days after award. Maintain and Update as necessary; Review Quarterly	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR)	COR
3.6 Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media	1. As required. 2.a Deliver 3 working days (when practical) prior to Event or 2b.NLT 30 days of completion of the activity, or 2c. As set forth in the PWS, or 2d.. as specified by COR.	1	Hard Copy plus Electronic copy in Microsoft Office (format as designated by COR); other electronic media as appropriate and applicable	COR

3.1 Deliverable Documentation - Government personnel will review the materials presented and evaluate them for accuracy and completeness. The Government will notify the contractor of deliverable acceptance within five (5) working days of receipt of the deliverable. All days in proposed schedules are calendar days unless otherwise stated. Each deliverable will be provided to the COR.

3.1.2 Technical Data Rights - All software, version and release updates and technical documentation, to include source code, user's manuals, and office documentation, to include SOPs, shall become the property of the Government upon delivery.

3.2 Transition Plan - Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on contractor. The Plan shall be updated annually.

3.3 Monthly Status Report status reports shall be provided to the KO and COR by the 15th of each month using the format designated by the COR (see Section J, attachment 5).

3.4 In Progress Review (IPRs) - Conduct quarterly IPRs at a mutually agreeable time to be scheduled at the beginning of this contract. Discuss at a minimum the following topics:

- Agenda (required five (5) working days prior to the Review)
- Task Review and schedule/Action Items Past and Future
- Contractor Manpower Reporting System (CMR) information
- Review by Task
- Schedule by Task
- Previous Month's Activities by task
- Financial Report
- Planned Activities for next month by task
- Issues
- Actions required by INSCOM
- Summary

3.5 Standard Operating Procedures (SOP) - Document and provide to the Government, an SOP and process flow diagram if required, that will be updated continually and published at least quarterly to the Government.

3.6 Briefings, Publications, Reports, Plans, Recommendations, Analyses, Notes, Presentations, Articles, Various media - The contractor is required to prepare and present to the Government all documentation relevant to each of the tasks set forth herein. Said documents shall be submitted in the appropriate formats and shall be on an "as required" basis.

3.6.1 Specific work products for this task include, but are not limited to the following: TBD after award or during performance as needed.

- 3.6.1.1 Due Daily:
- 3.6.1.2 Due weekly:
- 3.6.1.3 Due monthly:
- 3.6.1.4 Due as required:
- 3.6.1.5 Due as specified:

.

Exhibit A - Individual Task Order Pricing Structure - Task Order: GOLF

Contract Line Item No.	DESCRIPTION	PRICE
0001	Fixed Priced Labor	
0002	ODC	\$170,100
0003	Data	NSP
0004	Manpower Reporting	
TOTAL	BASE YEAR PRICE	
1001	Fixed Priced Labor	
1002	ODC	\$178,605
1003	Data	NSP
1004	Manpower Reporting	
TOTAL	OPTION YEAR 1 PRICE	
2001	Fixed Priced Labor	
2002	ODC	\$187,535
2003	Data	NSP
2004	Manpower Reporting	
TOTAL	OPTION YEAR 2 PRICE	
3001	Fixed Priced Labor	
3002	ODC	\$196,912
3003	Data	NSP
3004	Manpower Reporting	
TOTAL	OPTION YEAR 3 PRICE	
4001	Fixed Priced Labor	
4002	ODC	\$206,758
4003	Data	NSP
4004	Manpower Reporting	
TOTAL	OPTION YEAR 4 PRICE	
TOTAL	FIVE (5) YEAR CUMMULATIVE	

The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of this schedule, to be consistent for the entire performance period. RATE: _____%

Exhibit B - Informational Quality Assurance Surveillance Plan (QASP) - Task Order GOLF**Army Counterintelligence (CI) and Human Intelligence (HUMINT) Modernization Program**

The following contract requirements are considered essential in the successful performance of the contractors under the OMNIBUS III Contracts. Measurement of these key requirements and associated metrics provide the basis for improving vendor performance, customer satisfaction, and Government to vendor relationships. The Government will measure contractors' performance, by establishing the monitoring techniques and surveillance of acceptable levels of quality and service.

This QASP is provided for informational purposes only. Upon award of the task order, the Government will finalize this QASP.

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1. Transition Plan. The contractor is responsible for the completion of a Transition plan that recommends the steps required to transition business application operations from the current contractor service provider back to INSCOM and/or the follow-on service provider at the conclusion of the contract. (PWS 3.2)	This plan shall include provisions for the return of all Government furnished property and the disposition of any contractor proprietary tools that may have been installed to support business application operations such that INSCOM and/or the follow-on service provider may remain fully operational up to the standards established before exit.	Timely - Within 30 days of contract award and updated annually. Correctness – Satisfies Requirements and Objectives. Draft on-time submission and no more than one draft and one final document.	100% Inspection, Review
PRS #2. Monthly Status Report. The contractor shall provide a monthly status report to the COR. (PWS 3.3)	100% on time delivery of monthly submission.	The contractor is required to deliver an acceptable report by the 15 th of each month.	100% Inspection, Review.
PRS #3. Standard Operating Procedures - The contractor is required to review and update the SOP when applicable for the work area assigned. If no SOP exists, one is to be created. (PWS 3.5)	100% list of all work elements assigned is documented in an SOP for the office.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review quarterly
PRS #4. In Process Review - The contractor is required to provide briefings with the COR and Government Staff (PWS 3.4)	100% on time preparation and delivery of a briefing based on the monthly reports provided to the COR.	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review

PRS #5. Briefings, Publications, Reports, Plans, Analyses, Recommendations, Notes, Presentations, Articles, DTS, Various media (PWS 3.6)	100% on time preparation and delivery of all documents	Draft on-time submission and no more than one draft and one final document Timely – Within the time frame specified by COR	100% Inspection, Review
PRS #6. Minimum staffing & qualification standards	Upon request of the COR, the contractor shall produce all staffing and training records	Contractor meets the staffing levels and qualification standards	Sampling Periodic Review

Exhibit C – DD254 – Task Order GOLF

DEPARTMENT OF DEFENSE				1. CLEARANCE AND SAFEGUARDING	
CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED Top Secret	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYYYMMDD) 20090824
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER No W911W4-09-F-0037-00G	Due Date (YYYYMMDD) 20100331	<input type="checkbox"/>	c. FINAL <i>(Complete Item 5 in all cases)</i>	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICES <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
INSCOM OMNIBUS Contractor will provide; General Engineering and Systems Operational Support; Intelligence, Security and Information Operations Support, and Data Management Support.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER <i>(Specify)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCI IS REQUIRED.		

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

☐

Direct

☒

Through (Specify):

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED. Request for release of other than SCI must be approved by the Contract Monitor

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒

Yes

☐

No

SEE SCI ADDENDUM

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

ROBERT G. PETTIT

b. TITLE

CONTRACT MONITOR

c. TELEPHONE (Include Area Code)

703-706-2824

d. ADDRESS (Include ZIP Code)

8825 Beulah Street
Fort Belvoir, VA 22060-5246**17. REQUIRED DISTRIBUTION**
☒
☒
☒
☐
☒
☒

a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE

f. OTHERS AS NECESSARY

e. SIGNATURE

//ORIGINAL SIGNED 08-24-2009//

DD Form 254 (BACK)

DEC 1999

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

11c. Classified material shall be safeguarded and marked in accordance with the National Industrial Security Program Operating Manual (NISPOM-DOD 5220.22-M). Instructions governing security classification downgrading and/or declassification of documents generated by the contractor will be provided by the COR for each individual task order.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

17f. (continued)

1. Contract Support Element
2. Contract Monitor
3. Contractor CSSO/FSO

DONALD VENNEMAN
CSE/Industrial Security Specialist
CONCUR/NONCONCUR

Approved by CSE 250745Z AUG 09

SECTION 13 CONTINUATION SECTION

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCIF (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the CM)

XXX Imagery Policy Series (Available from the CM)

XXX DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

XXX DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

XXX AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

XXX AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other

XXX (2) Contract estimated completion date: 20100331 **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the Government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract Monitor (CM) for the SCI portion of this contract is: Pettit, Robert G (703)706-2824 rgpetti@mi.army.mil 8825 BEULAH STREET FT BELVOIR, VA (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): TBD TBD TBD@TBD.TBD (The Contract Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the CM for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

XXX (9) This contract requires a contractor SCIF.

XXX (10) This contract requires ☒ (SI) ☒ (TK) ☒ (G) ☒ (HCS) (Add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: The contractor will perform SCI work under this contract at the following locations: HQ, USAINSCOM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246, CONUS and OCONUS U.S. installations as directed by the Contract Monitor.

Attachment 5 - Sample Monthly Report**Company Name (Month, 20XX)****Contract Number: W911W-09-D-00**_____**Report Type:** ☐ **Contract****Task Order No.** _____**1. Status of Work Performed.**

List the tasks performed by the name of the individuals who contributed to them. It makes it easier for the Government to track who is the expert on the individual tasks. If more than one individual performed the task, then list multiple names.

2. Schedule of Projected Work Next 120 Days.**3. Significant Issues.****4. Meetings Attended/Projected.****5. Leave/TDY.****6. Status of Clearances.**

7. Status of Funds. This following chart showing Ceiling, Authorized, Spent, and Projected funding lines is recommended.

Name	Labor Category	Price		Month
			Hours	
			Price	
			Hours	
			Price	
			Hours	
			Price	
Price:			Price:	
Funded Labor:				
Funded Travel:				
Funded Total:				
Month/ Year			Cumulative Hours	Cumulative Price
Customer Site:				
Contractor Site:				
			Travel:	
			Total Cumulative Price:	
			Remaining Funded:	

Attachment 6 Past Performance Questionnaire

The information that you provide will be used as part of the evaluation to award federal contracts. Therefore, it is important that your information be as factual, accurate and complete as possible to preclude the need for follow-up by the evaluators. Offerors, please complete Part I of this Questionnaire and return the entire Questionnaire via e-mail INSCOMOMNIBUS3@us.army.mil to the attention of the Contracting Officer, no later than 15 days from date specified in block 3, Effective Date, of the solicitation (W911W4-09-R-0037).

NOTE: Offerors are to provide a separate questionnaire for each relevant mission/business critical/comparable/similar project.

Thank you.

PART I. (To be completed by the Offeror)

A. CONTRACT IDENTIFICATION

- Contractor/Company Name/Division:
- Address:
- Program Identification/Title:
- Government Point of Contact:
- Government Title:
- Government Telephone Number:
- Government FAX Number:
- Government E-mail Address:
- Contract Number:
- Contract Type:
- Prime Contractor Name (if different from the contractor name cited above):
- Contract Award Date:
- Forecasted and Actual Contract Completion Date:
- Forecasted and Actual Contract Award Amount:
- Nature of the Contractual Effort or Items Purchased:
- Contract Subcontracting % Goals for FAR Part 19 participants (Small Business, Small Disadvantaged Business, etc.) and Actual Contract % Subcontracted

B. IDENTIFICATION OF OFFEROR'S REPRESENTATIVE COMPLETING PART I OF THIS QUESTIONNAIRE

- Name:
- Title:
- Date:
- Telephone Number:
- FAX Number:
- Address:
- E-mail Address

PART II EVALUATION (To be completed by the Point of Contact Cited in Part I, Section A CONTRACT IDENTIFICATION – Government Respondent)

NOTE: If you, as the Point of Contact, do not have knowledge of or experience with the company in question, please forward **this Questionnaire** to the person who may have the information and notify by e-mail to INSCOMOMNIBUS3@us.army.mil attention: Contracting Officer the name and contact information of that individual.

