

Task Order Request (TOR) Against the KBS Contract Suite

TOR Number: **W56HZV-14-X-KB01**

Date of Issue: **See Block 5, Page 1 of the SF 33 for TS3 solicitation W56HZV-14-R-0030**

Description of Services: **Services covered by this TOR include Program Support, Logistics, Operations, and Management services.**

Location of Services: **Ft. Bliss, TX; White Sands Missile Range (WSMR), NM**

Closing Date and Time: **See Block 9, Page 1 of the SF 33 for TS3 solicitation W56HZV-14-R-0030**

Incumbent: **The Tolliver Group, Inc.; and Manufacturing Technical Solutions, Inc.**

SECTION A SUPPLEMENTAL INFORMATION

1. NOTICE: To be eligible for award of this task order: offerors must possess, at time of award, and active SECRET level Facility Clearance, see Section H.1.5 and L.3.8 of solicitation W56HZV-14-R-0030. Failure to provide proof of an active Facility Clearance will result in the proposal not being considered for award of this task order.
2. This is a Task Order Request (TOR) for services to be provided under the Knowledge Based Services (KBS) contract suite against TACOM Strategic Service Solutions (TS3), a family of Multiple Award Indefinite Delivery Indefinite Quantity (MA IDIQ) contracts.
3. The contracting officer has determined that the services under this TOR are noncommercial.
4. This TOR is a representative task order for the KBS contract suite solicitation, W56HZV-14-R-0030. Therefore, proposals submitted by offerors will be used to make a determination as to which offerors will receive an IDIQ contract in the KBS contract suite. Additionally, this TOR will be awarded, subject to the availability of funds and bona fide need at the time of task order award, to the KBS prime IDIQ contract whose proposal represents the best value to the Government as set forth in Sections L and M below.
5. Proposals shall fully comply with the instructions in this TOR. offerors shall read the entire KBS contract suite solicitation, W56HZV-14-R-0030, and this TOR (to include attached documents), prior to submitting their proposals. Proposals (to include cost/price) shall be valid for 180 calendar days after the closing date of this TOR.
6. Task Order Type: The Government contemplates an award of a task order on a **Cost-Plus-Fixed Fee – Term** basis with a **Firm Fixed Price** 30 day Phase-In Period .

7. The award of this task order is anticipated to be made within 45 days of the award of the TS3 KBS MA IDIQ contracts.
8. Any award issued as a result of this TOR will be distributed electronically. Awards will include the awarded unit price. This is the notice required by Executive Order 12600 (June 23, 1987) of our intention to release unit prices in response to any request under the Freedom of Information Act (FOIA), 5 USC 552. Unit price is defined as the task order hourly labor rates as they will appear in the task order and is NOT referring to or includes Cost of Pricing data/information. If you object to such release, and you intend to submit a proposal, notify the Contracting Officer in writing prior to the closing date identified in this TOR and include the rationale for the objection consistent with the provision of FOIA. A release determination will be based on rationale given.
9. The following provisions are applicable to this TOR:

- a. 52.209-4025 (LOCAL WARREN) Notice of Training Opportunities at the Detroit Arsenal (MAR 2013)

The contractor is notified that in accordance with training requirements required in the performance of this solicitation, and subsequent contract, that the G2 Office of TACOM LCMC can provide the following training upon request to contracting personnel. This opportunity is extended to all contractor personnel performing at the Detroit Arsenal and TACOM LCMC Organizations, including Selfridge Air National Guard Base.