Please provide your candid responses.

A. Compliance of Products, Services, Documents, and Related Deliverables to Specification Requirements and Standards of Quality.

- ☐ Exceeds Contractual Requirements (Explanation must be provided in Comments field below)
☐ Meets Contractual Requirements
☐ Failed to Meet Contractual Requirements (Explanation must be provided in Comments field below)

Comments:

B. Effectiveness of Project Management (to include use and control of subcontractors).

- ☐ Exceptional (Explanation must be provided in Comments field below)
☐ Satisfactory
☐ Unsatisfactory (Explanation must be provided in Comments field below)

Comments:

C. Timeliness of Performance for Services and Product Deliverables, including the Administrative Aspects of Performance.

- ☐ Exceeds Contractual Requirements (Explanation must be provided in Comments field below)
☐ Meets Contractual Requirements
☐ Failed to Meet Contractual Requirements (Explanation must be provided in Comments field below)

Comments:

D. Effectiveness in Forecasting and Managing Project Cost/Price.

- ☐ Exceptional (Explanation must be provided in Comments field below)
☐ Satisfactory
☐ Unsatisfactory (Explanation must be provided in Comments field below)

Comments:

E. Commitment to Customer Satisfaction and Concern for its Customers' Interest.

- ☐ Exceptional (Explanation must be provided in Comments field below)
☐ Satisfactory
☐ Unsatisfactory (Explanation must be provided in Comments field below)

Comments:

F. Commitment to responsibilities under FAR 52.219-8 -- Utilization of Small Business Concerns.

- ☐ Highly Satisfied (Explanation must be provided in Comments field below)
☐ Satisfied
☐ Not Satisfied (Explanation must be provided in Comments field below)

Comments:

G. Overall Satisfaction.

- ☐ Highly Satisfied (Explanation must be provided in Comments field below)
☐ Satisfied
☐ Not Satisfied (Explanation must be provided in Comments field below)

Comments:

General Comments. Provide any other relevant performance information.

H. Given this contractor's performance, would you choose to contract with them again?

☐ Yes

☐ No

Other Information Sources.

Please provide the following information:

Are you aware of other relevant past efforts by this company?

If yes, please provide the name and telephone number of a point of contact:

Respondent Identification. - Please provide the following information:

- Government Organization:
- Address:
- Name:
- Government Title:
- Date:
- Telephone Number:
- Fax Number:
- E-mail Address:

PART III. RETURN INFORMATION

Please complete Part I of this Questionnaire and return the entire Questionnaire via e-mail to INSCOMOMNIBUS3@us.army.mil attention: Contracting Officer, no later than 15 days from date specified in block 3, Effective Date, of the solicitation (W911W4-09-R-0037).

Thank you for your assistance.

Attachment 7 - Non-Disclosure Agreement**NON-DISCLOSURE AGREEMENT**

I, _____, an employee of _____ (heretofore referred to as "CONTRACTOR") will have access to non-public information of the U.S. Army Intelligence and Security Command (INSCOM), specifically the INSCOM site maps/plans, floor plans and utility plan drawings, in electronic or hard copy format or both. I agree to and understand the following:

1. INSCOM is providing these documents and drawings to expedite contractor performance and as a cost savings measure both to the contractor and to the Government. This is intended to minimize to the greatest extent possible the day-to-day requests for these documents from the contractor to the Government.
2. It is the intent of INSCOM to protect and prevent access to and disclosure of non-public information, such as the above-referenced INSCOM documents and drawings to anyone other than employees of the U.S. Army with an official need to know such information or to contractors or subcontractors who need such information to perform a service via an existing contract with the U.S. Army. The CONTRACTOR shall not reproduce or copy these files or discs for further dissemination for any reason without the expressed knowledge and permission of the Government.
3. That as an employee of the CONTRACTOR I may have or require access to such INSCOM non-public information.
4. I shall not seek access to non-public information beyond what is required in support of our Government contract.
5. I will ensure that my status as an employee of the CONTRACTOR is known when seeking access to and receiving such non-public information from INSCOM employees.
6. I will not use or disclose any such information for any purpose other than performing my duties in furtherance of my company's current contract and will not use or disclose the information in furtherance of any personal or other commercial purpose. I will exercise sound discretion in disclosing and or transferring any information contained in the documents and drawings.
7. I hereby agree not to transfer any entire site plan set, drawing set, or file set to any subcontractors unless said subcontractor(s) are required to have such information in order to perform a legitimate Government function or service under this contract.
8. I further agree not to transfer entire electronic files to any subcontractors unless said subcontractor(s) are required to have such information in order to perform a legitimate Government function or service under this contract.
9. If I become aware of any improper release or disclosure of such non-public information, I will promptly advise the contracting officer in writing of the disclosure immediately upon my knowledge of the release.
10. If I retain any Government proprietary information (in lieu of returning the information or destroying the information), I will take all reasonable steps to ensure that this information is protected from unauthorized release or dissemination. Further, if the Government proprietary information is retained electronically, I will ensure that it is properly safeguarded.
11. I will not disclose or use information obtained in any manner inconsistent with the laws, regulations, or policies of the U.S. Government or any agency thereof, including, but not limited to the Freedom of Information Act and the Procurement Integrity Act.
12. I further agree not to provide any non-public information to any person unless said person(s) are required to have such information in order to perform a legitimate Government function or service via an existing contract with the U.S. Army.
13. I will not further disseminate any of the non-public information referenced above to any individual without the expressed or implied permission of the contracting officer or his/her contracting officer's representative.
14. Further, I understand that an improper disclosure of non-public information could subject me to criminal or civil penalties.

15. Upon expiration of Contract Number (To be added at contract award) I will return or destroy all hard copies, discs, or computer files of any and all non-public information documents and drawings. Or upon termination of my employment with the CONTRACTOR I will ensure that the recipient of all such items in my possession or under my control at the time has executed a Non-Disclosure Agreement relative to this matter.

NAME (Printed)

SIGNATURE

EMPLOYER

DATED

This statement is made within the jurisdiction of the United States Government and could subject signatory to penalties pursuant to 18 USC 1001, False Statements.

Attachment 8 – Security Checklist

SECURITY CHECKLIST	
Security Element	Proposal Reference(s):(page(s) & paragraph(s))
Policies & Procedures: Compliance with RFP Security Requirements and DD Form 254 – ID/IQ Contract Level	
Registration in Army Contractor Automated Verification System (ACAVS)	
National Industrial Security Program Manual (NISPOM) Accredited Contractor Special Security Officer (CSSO)	
NISPOM Accredited Facility Security Officer (FSO)	
Contractor Personnel Security Training Regimen	
Accredited Automated Information System (AIS) for Sensitive Compartmented Information (SCI) – <i>Service Areas 2 and 3 only</i>	
Status of Key Personnel Clearances	
<i>(If needed)</i> Access to Sensitive Compartmented Information Facility (SCIF)	

Section K - Representations, Certifications and Other Statements of Offerors

SECTION K**SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

K.1	52.252-2	Clauses Incorporated by Reference	Feb 1998
K.2	52.204-3	Taxpayer Identification	OCT 1998
K.3.	52.215-6	Place of Performance	OCT 1997
K.4	52.219-1	Small Business Program Representations	MAY 2004
K.5.	52.222-22	Previous Contracts and Compliance Reports	FEB 1999
K.6.	52.222-25	Affirmative Action Compliance	APR 1984
K.7.	52.223-13	Certification of Toxic Chemical Release Reporting	AUG 2003
K.8.	52.226-2	Historically Black College or University and Minority Institution Representation	OCT 2008
K.9.	52.230-1	Cost Accounting Standards Notices and Certification	OCT 2008
K.10	52.204-7007	Alternate A, Annual Representations and Certifications	JAN 2008
K.11.	52.204-8	Annual Representations and Certifications	FEB 2009

K.1	52.252-2	Clauses Incorporated by Reference	Feb 1998
52.203-11		Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	SEPT 2007
52.204-5		Women-Owned Business (Other Than Small Business)	MAY 1999
52.222-38		Compliance with Veterans' Employment Reporting Requirements	DEC 2001

K.2 52.204-3 Taxpayer Identification OCT 1998

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of [31 U.S.C. 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. 6041, 6041A, and 6050M](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) [4.904](#), the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government ([31 U.S.C. 7701\(c\)\(3\)](#)). If the resulting contract is subject to the payment reporting requirements described in FAR [4.904](#), the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

- ☐ Offeror is an agency or instrumentality of a foreign Government;
- ☐ Offeror is an agency or instrumentality of the Federal Government.
- (e) Type of organization.
- ☐ Sole proprietorship;
- ☐ Partnership;
- ☐ Corporate entity (not tax-exempt);
- ☐ Corporate entity (tax-exempt);
- ☐ Government entity (Federal, State, or local);
- ☐ Foreign Government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other _____.
- (f) Common parent.
- ☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- ☐ Name and TIN of common parent:
- Name _____
- TIN _____

K.3. 52.215-6Place of Performance**OCT 1997**

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance (Street Address, City, State, County, ZIP Code)	Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Respondent
_____	_____
_____	_____

K.4 52.219-1Small Business Program Representations**MAY 2004**

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is:

Service Area 1 - 561110

Service Area 2 - 541513

Service Area 3 - 541990

(2) The small business size standard is as follows:

Service Area 1 - \$7M

Service Area 2 - \$25M

Service Area 3 - \$7M

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

(b) Representations.

(1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

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

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

(5) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

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

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

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision—

“Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

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

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

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

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

“Veteran-owned small business concern” means a small business concern—

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

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

“Women-owned small business concern” means a small business concern—

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

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

(d) Notice.

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

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

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

K.5 52.222-22 Previous Contracts and Compliance Reports**FEB 1999**

The offeror represents that—

- (a) It ___ has, ___ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It ___ has, ___ has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.6 52.222-25 Affirmative Action Compliance**APR 1984**

The offeror represents that—

- (a) It ___ has developed and has on file, ___ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or
- (b) It ___ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.7 52.223-13 Certification of Toxic Chemical Release Reporting**AUG 2003**

(a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership in Environmental Management, requires submission of this certification as a prerequisite for contract award.

(b) By signing this offer, the offeror certifies that—

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) ([42 U.S.C. 11023](#)) and section 6607 of the Pollution Prevention Act of 1990 (PPA) ([42 U.S.C. 13106](#)), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons:
[Check each block that is applicable.]

- [] (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed in 40 CFR 372.65;
- [] (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, [42 U.S.C. 11023\(b\)\(1\)\(A\)](#);

[] (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, [42 U.S.C. 11023\(f\)](#) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

[] (iv) The facility does not fall within the following Standard Industrial Classification (SIC) codes or their corresponding North American Industry Classification System sectors:

(A) Major group code 10 (except 1011, 1081, and 1094).

(B) Major group code 12 (except 1241).

(C) Major group codes 20 through 39.

(D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal and/or oil for the purpose of generating power for distribution in commerce).

(E) Industry code 4953 (limited to facilities regulated under the Resource Conservation and Recovery Act, Subtitle C ([42 U.S.C. 6921](#), et seq.), or 5169, or 5171, or 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis); or

[] (v) The facility is not located in the United States or its outlying areas.

K.8 52.226-2 Historically Black College or University and Minority Institution Representation OCT 2008

(a) Definitions. As used in this provision—

“Historically black college or university” means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

“Minority institution” means an institution of higher education meeting the requirements of Section 365(3) of the Higher Education Act of 1965 ([20 U.S.C. 1067k](#)), including a Hispanic-serving institution of higher education, as defined in Section 502(a) of the Act ([20 U.S.C. 1101a](#)).

(b) Representation. The offeror represents that it—

_____ is _____ is not a historically black college or university;

_____ is _____ is not a minority institution.

K.9 52.230-1 Cost Accounting Standards Notices and Certification OCT 2008

As prescribed in [30.201-3](#), insert the following provision:

Cost Accounting Standards Notices and Certification (Oct 2008)

Note: This notice does not apply to small businesses or foreign Governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement—Cost Accounting Practices and Certification

(a) Any contract in excess of \$650,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR

9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

☐ (1) Certificate of Concurrent Submission of Disclosure Statement. The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

☐ (2) Certificate of Previously Submitted Disclosure Statement. The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

☐ (3) Certificate of Monetary Exemption. The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

☐ (4) Certificate of Interim Exemption. The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contractor subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards—Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

o The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contractor subcontract of \$50 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ YES

☐ NO

K.10 252.204-7007 Alternate A, Annual Representations and Certifications JAN 2008

As prescribed in [204.1202](#), substitute the following paragraph (c) for paragraph (c) of the provision at FAR 52.204-8:

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <https://orca.bpn.gov/>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

K.11 52.204-8 Annual Representations and Certifications FEB 2009

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is:

SERVICE AREA 0001- 561110

SERVICE AREA 0002- 541513

SERVICE AREA 0003- 541990

(2) The small business size standard is \$7M for Service Areas 1 and 3; \$25M for Service Area 2.

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

(b) (1) If the clause at [52.204-7](#), Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at [52.204-7](#) is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of

completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

☐ (i) Paragraph (d) applies.

☐ (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) [52.203-2](#), Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in [Part 13](#);

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$100,000.

(iii) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the clause at [52.204-7](#), Central Contractor Registration.

(iv) [52.204-5](#), Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vi) [52.214-14](#), Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(vii) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(viii) [52.219-1](#), Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(ix) [52.219-2](#), Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(x) [52.222-22](#), Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at [52.222-26](#), Equal Opportunity.

(xi) [52.222-25](#), Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at [52.222-26](#), Equal Opportunity.

(xii) [52.222-38](#), Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiii) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xiv) [52.223-4](#), Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xv) [52.225-2](#), Buy American Act Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).

(xvi) [52.225-4](#), Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$67,826, the provision with its Alternate II applies.

(xvii) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xviii) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan—Certification.

(xix) [52.226-2](#), Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at [52.219-23](#), Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

___ (i) [52.219-19](#), Small Business Concern Representation for the Small Business Competitiveness Demonstration Program.

___ (ii) [52.219-21](#), Small Business Size Representation for Targeted Industry Categories Under the Small Business Competitiveness Demonstration Program.

___ (iii) [52.219-22](#), Small Disadvantaged Business Status.

___ (A) Basic.

___ (B) Alternate I.

___ (iv) [52.222-18](#), Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (v) [52.222-48](#), Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

___ (vi) [52.222-52](#), Exemption from Application of the Service Contract Act to Contracts for Certain Services—Certification.

___ (vii) [52.223-9](#), with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).

___ (viii) [52.223-13](#), Certification of Toxic Chemical Release Reporting.

___ (ix) [52.227-6](#), Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (x) [52.227-15](#), Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA

database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR [4.1201](#)); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

Section L - Instructions, Conditions and Notices to Bidders

SECTION L**SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS**

TABLE OF CONTENTS

L.1	52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)
L.2	52.233-2 SERVICE OF PROTEST (SEP 2006)
L.3	52.216-1 TYPE OF CONTRACT (APR 1984)
L.4	SPECIAL NOTICE – USE OF CONSULTANT CONTRACTOR
L.5	52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)
L.6	GENERAL INFORMATION
L.7	COMMUNICATIONS WITH THE GOVERNMENT
L.8	PROPOSAL PREPARATION COSTS
L.9	PROPOSAL PREPARATION INSTRUCTIONS

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

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer (KO) will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provisions by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

- <http://www.acqnet.gov/far/>
- <http://farsite.hill.af.mil/>
- <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>

52.204-6	Data Universal Numbering System (DUNS) Number	APR 2008
52.211-14	Notice of Priority Rating for National Defense Emergency	APR 2008
	Preparedness and Energy Program Use	
52.214-34	Submission of Offers In The English Language	APR 1991
52.214-35	Submission of Offers In U.S. Currency	APR 1991
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.216-27	Single or Multiple Awards	OCT 1995
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation of Compensation for Professional Employees	FEB 1993
52.-232-38	Submission of Electronic Funds Transfer Information With Offer	MAY 1999
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JUN 1995

L.2 52.233-2 SERVICE OF PROTEST (SEP 2006)

Protests, as defined in section [31.101](#) of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the KO (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

US Army INSCOM	US Army INSCOM
ATTN: IAPC-DOC	ATTN: IAJA
Contracting Officer – Omnibus III	8825 Beulah Street
8825 Beulah Street	Fort Belvoir, VA 22060-5246
Fort Belvoir, VA 22060-5246	

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

L.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of multiple Fixed Priced/Cost Type Indefinite Delivery/Indefinite Quantity contracts resulting from this solicitation.

L.4 SPECIAL NOTICE – USE OF CONSULTANT CONTRACTOR

The Government will use Acquisition Solutions, Inc. (ASI) for administrative, technical, subject matter expert, and cost analysis support during source selection and the term of any resulting contract. The exclusive responsibility for source selection will reside with the Government. Proprietary information submitted in response to this solicitation will be protected from unauthorized disclosure as required by subsection 27 of the Office of Federal Procurement Policy Act as amended (41 U.S.C. 423) (hereinafter referred to as “the act”) as implemented in the FAR. ASI is contractually bound by organizational conflict of interest and disclosure clauses with respect to proprietary information. Contractor personnel assisting in the proposal evaluation are procurement officials within the meaning of the act and will take all necessary action to preclude unauthorized use or disclosure of a competing contractor’s proprietary data. Nondisclosure and organizational conflict of interest certificates for all contractor support personnel participating in this source selection are on file at the respective contracting activities.

L.4.1 Special Notice – Use of Automated Proposal Evaluation Process

The Government may use *Fed Select*® software as a means to automate the proposal evaluation process.

L.5 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

The use in this solicitation of any FAR (48 CFR chapter 1) provision with an authorized deviation is indicated by the addition of (DEVIATION) after the date of the provision.

The use in this solicitation of any DoD FAR Supplement (48 CFR chapter 2) provision with an authorized deviation is indicated by the addition of (DEVIATION) after the name of the regulation.

L.6 GENERAL INFORMATION

The Government intends to evaluate the offeror’s proposal in response to the solicitation. The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror’s initial proposal should contain the offeror’s best terms and conditions in response to the solicitation. The Government reserves the right to conduct discussions if the KO later determines them to be necessary. If the KO determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the KO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

L.7 COMMUNICATIONS WITH THE GOVERNMENT

No offeror or representative thereof shall communicate with the Government representative, other than the cognizant KO, involved with the evaluation of proposals during the conduct of this acquisition. Changes will be communicated via written amendment to the solicitation. All communications with the Government shall be directed to the KO, via email at INSCOMOMNIBUS3@mi.army.mil.

L.8 PROPOSAL PREPARATION COSTS

The Government will not be obligated to pay any costs incurred by an offeror in the preparation and submission of a proposal in response to this RFP. The KO is the only person who can legally obligate the Government for the expenditure of public funds in connection with this procurement.

L.9 PROPOSAL PREPARATION INSTRUCTIONS**L.9.1 INTRODUCTION**

This section provides guidance to the offeror for preparing a proposal in response to this solicitation. The offeror’s proposal shall include all data and information required by this solicitation and must be submitted in accordance with these instructions. Any contract resulting from this effort will be required to meet U.S. and host nation

government regulations and statutory requirements. In addition, offerors are expected to ensure compliance with all laws, regulations, standards, and other applicable military specifications (MILSPECs) and any other constraints specifically identified in this request for proposals (RFP). Nonconformance with the instructions provided in this section may result in an unfavorable proposal evaluation.

L.9.2 GENERAL INSTRUCTIONS

L.9.2.1 The proposal shall be clear and concise and include sufficient detail for effective evaluation. The offeror should not simply rephrase or restate the government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet those requirements. The offeror should assume the government has no prior knowledge of its capabilities and experience. The government will base its evaluation on the information presented in the offeror's proposal in response to the Performance Work Statement (PWS) and the Task Orders (TOs) included in the solicitations.

L.9.2.2 Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not given extra credit.

L.9.2.3 Proposals submitted after the time and date specified for receipt of the RFP will be considered LATE in accordance with FAR 52.215-1, Instructions to Offerors – Competitive Acquisition.

L.9.2.4 Separate volumes for the elements of proposals shall be prepared in accordance with Table L.9-1, proposed organization table, and instructions set forth herein. All proposal volumes shall be at the UNCLASSIFIED level to the greatest extent possible. Every submission, whether hard copy or soft copy, must be properly identified and marked with the proper security classification. Each volume shall be written or presented on a stand-alone basis. Information required for proposal evaluation that is not found in its designated volume or presentation will be assumed to have been omitted from the proposal.

L.9.2.5 Any questions or requests for clarification regarding the RFP must be submitted in writing 20 days prior to closing to the KO at INSCOMOMNIBUS3@mi.army.mil

L.9.2.6 All questions and requests for clarification shall identify the applicable RFP number in the subject line. In the body of the message reference shall identify the RFP section, and paragraph number for each question. If attachments are used, they must be in Microsoft Word format. (No Charts or Graphs will be accepted). All responses will be answered in writing and posted to the Army Single Face to Industry or FedBizOpps websites. Prospective offerors are cautioned against contacting other government personnel in regard to this solicitation prior to award. Prospective offerors are also cautioned to advise potential subcontractors or teaming contractors of this instruction. If such contact occurs and is found to be prejudicial to competing offerors, the offeror (including subcontractors or teaming contractors) making such contact may be excluded from award consideration. Only responses from the KO in writing shall be considered for the purposes of award of this procurement.

L.9.3 GENERAL INFORMATION

L.9.3.1 Point of Contact - The KO is the point of contact for this acquisition. INSCOMOMNIBUS3@mi.army.mil

L.9.3.1.1 It is the offeror's sole responsibility to access the Army Single Face to Industry or FedBizOpps routinely to obtain current information relevant to this acquisition (i.e., announcements, updates to the technical data package, technical and contractual questions and answers, amendments to the Request for Proposal (RFP), etc.).

L.9.3.1.2 To award a contract, the government must have received an acceptable offer. An offer is acceptable when it meets all of the terms and conditions of the RFP, which includes the solicitation provisions, contract clauses, specifications, and documents, exhibits, and attachments. The government may declare an offer to be unacceptable if it does not meet all such terms and conditions.

L.9.3.2 Proposal Acceptance - The proposal acceptance period, which will be specified in section A, SF 33, of the solicitation, will specify the acceptance date in block 12. The offeror shall make a clear statement in the proposal as to the expiration date of the proposal.

L.9.3.3 Proposal Retention - In accordance with FAR subpart 4.8, Government contract files, the government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the government will destroy extra copies of such proposals.

L.9.4 PROPOSAL DOCUMENTS

L.9.4.1 Proposal Volumes and Organization The offeror shall prepare the proposal as set forth in the Proposal Organization Table below. The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in the table. The volumes identified in the table should be separately bound in three-ring, loose-leaf binders, as necessary. The completion and submission to the government of documents identified in the Proposal Organization Table shall constitute an offer and shall indicate the offeror's unconditional consent to the terms and conditions of the RFP.

Table L.9-1 PROPOSAL ORGANIZATION TABLE

Volume	Volume Title	No. OF COPIES		Page Limit	Due Date
		HARD	DVD		
1	Introduction and Proposal (Cover Letter and completed RFP Sections A-K), Executive Summary, ORCA Reference, Small Business Subcontracting Plan, Security Checklist	Signed Original & 2 copies	1 DVD identified as "original" and containing all of the original proposal files <u>and</u> 1 DVD identified as "redacted" and containing all of the redacted proposal files.	None	w/ Proposal submission
2	ID/IQ Technical, Management & QCP	Original & 2 copies plus 2 redacted copies		75 plus QCP plus resumes	w/ Proposal submission
	Task <i>-(insert designation)-</i> Technical Management & QCP Proposal	Original & 2 copies plus 2 redacted copies		50 (for each Task Order Proposal)	w/Proposal submission
3	Past Performance	Original & 2 copies	Files contained in the DVDs (original and redacted) shall mirror the hard copy and be divided into folders corresponding to Volumes and their titles.	10	<u>Hard copies:</u> Due 15 days <u>prior to</u> proposal submission due date <u>DVD copies:</u> with proposal submission
4	Task <i>(insert designation)-</i> Price Proposal	Original & 2 copies plus 2 redacted copies		None	w/Proposal submission

NOTE:

Each task order contained in this solicitation has been assigned its own unique designation (ALPHA, BRAVO, CHARLIE, DELTA, ECHO, FOXTROT, GOLF). For each task order that the offeror submits a proposal, the offeror is required to use that assigned designation for all of the required file submissions (Technical, QCP, Management, and Price, both redacted and unredacted) for that task order.

Redacted copies of proposals (Hard copy and DVD files) shall have ALL the information pertaining to the name(s) and addresses of the offeror(s), any of their subcontractors and any other identifying information, obscured or removed from proposal volumes 2 and 4 prior to submission.

L.9.4.2 Proposal Submission Instructions - The following wording shall be placed in a conspicuous location on the outside of all packages or envelopes containing offer material:

FOR HANDCARRIED OFFERS.

US Army INSCOM
OMNIBUS III

ATTN: IAPC-DOC
 (Contracting Officer)
 6359 Walker Lane, 3rd Floor
 Alexandria, VA 22310

Box X of X

FOR MAILED OFFERS.

US Army INSCOM
 OMNIBUS III
 ATTN: IAPC-DOC
 (Contracting Officer)
 8825 Beulah Street
 Fort Belvoir, VA 22060-5246

Box X of X

L.9.4.3 Additional Packing Instructions - Proposal binders shall be packed in boxes. The boxes shall be sequentially numbered and shall indicate the total number of boxes (e.g., box 1 of 4). Box numbers shall be placed on all sides of the box itself. Box one shall include the disks with the soft-copy submission and a master packing list. The master packing list shall list the contents (i.e., volume number, copy number, and name) of each box, by box number. Each volume should have a separate binder.

L.9.4.4 Pricing Information - No pricing information shall be referenced or included in any volume other than Volume 4 Task Order Price Proposal.

L.9.4.5 Glossary of Abbreviations and Acronyms - Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for the respective volumes.

L.9.4.6 Page Limitations

L.9.4.6.1 Page limitations shall be treated as maximums and are specified for each volume in Table L.9-1, Proposal Organization Table. Page limitations include charts and graphic material. The title page, table of contents, a list of acronyms, glossary of terms, and cross-reference matrix do not count toward the total page count of each volume and will not be evaluated. Pages not in the page count shall be numbered using roman numerals.

L.9.4.6.2 A "page" will consist of print on one length of 8.5-inch by 11-inch paper. Paper printed on two sides will count as two pages. In accordance with the clause at FAR 52.204-4, INSCOM encourages the use of two-sided printing and reproduction. Foldouts shall not exceed 10 percent of the total volume page count for any single volume. Each 11x17 foldout page shall count as two pages; single sided, and four pages, double sided, against the page limitations. Page margins will be a minimum of one inch on top, bottom, and each side. Volumes 1 and 7 (cover letter/offer and cost) are exempt from the one-inch margin rule for mandatory forms, boilerplate, and exhibits that are preformatted and do not conform to the one-inch margin requirement, but will be considered in the page count as specified. Partial pages count as a full page for page limitation purposes. All pages within a page-limited section shall be consecutively numbered, starting at page one, and shall not exceed the page limitation.

L.9.4.7 Document Format

L.9.4.7.1 Minimum type size shall be 10 point Time New Roman standard font with single spacing (not to exceed 46 lines per page). Typesetting, font compression, or other techniques to reduce character size or spacing are not permitted and are considered a deliberate attempt to circumvent the page limitations. Prohibited techniques include setting the paragraph line spacing, a feature of MS Word, "exactly at 12 point." Pages shall be numbered sequentially by volume. No pen and ink changes are allowed.

L.9.4.7.2 Legible tables, charts, graphs, and figures may be used, wherever practical, to depict organizations, systems, layout, and implementation schedules, etc. These displays shall not exceed 11 by 17 inches in size. Foldout pages may be used only for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs, and figures, the text shall be no smaller than:

Art: 10 point Times New Roman
 Tables: 10 point Times New Roman

Titles: 10 point Times New Roman, bold, initial cap

L.9.4.8 Electronic Submissions

L.9.4.8.1 Electronic Format – DVD (MUST BE PROPERLY MARKED WITH ITS SECURITY CLASSIFICATION)

L.9.4.8.1.1 This section is intended to provide information to the offeror on the electronic format and application software to be used for submitting soft-copy proposals. Use of the software and procedures described in this section reduces the amount of time and effort needed by the government to receive and install proposals onto the electronic evaluation system and will help to ensure that proposals are suitable for reading electronically. The information regarding electronic productions listed below should not be construed as government endorsement for such products. In the event of inconsistencies between the hard-copy and soft-copy versions of the proposal, the **original signed hard-copy** version shall take precedence. Efforts by the government to clarify and install electronic proposal submission in accordance with FAR 15.207(c) will not be considered discussions. Offerors are encouraged to load and use their soft-copy submission on a system equivalent to the government's to ensure that the government will be able to load the soft-copy submission. Note: An electronic submission does not satisfy delivery of proposal. The signed original hard copy of the proposal must also be received to meet the delivery requirements.

L.9.4.8.1.2 Software/DVD: All proposals shall be submitted in MS Office (Word, Excel, and Project) 2003 version. The offeror's Task Order pricing proposal shall be submitted in Microsoft Excel. Should any inconsistency exist among the proposal copies, the signed original hardcopy proposal will take precedence. It is the Offeror's responsibility to ensure that no inconsistencies exist.

L.9.4.8.1.3 DVD's shall be write-protected and no files shall be password protected. DVDs shall include the following information on the label:

CLASSIFICATION LEVEL (Including an UNCLASSIFIED marking)

Offeror's Name

Offeror's Point of Contact

Name of Effort: Omnibus III

Solicitation Number: W911W4-09-R-0037

Date of Proposal Submission

Proposal Volume Numbers and Names

Disk Number

Subcontractor DVD submission, if provided, shall include the same information as above and shall in addition include the name of the **prime** contractor except on the redacted copies where no identifying indicators are permitted.

L.9.4.8.1.4 Links - DVD submissions should contain hyperlinks or cross-references when reference is made to other sections, tables, or figures within a given proposal volume. Offeror shall make the existence of hyperlinks or cross-references obvious by using a different font color, underlining, or other methods to highlight hyperlinks. The DVD submission also shall contain a table of contents with hyperlinks to facilitate ease of navigation within the proposal volume. Features inherent to no later than Microsoft Office 2003 applications should be used to accomplish this navigation feature. Hyperlinks or cross-references shall not be used to link items among the different proposal volumes. This restriction is necessary because the government will be placing DVD versions of the documents on this evaluation server, causing the previously created hyperlinks between proposal volumes to be broken.

L.9.4.8.1.5 File Naming Conventions - Offeror shall name files using standard naming conventions clearly identifying the file. Each file shall be stored in a folder corresponding to the representative proposal volume. The files within the folder shall be named in an unambiguous manner, using plain text language, which facilitates the ease of accessing the files for evaluation. Offeror shall insert the file name in the header of each document.

L.9.4.8.1.6 Proposal File Matrix - Offeror shall prepare a proposal file matrix, which provides a cross-reference of the soft-copy files to the hard-copy version, to define all the files on the submitted disks. Offeror shall submit the matrix in a format similar to the one shown in the table below. Offeror shall submit the matrix in both hard copy and soft copy for each disk that is submitted. This matrix will not be evaluated.

TABLE L.9-2 MATRIX FORMAT

Volume	File Name	Contents	Notes
1	cover.pdf	Cover Letter	
	execsummary.pdf	Executive Summary	
	proposal.pdf	Signed Original Proposal	
	subKplan.pdf	Subcontract Plan (if applicable)	
	security.doc	Security Checklist	
	matrix.doc	Proposal File Matrix	
2	ID/IQ-Technical.doc	ID/IQ Technical Proposal	
	ID/IQ-QCP.doc	ID/IQ QCP	
	ID/IQ -Management.doc	ID/IQ Management Proposal	
	Task-(<i>insert designation</i>)-Technical.doc	Task (<i>insert designation</i>) Technical Proposal	
	Task-(<i>insert designation</i>)-QCP.doc	Task (<i>insert designation</i>) QCP	
	Task-(<i>insert designation</i>)-Management.doc	Task-(<i>insert designation</i>) Management Proposal	
	matrix.doc	Proposal File Matrix	
2R	ID/IQ-Technical- redact.doc	ID/IQ Technical Proposal Redacted	
	ID/IQ -QCP -redact.doc	ID/IQ QCP Redacted	
	ID/IQ-Management -redact.doc	ID/IQ Management Proposal Redacted	
	Task--(<i>insert designation</i>) Technical--redact.doc	Task (<i>insert designation</i>) Technical Proposal Redacted	
	Task-(<i>insert designation</i>)-QCP-redact.doc	Task (<i>insert designation</i>) QCP Redacted	
	Task-(<i>insert designation</i>)-Management -redact.doc	Task (<i>insert designation</i>) Management Proposal Redacted	
	matrix.doc	Proposal File Matrix	
3	PastPerform.doc	Past Performance	
	matrix.doc	Proposal File Matrix	
4	Task -(<i>insert designation</i>) Price.xls	Task (<i>insert designation</i>) Price Proposal	
	matrix.doc	Proposal File Matrix	
4R	Task -(<i>insert designation</i>) Price-redact.xls	Task (<i>insert designation</i>) Price Proposal -Redacted	
	matrix.doc	Proposal File Matrix	

NOTE: Each task order contained in this solicitation has been assigned its own unique designation (ALPHA, BRAVO, CHARLIE, DELTA, ECHO, FOXTROT, GOLF). For each task order that the offeror submits a proposal, the offeror is required to use that assigned designation for all of the required file submissions (Technical, QCP, Management, and Price, both redacted and unredacted) for that task order.

The RFP contains three Service Area grouping which are structured as follows:

Service Area	Services
1*	Administrative, Force Management, Program and Resource Analysis Support
2*	Information Technology Support
3	Intelligence Support

These Service Area groupings represent the major taskings of OMNIBUS III.

*Total set-aside for Small Business.

Each Service Area has been assigned the following task orders:

<u>Service Area</u>	<u>Task Order Designation</u>
----------------------------	--------------------------------------

1	ALPHA BRAVO CHARLIE
2	DELTA
3	ECHO FOXTROT GOLF

For each Service Area, in addition to the submission required at the ID/IQ contract level, a proposal must also include individual task order proposals for all designated task orders under that Service Area. For example, an Offeror submitting a proposal for Service Area 1, Administrative, Force Management, Program and Resource Analysis Support, must submit proposals for each of the designated task orders assigned to the evaluation of that Service Area – in this case ALPHA, BRAVO, CHARLIE. Offers that fail to include individual task order proposals for all the designated task orders under the Service Area will not be considered for award of the ID/IQ contract for that Service Area or any of its designated task orders.

L.9.4.8.1.7 Multimedia - Offeror shall not use embedded sound or video files in proposal documents.

L.9.4.8.1.8 Embedded Graphics - Graphics embedded into documents shall be kept as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw and redraw these figures, and scrolling through the documents is slowed significantly. When considering graphics, use the following guidelines:

- Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients
- Simplify the color palette used in creating figures
- Be aware of size for graphic files. Large files are discouraged
- Avoid scanned images

L.9.5 VOLUME FORMAT AND CONTENT

L.9.5.1 Volume 1 – Introduction and Proposal

L.9.5.1.1 Cover Letter – The cover letter begins with the first page of the proposal and shall include the following:

L.9.5.1.1.1 Statement that the proposal is firm for a period of not less than 180 calendar days from the proposal due date.

L.9.5.1.1.2 Statement of compliance indicating either complete compliance with the solicitation or a detailed analysis of any objections, exceptions, or contingencies to the terms of the solicitation.

L.9.5.1.1.3 The Offeror will provide the following information as an attachment to the cover letter:

Cover Letter Attachment	
Item	Information
Name of Offeror	
Offeror's POC to be contacted for clarification, phone number & email	
Solicitation Number	
CAGE code	
Tax Identification Number (TIN)	
DUNN and Bradstreet Number (DUNS)	
DCMA POC, phone number and email	
DCAA POC, phone number and email	
Corporate name, address and additional details for award if different than submission	
Validation that the signatory of the proposal is authorized to legally bind the Offeror	

L.9.5.1.2 Offers – The completion and submission to the government of the items listed below shall constitute an offer and shall indicate the offeror's unconditional consent to the terms and conditions of the RFP. Objections to any of the terms and conditions of this RFP may be considered by the government to be unacceptable.

L.9.5.1.3 Standard Form 1449, "Solicitation/Contract/Order for Commercial Items", completed and signed by the offeror.

L.9.5.1.4 RFP section K, "Representations, Certifications, and Other Statements of Offerors," completed by the offeror and/or any ORCA submission.

L.9.5.1.5 Executive Summary - In the Executive Summary, the offeror shall provide the following information:

L.9.5.1.5.1 Narrative Summary – A concise narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding price. The salient features should tie in with the section M evaluation items and factors. Any summary material presented here shall **not** be considered as meeting the requirements for any portions of other volumes of the proposal.

L.9.5.1.5.2 Table of Contents – A master table of contents for the entire proposal, including a compliance matrix that ties the contents to section L requirements.

L.9.5.1.6 Security Checklist

L.9.5.1.7 Subcontracting Plan

L.9.5.1.7.1 Large business offerors shall provide a Small Business Subcontracting Plan containing all the elements required by FAR 52.219-9. The Small Business Subcontracting Plan is a requirement for award to a large business. The Government approved Small Business Subcontracting Plan will be incorporated into any resultant contract.

L.9.5.2 Volume 2 – Technical/Management

In the Technical/Management volume, the offeror shall provide a Technical proposal section, a Management proposal section and a Quality Control Plan (QCP) at both the ID/IQ contract proposal submission and the task order proposal submission:

L.9.5.2.1 The Technical Section – ID/IQ contract of Volume 2:

L.9.5.2.1.1 The offeror shall include a narrative defining the offeror's understanding of the technical requirements and objectives of this acquisition and a description of the proposed approach to performing the work

L.9.5.2.1.2 Itemized Response to the PWS. The Offeror will ensure the accuracy, clarity, completeness, reasonableness, realism and credibility of their response to the PWS to ensure all pertinent work tasks have been addressed and the proposed list of deliverables/contract deliverable requirements (CDRL) items is adequate, appropriate, and facilitates communications and project management and provides for solutions. The offeror will provide a detailed list of any government-furnished property (GFP), government-furnished information (GFI), and government-furnished equipment (GFE) they may require during performance to achieve program success.

L.9.5.2.2 The Management Section – ID/IQ contract of Volume 2:

Management information consists of a narrative defining the offeror's proposed program management approach to manage and be responsive to OMNIBUS program objectives in accordance with accomplishing INSCOM's mission. Management information to be included within the Management Section – ID/IQ contract Volume 2 of the proposal shall include the following:

L.9.5.2.2.1 Continuity of Services and Retention of Personnel - This section shall describe how the government's requirements will be performed in accordance with the proposed schedule. The offeror shall discuss the management techniques to include staffing and transition planning that will be used to direct and control the program while ensuring maximum retention of personnel. The offeror shall describe how the company will manage project risks, schedules, personnel assignments, and reporting. The offeror shall describe their ability to provide and manage services exhibiting responsiveness to change and how they will manage the worldwide scope of the contract.

L.9.5.2.2.2 Staffing - The offeror shall describe its strategies and methods for staffing to include defining and maintaining qualified, security cleared, diverse, experienced and trained contract workforce. Training shall include annual mandatory training requirements or other training as appropriate. The offeror shall describe the relationship between the various management levels and the number of individuals required for each function. The offeror shall identify lines of authority, responsibilities, and methods of communication to be maintained throughout the life of the contract.

L.9.5.2.2.3 Transition - The offeror shall describe its planned transition both from the current contractor to the OMNIBUS III and at the end of the OMNIBUS III contract, giving particular attention to discussing plans and methodologies for ensuring the smooth transition of critical missions while sustaining operations. The offeror's transition shall encompass the entire project and will be evaluated for its completeness and understanding of the Army and INSCOM's operational environment, how well it addresses the planning and execution of transition issues, and how well it manages risk in this area.

L.9.5.2.3 Program Management Plan - The Program Management Plan shall include organizational structure, proposed key positions and functions, whether performed by the offeror or by one of the offeror's prospective subcontractors, which are deemed critical to the successful management and performance of the contract. This plan shall be consistent with the offeror's staffing and retention of personnel, continuity of services, and the transition. Offeror's proposal must address how they will provide key contract personnel who have worked as a team on projects of similar size and relevance. The offeror must submit job descriptions for key positions proposed for the organization which the offeror plans to utilize in the conduct of this contract as part of the offeror's management proposal.

L.9.5.2.3.1 Organizational Conflict of Interest (OCI) Mitigation Plan - The Program Management Plan shall include an OCI Mitigation Plan that provides a disclosure statement describing all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultants or subcontractors) may have an existing or potential organizational conflict of interest. The offeror's OCI Mitigation Plan shall delineate the company's approach to avoiding, mitigating or neutralizing any identified OCI risks.

L.9.5.2.3.2 Resumes of Key Personnel - Included with the Program Management Plan, the offeror shall submit resumes of key personnel. Proposed key personnel are those persons, whether employed by the offeror or by one of the offeror's prospective subcontractors, who will occupy any of the key personnel positions. The offeror shall propose and submit names, position titles, and task areas of key personnel. Resumes for key personnel intended/planned for assignment to this proposed effort as part of the offeror's management proposal are to be submitted with the proposal in the format identified below.

L.9.5.2.3.2.1 Personnel Resume Format – Resumes shall be presented as described below. The person's name shall appear centered at the top of the first page of the resume. Each resume shall not exceed two pages (attachments not allowed) and shall conform to the following outline:

- Position Title: Proposed job title on the project
- Allocation: Percentage of time to be committed
- Current Assignment: Position presently occupied, to include title and organization and employer
- Education: Degree, school, majors, minors, and year graduated
- Relevant Qualifications and Specialties: A brief summary of training and a rationale of why the individual proposed is qualified to work on the project
- Employment History and Experience: A list showing the programs on which the individual has worked, showing the highest position held on each program and the duration, including the starting and ending dates, of assignment to each program
- Achievements: Information on honors, awards, publications, and professional organizations
- Security Clearance: Current security clearance status, date of most recent SSBI, and the adjudicating agency

- Disclosure Statement: Each resume shall contain the following statement and signature: “I consent to the disclosure of my resume (or other personal data) for evaluation purposes regarding the proposal of the OMNIBUS III contract by INSCOM.”

L.9.5.2.3.3 Combatant Circumstances - The Program Management Plan shall describe the offeror’s understanding of the possible combatant circumstances and the staffing safeguards they will use to ensure availability of qualified personnel in those scenarios.

L.9.5.2.2.4 Management of Teaming Partners and Subcontractors (including Small Businesses) - The Offeror shall describe the company’s teaming and subcontracting arrangements to include the qualifications of teaming partners and subcontractors and their responsibilities, clarity of assignments, and the quality of the proposed approaches, processes, and responsibilities for teaming partner and subcontractor management. Emphasis will be placed on clarity of lines of authority, assignment and reporting procedures, and management approaches and/or controls that will be implemented to ensure subcontractors perform seamlessly within the framework of the project objectives of the contract. The offeror shall describe efforts to identify and team/subcontract with small businesses.

L.9.5.2.3 QCP Section – ID/IQ contract of Volume 2:

L.9.5.2.3.1 Quality Control Plan (QCP) - The Offeror is responsible for the management and quality control actions necessary to meet the quality standards set forth in the contract and follow-on task orders. The Offeror is responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results.

Solicitation Attachment 3 contains an information copy of the Government’s Informational copy of the Quality Assurance Surveillance Plan (QASP) to support the Offeror’s efforts in developing and proposing a QCP that will interrelate with the QASP.

NOTE: The QASP is not part of the contract nor is it intended to duplicate the offeror’s QCP. The intent of the QASP is to ensure contract performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The QASP will be formulated by the Government after the acceptance of the QCP.

NOTE TO OFFERORS: The instructions of Sections L.9.5.2.4, L.9.5.2.5, and L.9.5.2.6 shall be followed for each task order that the offeror chooses to submit a proposal. Each of these task order proposals shall be marked with the designated task order identification (alpha, bravo, etc.) and shall be provided in a separate section of Volume 2.

L.9.5.2.4 The Technical Section – Task Orders of Volume 2.

L.9.5.2.4.1 The offeror shall include a narrative defining the offeror’s understanding of the technical requirements and objectives of this acquisition and a description of the proposed approach to performing the work

L.9.5.2.4.2 Itemized Response to the PWS. The Offeror will ensure the accuracy, clarity, completeness, reasonableness, realism and credibility of their response to the PWS to ensure all pertinent work tasks have been addressed and the proposed list of deliverables/contract deliverable requirements (CDRL) items is adequate, appropriate, and facilitates communications and project management and provides for solutions. The offeror will provide a detailed list of any government-furnished property (GFP), government-furnished information (GFI), and government-furnished equipment (GFE) they may require during performance to achieve program success.

L.9.5.2.5 Management Section – Task Order of Volume 2

Management information consists of a narrative defining the offeror’s proposed program management approach to manage and be responsive to Task Order objectives. Management information to be included within the Management Section – Task Order Volume 2 of the proposal shall include the following:

L.9.5.2.5.1 Continuity of Services and Retention of Personnel - This section shall describe how the government’s requirements will be performed in accordance with the proposed schedule. The offeror shall discuss the management techniques to include staffing and transition planning that will be used to direct and control the program while ensuring maximum retention of personnel. The offeror shall describe how the company will manage project risks, schedules, personnel assignments, and reporting. The offeror shall describe their ability to provide and manage services exhibiting responsiveness to change and how they will manage the task order.

L.9.5.2.5.2 Staffing - The offeror shall describe its strategies and methods for staffing to include defining and maintaining qualified, security cleared, diverse, experienced and trained contract workforce. Training shall include annual mandatory training requirements or other training as appropriate. The offeror shall describe the relationship between the various management levels and the number of individuals required for each function. The offeror shall identify lines of authority, responsibilities, and methods of communication to be maintained throughout the life of the task order.

L.9.5.2.5.3 Transition - The offeror shall describe its planned transition at the end of the task order, giving particular attention to discussing plans and methodologies for ensuring the smooth transition of critical missions while sustaining operations. The offeror's transition shall encompass the entire project and will be evaluated for its completeness and understanding of the Army and INSCOM's operational environment, how well it addresses the planning and execution of transition issues, and how well it manages risk in this area.

L.9.5.2.5.4 Program Management Plan - The Program Management Plan shall include organizational structure, proposed key positions and functions, whether performed by the offeror or by one of the offeror's prospective subcontractors, which are deemed critical to the successful management and performance of the task order. This plan shall be consistent with the offeror's staffing and retention of personnel, continuity of services, and transition. Offeror's proposal must address how they will provide key contract personnel who have worked as a team on projects of similar size and relevance. The offeror must submit job descriptions for key positions proposed for the organization which the offeror plans to utilize in the conduct of this task order as part of the offeror's management proposal.

L.9.5.2.5.5 Organizational Conflict of Interest (OCI) Mitigation Plan - The Program Management Plan shall include an OCI Mitigation Plan that provides a disclosure statement describing all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultants or subcontractors) may have an existing or potential organizational conflict of interest. The offeror's OCI Mitigation Plan shall delineate the company's approach to avoiding, mitigating or neutralizing any identified OCI risks.

L.9.5.2.5.6 Resumes of Key Personnel - Included with the Program Management Plan, the offeror shall submit resumes of key personnel. Proposed key personnel are those persons, whether employed by the offeror or by one of the offeror's prospective subcontractors, who will occupy any of the key personnel positions. The offeror shall propose and submit names, position titles, and task areas of key personnel. Resumes for key personnel intended/planned for assignment to this proposed effort as part of the offeror's management proposal are to be submitted with the proposal in the format identified below.

L.9.5.2.5.6.1 Personnel Resume Format – Resumes shall be presented as described below. The person's name shall appear centered at the top of the first page of the resume. Each resume shall not exceed two pages (attachments not allowed) and shall conform to the following outline:

- Position Title: Proposed job title on the project
- Allocation: Percentage of time to be committed
- Current Assignment: Position presently occupied, to include title and organization and employer
- Education: Degree, school, majors, minors, and year graduated
- Relevant Qualifications and Specialties: A brief summary of training and a rationale of why the individual proposed is qualified to work on the project
- Employment History and Experience: A list showing the programs on which the individual has worked, showing the highest position held on each program and the duration, including the starting and ending dates, of assignment to each program
- Achievements: Information on honors, awards, publications, and professional organizations
- Security Clearance: Current security clearance status, date of most recent SSBI, and the adjudicating agency
- Disclosure Statement: Each resume shall contain the following statement and signature: "I consent to the disclosure of my resume (or other personal data) for evaluation purposes regarding the proposal of the OMNIBUS III task order by INSCOM."

L.9.5.2.5.7 Management of Teaming Partners and Subcontractors (including Small Businesses) - The Offeror shall describe the company's teaming and subcontracting arrangements to include the qualifications of teaming partners and subcontractors and their responsibilities, clarity of assignments, and the quality of the proposed approaches, processes, and responsibilities for teaming partner and subcontractor management. Emphasis will be placed on clarity of lines of authority, assignment and reporting procedures, and management approaches and/or controls that will be implemented to ensure subcontractors perform seamlessly within the framework of the project objectives of the task order. The offeror shall describe efforts to identify and team/subcontract with small businesses.

L.9.5.2.6 QCP Section – Task Order of Volume 2

L.9.5.2.6.1 Quality Control Plan (QCP) - The Offeror is responsible for the management and quality control actions necessary to meet the quality standards set forth in the task order. The Offeror is responsible for the submission of a QCP to be used as a guide and to rigorously document the implementation of the required management, quality assurance and quality control actions to achieve the specified results. Solicitation Attachment 3 contains an information copy of the Government's Informational copy of the Quality Assurance Surveillance Plan (QASP) to support the Offeror's efforts in developing and proposing a QCP that will interrelate with the QASP.

NOTE: The QASP is not part of the task order nor is it intended to duplicate the offeror's QCP. The intent of the QASP is to ensure contract performance in accordance with the metrics set forth in the contract documents, so that the Government receives the quality of services specified and only pays for the acceptable level of services it receives. The QASP will be formulated by the Government after the acceptance of the QCP.

L.9.5.3 Volume 3 - Past Performance

L.9.5.3.1 Past performance information provided by the offeror in response to this solicitation, and the information the government may obtain independently from other sources, shall be used to evaluate past performance against the requirements set forth in this solicitation. The offeror must state if the company has not performed any contracts as characterized below.

L.9.5.3.2 Recent and Relevant - "Recent" and "Relevant" projects are defined as those contracts ongoing or completed within the past three years with comparable levels of size, scope, and complexity to the OMNIBUS III program.

L.9.5.3.3 Socio-Economic Goals – the offeror is to provide past performance regarding compliance with requirements of FAR 52.219-8, Utilization of Small Business Concerns.

L.9.5.3.4 Past Performance Projects - The Offeror will provide a list of no more than five (5) recent and relevant mission/business critical/comparable/similar projects each of which should have had a value of approximately \$5,000,000 yearly, ongoing or completed, performed by the offeror. This dollar threshold requirement is waived for small and disadvantaged businesses. In addition, provide the following information for each project listed:

- Companies performing the project and company division/business segment
- Name and location of the project
- Contract type
- Brief description (not to exceed one page)
- Name and telephone number of customer's representative most knowledgeable of the project
- Contract number for government contract representative
- Role on the project (prime/partner/subcontractor)
- Original and final/current total contract value
- Scheduled and actual start and completion dates
- Indicate if the offeror (include parent companies and affiliated firms) is a stakeholder/customer of the work being performed.
- If identified as a subcontractor on this project, include the following information:
- Function/service on the project

- Original and final value of the subcontract
- Contract type for the subcontract
- FAR 19 participants (Small Business, Small Disadvantaged Business, etc.) Subcontracting Contract Goals and the actual subcontracting achieved

There is no page limit for the past performance projects list.

L.9.5.3.5 Project Summaries - Each offeror shall complete and submit summaries as described below. For the projects selected, offerors will summarize the following information in addition to the requirements identified above, not to exceed two (2) pages for each project (total 10-page limit):

L.9.5.3.5.1 Describe the relevance to the OMNIBUS Program

L.9.5.3.5.2 Describe the project team composition to include partners and key personnel and how they are being leveraged for this project.

L.9.5.3.5.3 Describe the processes used to manage the program and how those processes add value to this project.

L.9.5.3.5.4 Describe cost and schedule performances (include explanations for any cost and/or time growth experienced)

L.9.5.3.5.5 For each contract identified, a past performance questionnaire (PPQ) (attachment 5) will be used to collect data from the references. Provide the date that each PPQ was requested and to whom it was sent. PPQ shall be completed in accordance with the instructions on attachment 5.

L.9.5.3.5.6 All PPQs are required to be submitted as part of the past performance volume. The past performance evaluation will include an assessment of the PPQs. All Offerors will be given an opportunity to address unfavorable assessments of past performance through communications pursuant to FAR 15.306(b), provided that the offeror has not had a previous opportunity to review the unfavorable assessments. This exchange of information is not considered discussions as defined in FAR 15.306(a) (2), and is unique to the discovery of adverse past performance information. If additional data are needed from any of the sources, the PPEP may conduct interviews or obtain information from other sources (e.g., CPAR databases) to obtain sufficient information to complete the panel evaluation.

L.9.5.3.5.6.1 For each of the past performance contracts identified in the offeror's proposal, the offeror shall complete all information called for in Part I Sections A and B of the Past Performance Questionnaire and return via e-mail INSCOMOMNIBUS3@us.army.mil to the attention of the Contracting Officer, no later than 15 days from date specified in block 3 of the solicitation. In addition to the email copies, all hardcopies of the PPQs shall be included in the Volume 3 submission.

NOTE TO OFFERORS: The instructions of Section L.9.5 shall be followed for each task order that the offeror chooses to submit a proposal. Each of these task order proposals shall be marked with the designated task order identification (alpha, bravo, etc.) and shall be provided in a separate section of Volume 4

L.9.5.4 Volume 4 - Task Order Price

L.9.5.4.1 The offeror shall submit pricing data substantiating the price proposed to complete the requirements, identified in the Task Order (TO) PWS. The offeror's price proposal shall contain sufficient factual information to establish the reasonableness and completeness of the proposed price. No price data shall be contained in the Technical/Management (including the QCP) volume at either the ID/IQ or TO level.

L.9.5.4.2 Reasonable Price - a price that a prudent and competent buyer would be willing to pay.

L.9.5.4.3 Completeness - all aspects of the proposal are represented appropriately in the price proposal.

L.9.5.4.4 The total price of the proposed effort for the TO and options will be evaluated for award purposes. It is the Government's intent to use the proposed price as the basis to negotiate price and set the TO value. All information relating to the proposed price, including all required supporting documentation must be included in the section of the proposal designated as the TO price volume. Under no circumstances shall this information and documentation be included elsewhere in the proposal. All pricing information shall be UNCLASSIFIED.

L.9.5.4.5 The offeror shall give its most beneficial terms on the initial proposal. The Government reserves the right to use the TO provided in the RFP as the initial awarded TO.

L.9.5.4.6 The submitted data must include at least the following:

L.9.5.4.6.1 A statement regarding the offeror's compliance with FAR 9.104-1 (General Standards for Responsible Prospective Contractors).

L.9.5.4.7 The following information is to be provided as part of the Price Volume and will be used to assess Price and Performance Risk:

L.9.5.4.7.1 Fully Burdened Labor Rates. The Government requires visibility into the labor/skills mix inherent in the proposal to make a complete evaluation. The offeror shall provide a complete labor breakout including labor categories, hours, and corresponding labor rates for all proposed efforts under the TO.

L.9.5.4.7.2 The offeror shall indicate whether the yearly base labor is predicated upon a 2,080 man-hour yearly total. The offeror shall describe the accounting and estimating procedures for vacation, sick leave, holidays, etc.

L.9.5.4.7.3 The offeror shall provide a basis for any proposed labor rate escalation, including an explanation of how it was applied in this offer.

L.9.5.4.7.4 Other Direct Costs (ODC) - For evaluation purposes of this solicitation, the Government is providing a plug number for ODCs. All ODCs for this proposal represent the Government's expected expense on this TO, to include travel and incidental materials (replacement parts, software, upgrades, etc.). All travel shall be proposed in accordance with Section H.26, FAR part 31.205-46.

L.9.5.4.7.4.1 The offeror shall provide the MAXIMUM loading rate for all non-travel ODC's as part of the section B, CLIN0002 schedule for the Task Orders and ID/IQ, to be consistent for the entire performance period.

Section M - Evaluation Factors for Award

SECTION M**SECTION M – EVALUATION FACTORS FOR AWARD**

CLAUSES INCORPORATED BY REFERENCE

52.217-5 Evaluation of Options JUL 1990

TABLE OF CONTENTS

SECTION	TITLE
M.1	EVALUATION OF PROPOSALS
M.2	BASIS FOR DETERMINING AWARD
M.3	EVALUATION CRITERIA AND ASSESSMENT STANDARDS

M.1 EVALUATION OF PROPOSALS

This section is intended to explain the rationale and precise criteria by which proposals resulting from this solicitation will be evaluated.

M.1.1 EVALUATION BY CONSULTANTS

Offerors are advised that non-Government consultants may assist the Government during the Government's evaluation of proposals. These persons shall be authorized access to only those portions of the proposal data and discussions that are necessary to enable them to provide specific technical advice on specialized matters or on particular problems. They shall be expressly prohibited from scoring, ranking, or recommending the selection of a source.

M.2 BASIS FOR DETERMINING AWARD

In determining the award(s) for this contract the Government intends to make a "best value" source selection decision using the trade-off process described at FAR part 15.101-1. Contract award(s) will be based on a comprehensive evaluation to determine the offerors whose proposals are considered the best value to satisfy Government requirements and objectives at a reasonable and complete price. In the event that two or more proposals are determined to be essentially equal considering only non-price factors, then award(s) may be made to those proposal(s) offering the lower evaluated price. The Government will make award determinations based on the following evaluation factors:

- Technical/Management to include Quality Control Plan (QCP);
- Past Performance and;
- Price

Contract award shall be contingent upon an acceptable small business subcontracting plan, and the KO's determination that the offeror's proposal has met all security requirements in the RFP.

The Government intends to award multiple contracts as a result of this solicitation. The Government, however, reserves the right to make no award as a result of this solicitation, if, upon evaluation, none of the proposals are deemed likely to meet the requirements at an acceptable level of risk and price.

Evaluation of the offeror's task order proposal is to assess the application of the offeror's approach to fulfilling the contract requirements at the task order level. Although clarity and succinctness are not specific evaluation criteria, the degree to which a proposal effectively presents ideas, concepts, and information and the flow down of those ideas, concepts and information to the TO level enhances evaluators' understanding.

M.2.1 SECURITY

The security requirements described in the RFP are mandatory. In their Technical Management Volume, Offerors are required to describe how they will comply with all security requirements. Proposals that fail to meet all security requirements in the RFP will not be considered for award.

A Security Checklist in Section J is to be completed and included in the Offeror's Volume 1 - Introduction and Proposal. This checklist is to reflect the content of the offeror's proposal. It will be used in the initial proposal screening by the KO.

NOTE: Upon the receipt of proposals, the Government will evaluate the offeror's proposal for compliance with all stated requirements for personnel and facilities as stated in the solicitation. Security is a Pass/Fail criterion and will not be weighted. Offerors whose security deficiencies are not correctable shall be eliminated from further consideration for contract award.

The offeror shall be evaluated on stated compliance with the National Industrial Security Program Manual (NISPOM), DoD 5220.22-M, all applicable Department of Defense and Department of the Army security policies, procedures, and directives, including Director of Central Intelligence Directives, and the offeror's ability to meet the cleared staffing requirements as detailed in the solicitation, as evidenced by the offeror's proposed key personnel matrix. The offeror's past security record in engagements with HQDA INSCOM will be reviewed for indications of past-uncorrected problems. In addition, the clearance status of the proposed personnel shall be evaluated, and the extent to which the offeror has an acceptable system in place to process personnel clearances.

M.2.2 SOURCE SELECTION TRADE-OFF PROCESS

This procurement is a best value acquisition using the trade-off process. As such, the Source Selection Authority (SSA), in making the final source selection trade-off judgment, will weigh the merits of the non-price areas of the proposal against the total evaluated price to the Government in arriving at the final source selection decision. As part of the best value determination, the relative strengths and weaknesses of each offeror's non-price area proposals, and the total evaluated price, shall be considered in selecting the offer which represents the best value to the Government. The Government may award to other than the offeror with the lowest total evaluated price.

M.3 EVALUATION CRITERIA AND ASSESSMENT STANDARDS

An evaluation of all proposals will be conducted in accordance with the criteria set forth below. Evaluation criteria consist of factors and subfactors. The members of the evaluation panel will evaluate each proposal in relation to each factor, subfactor, and element. The evaluation panel will reach a consensus rating for each factor and subfactor for each proposal. The evaluation panel will present its ratings and findings to the Source Selection Authority (SSA), whose sole authority it will be to make the final award decision. An offeror's proposal must accurately demonstrate an understanding of the objectives and scope of the program.

M.3.1 EVALUATION FACTORS & SUBFACTORS

The Government will award contracts to the responsible offerors whose proposals are the most advantageous to the Government; i.e., those proposals deemed the most probable of achieving the Government's objectives, price, and other factors considered as listed below:

M. 3.1.1 TECHNICAL / MANAGEMENT FACTOR

3.1.1.1 TECHNICAL SUBFACTOR

- 3.1.1.1.1 Meeting PWS requirements
 - 3.1.1.1.1.1 ID/IQ Contract Technical Approach
 - 3.1.1.1.1.2 Task Order Technical Approach
- 3.1.1.1.2 Providing the desired results and outputs
 - 3.1.1.1.2.1 ID/IQ Contract Technical Approach
 - 3.1.1.1.2.2 Task Order Technical Approach
- 3.1.1.1.3 Identification and compliance with industry and Government standards
 - 3.1.1.1.3.1 ID/IQ Contract Technical Approach
 - 3.1.1.1.3.2 Task Order Technical Approach
- 3.1.1.1.4 Compliance with Department of the Army and INSCOM constraints and customer objectives

	3.1.1.1.4.1	ID/IQ Contract Technical Approach
	3.1.1.1.4.2	Task Order Technical Approach
3.1.1.1.5		Utilization of Government and commercial best practices
	3.1.1.1.5.1	ID/IQ Contract Technical Approach
	3.1.1.1.5.2	Task Order Technical Approach
3.1.1.2		MANAGEMENT SUBFACTOR
	3.1.1.2.1	Quality Control Plan (QCP)
	3.1.1.2.1.1	ID/IQ Contract
	3.1.1.2.1.2	Task Order
	3.1.1.2.2	Plan for Continuity/Retention of Personnel/ Staffing / Transition Plan
	3.1.1.2.2.1	ID/IQ Contract
	3.1.1.2.2.2	Task Order
	3.1.1.2.3	Program Management Plan
	3.1.1.2.3.1	ID/IQ Contract
	3.1.1.2.3.2	Task Order
	3.1.1.2.4	Management of Small Business Subcontracting Opportunities
	3.1.1.2.4.1	ID/IQ Contract
	3.1.1.2.4.2	Task Order
3.1.1.3		PAST PERFORMANCE FACTOR
3.1.1.4		PRICE FACTOR
	3.1.1.4.1	Price Reasonableness
	3.1.1.4.2	Completeness

M.3.1.2 Rankings

Within the Technical Subfactor:

- The Task Order Technical Approach is more important than the ID/IQ Contract Technical Approach.
- Element 1 - Meeting PWS requirements and Element 2 - Providing the desired results and outputs are of equal value, and each is more important than Elements 3, 4, or 5, individually or collectively.
- Element 3 - Identification and compliance with industry and Government standards, Element 4 - Compliance with Department of the Army and INSCOM constraints and customer objectives, and Element 5 - Utilization of Government and commercial best practices are of equal value.

Within the Management Subfactor:

- For each element the Task Order is more important than the ID/IQ Contract.
- The Quality Control Plan element, the Plan for Continuity/Retention of Personnel/ Staffing / Transition Plan element and the Program Management Plan element are equally important and each is significantly more important than the Management of Small Business Subcontracting Opportunities.

Within the Technical / Management Factor:

- The Technical and the Management subfactors are of equal importance.

Within the Past Performance Factor: there are no subfactors.

Within the Price Factor:

- Price Reasonableness and Completeness subfactors are of equal importance.

The Technical / Management evaluation factor is more important than Past Performance. The Technical / Management evaluation factor is more important than Price. The Past Performance evaluation factor is more important than Price. Technical/Management and Past Performance evaluation factors, when combined, are significantly more important than Price.

M.3.2 EVALUATION CRITERIA AND FACTOR ASSESSMENT STANDARDS

The Government will evaluate the written volumes delivered by the offerors using the technical and management subfactors described below, including the extent to which the offeror's technical and management approaches and processes are integrated. The Government will assign colors/adjectival and risk ratings (to include an assessment of the potential for disruption of schedule, increased price, degradation of performance, and the need for increased

Government oversight, as well as the likelihood of unsuccessful contract performance) to each technical and management factor and write a narrative evaluation reflecting the factors' relative strengths and weaknesses or deficiencies as compared to the standard. The evaluation factors, subfactors, and associated assessment standards that will be used by the evaluation panels to evaluate proposals are described in the section below.

M.3.2.1 FACTOR 1 - TECHNICAL/MANAGEMENT

The Technical/Management factor will be evaluated on two subfactors - a Technical subfactor and a Management subfactor.

M.3.2.1.1 SUBFACTOR 1: TECHNICAL

The Technical subfactor will be evaluated on the accuracy, clarity, completeness, reasonableness, realism, risk, and credibility of the offeror's proposal. The proposal will be evaluated as to the extent to which the offeror's proposed approach and solutions provide the above criteria for the following:

M.3.2.1.1.1 Element 1 - Meeting PWS requirements

The Government will evaluate the offeror's technical solution as to its ability to provide a technically sound and effective strategy for meeting the PWS requirements.

The Government will evaluate the offeror's technical approach for performing the contract in ensuring that the desired results and outputs are accomplished successfully.

M.3.2.1.1.2 Element 2 - Providing the desired results and outputs

The Government will evaluate the offeror's technical approach for its identification and utilization of Government and commercial best practices.

M.3.2.1.1.3 Element 3 - Identification and compliance with industry and Government standards

The Government will evaluate the offeror's understanding all relevant industry and Government standards and of how the proposed technical approach demonstrates compliance with those standards.

M.3.2.1.1.4 Element 4 - Compliance with Department of the Army and INSCOM constraints and customer objectives

The Government will evaluate the offeror's understanding of how the proposed technical approach demonstrates compliance with the constraints of the US Army and INSCOM.

M.3.2.1.1.5 Element 5 - Utilization of Government and commercial best practices

The Government will evaluate the offeror's understanding of how the proposed technical approach demonstrates the understanding and utilization of Government and commercial best practices.

M.3.2.1.1.6 Risk

The risk contained in each of the elements of this subfactor will be assessed as follows:

- High (Likely to cause significant disruption of schedule, increased cost, or degradation of performance.)
- Moderate (Can potentially cause some disruption of schedule, increased cost, or degradation of performance.).
- Low (Has little potential to cause some disruption of schedule, increased cost, or degradation of performance.).

M.3.2.1.2 SUBFACTOR 2: MANAGEMENT

The Management subfactor is comprised of four elements as described below. Management subfactors will be evaluated on the accuracy, clarity, completeness, reasonableness, realism, risk, and credibility of the offeror's proposal; the extent to which the offeror's solution provides an **cost**-effective strategy for achieving project objectives; a demonstration of an understanding of how to organize and perform the work, and deliver the services under the contract in accordance with performance standards; and the basis in research, published fact, and documented experience supporting the offeror's proposal. The Government will evaluate the offeror's approach for managing the contract to ensure that all assigned tasks are accomplished successfully.

M.3.2.1.2.1 Element 1 Quality Control Plan (QCP)

The Offeror's QCP shall be evaluated to assess the management and quality control actions necessary to meet the quality standards set forth in the contract and follow-on task orders. The offeror's proposal should provide a high degree of confidence to the Government in the following areas:

- The offeror's QCP contains sufficient detail and substance to provide a high degree of confidence that the offeror understands and will be able to perform the requirements as set forth in the applicable PWS.
- The offeror's QCP's methods of surveillance adequately reflect the required skill sets, sampling criteria, and inspection/evaluation processes to ensure acceptable quality levels are met.
- The offeror's QCP's has the quality, relevance, appropriateness, and innovation of the approach, procedures, documentation, and methods for tracking the project objectives at both the basic contract and task order levels, including:
 - communicating with the government
 - handling corrective actions
 - implementing improvements
- The offeror's QCP has the quality, relevance and appropriateness of the proposed areas of measurement / oversight and the metrics and/or standards that will be applied to determine success. These results will be linked to the technical approach and the PWS to ensure that the contractor meets the performance targets.

M.3.2.1.2.2 Element 2 Plan for Continuity/Retention of Personnel/ Staffing /Transition Plan

The offeror's plan for continuity/retention of personnel should encompass the entire project, including all task orders issued there under. The offeror's proposal should provide a high degree of confidence to the Government in the following areas:

- The offeror's plan for continuity demonstrates the ability to consistently recruit, train, and retain sufficient numbers of personnel with required skill sets to support the OMNIBUS III requirements. Offerors must describe in detail their plan to maintain staff or obtain and then retain properly trained new staff that possesses the requisite security clearances without interruption of services. They also must explain in detail how they will staff quick reaction call-outs. The offerors must demonstrate their understanding of the possible combatant circumstances and the staffing safeguards they will use to ensure availability of trained personnel in those scenarios.
- The offeror will describe in its transition plan, giving particular attention to describing plans and methodologies for ensuring the smooth transition of critical missions while sustaining operations. The offeror's transition plan should encompass the entire contract to include individual task order projects, from award to close out, and will be evaluated for its completeness and understanding of INSCOM's environments, how well it addresses the planning and execution of transition issues, and explains the risk in this area. The offeror should propose, in sufficient detail, schedule, events, staffing and other plan elements, such that the Government has a high level of confidence that the transition of performance responsibilities will be seamless and involve no degradation of performance.

M.3.2.1.2.3 Element 3 – Program Management Plan

The offeror will be evaluated on how well it has proposed to deal with the variety of management issues that can affect its performance in support of INSCOM requirements. The offeror's proposal should provide a high degree of confidence to the Government in the following areas:

- The offeror's plan will be evaluated for its completeness and understanding of INSCOM's environment, how well it addresses the planning and execution tracking, status, and reporting tasks that will provide the basis for successful management of the project. The proposed plan should include a methodology for applying the offeror's "lessons learned" to new tasks, leveraging best practices on all tasks, and eliminating duplication of effort.
- The offeror shall describe corporate experience that relates to the level and complexity of work as envisioned in the PWS. The offeror's proposal will be evaluated on whether the company has relevant corporate experience and the quantity of such experience. The offeror should propose in sufficient detail

such that the Government has a high level of confidence that the offeror can perform the type and volume of work required by this acquisition.

- The offeror's Program Management Plan to include team structures, relationships, roles and responsibilities that are clearly defined and established in such a way as to provide maximum quality performance and minimize risk to performance.
- The offeror has processes, procedures, and organizational structures in place that support work in classified/sensitive environments worldwide.
- The offeror's Program Management Plan demonstrates the ability to rapidly and adequately respond to relevant, rapidly evolving technology and mission requirements that increase program risk, and monitor, mitigate, and close out identified risk elements in a disciplined and timely manner.
- The Program Management Plan includes an Organizational Conflict of Interest (OCI) Mitigation Plan that provides a disclosure statement describing all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultants or subcontractors) may have an existing or potential organizational conflict of interest. In addition, the offeror's OCI Mitigation Plan should delineate the company's approach to avoiding, mitigating or neutralizing any identified OCI risks.
- The offeror's proposed resumes of key personnel will be evaluated for relevant experience in performing the tasks required by this solicitation. These tasks should have been performed under projects similar in function, scope, and complexity to the OMNIBUS III Program. The key personnel will be evaluated for the breadth, depth, and quality of relevant experience and the results and effectiveness of their work in achieving goals in performance of projects of similar size and complexity to this project. The offeror will be evaluated on how completely the technical qualifications, knowledge, skills, and certifications proposed correlate to the functional areas described in the Request for Proposals (RFP).

The offeror will describe the relationship between the various management levels and the number of individuals required for each function. Proposed key positions are those functions, whether performed by the offeror or by one of the offeror's prospective subcontractors, which are deemed critical to the successful management and performance of the contract. The offeror must submit job descriptions for key positions proposed for the organization which the offeror plans to utilize in the conduct of this contract as part of the offeror's management proposal.

M.3.2.1.2.4 Element 4 - Management of Small Business Subcontracting

Teaming and subcontracting arrangements will be evaluated based on the qualifications of teaming partners and subcontractors and their responsibilities, clarity of assignments, and the quality of the proposed approaches, processes, and responsibilities for teaming partner and subcontractor management. Emphasis will be placed on clarity of lines of authority, assignment and reporting procedures, and management approaches and/or controls that will be implemented to ensure subcontractors perform seamlessly within the framework of the project objectives of the contract.

M.3.2.1.2.5 Risk - The risk contained in each of the elements of this subfactor will be assessed as follows:

- High (Likely to cause significant disruption of schedule, increased cost, or degradation of performance.)
- Moderate (Can potentially cause some disruption of schedule, increased cost, or degradation of performance.)
- Low (Has little potential to cause some disruption of schedule, increased cost, or degradation of performance.)

M.3.2.2 FACTOR 2: PAST PERFORMANCE

The offeror will be evaluated on recent (within three years) performance under existing and prior relevant contracts (similar size, scope, and complexity) to the OMNIBUS III contract. The Government will focus the evaluation on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The offeror will also be evaluated on recent performance under existing and prior contracts regarding compliance with FAR 52.219-8 -- Utilization of Small Business Concerns. The Government will focus the

evaluation on information that demonstrates the degree to which the offeror has complied with the requirements of this clause. The Government reserves the right to eliminate any past performance reference information that is determined to be irrelevant to this acquisition.

M.3.2.3 FACTOR 3: COST/PRICE

The Task Order price proposed will be evaluated but not scored. The price proposal will be evaluated on the basis of the total price to include the base year plus up to each of the four one-year options. The Government will evaluate the price proposal by adding the total price for all quantities and services as stated in the TO. The Government will also evaluate the reasonableness of the proposed Loading Rate for non-travel ODC's. As evaluated non-cost/price factors are rated nearer to equivalent between two or more offerors, cost/price becomes increasingly important. This method of evaluation shall not obligate the Government to award a TO, nor exercise any option(s).

The offeror's price proposal will be reviewed for the criteria described below.

M.3.2.3.1 Price Reasonableness - The Government may use all methods available to evaluate price proposed, together with the proposed Loading Rate for non-travel ODC's, including, but not limited to, an analysis based upon the following:

- Comparing the offeror's prices/rates to those in other proposals submitted
- Published market prices/rates/indices,
- Any independent government cost estimate(s);
- Prices/rates for similar items obtained through market research; and
- Other contract prices/rates for like items or services, in like quantities, under like terms and conditions.

M.3.2.3.1.1 Evaluation of Options - Evaluation of Options will be conducted in accordance with FAR part 52.217-5 Evaluation of Options. The objective of the evaluation of options is to determine the price for each of the options to be fair and reasonable at the time of award of the TO. Unrealistically low or unbalanced pricing of options in the proposals may be considered a performance risk.

M.3.2.3.2 Completeness - The offeror's price proposal will be reviewed for completeness, including submission of all information necessary to complete the determinations for price reasonableness described above. Information needed to assist the contracting officer in making the required determination of fair and reasonable prior to contract award shall be included in this portion of the offeror's proposal.

M.3.3 Task Order Evaluation Criteria and Assessment

(The following applies only to the TO's included in this RFP). Should the Government choose to award any of the TO's, the following RFP Sections, as they relate to the TO PWS, shall apply: M.3.2. Rankings shall be IAW M.3.1.2 as they apply to the Technical and Management Subfactors, the Technical/Management Factor, Past Performance and the Cost/Price Factor.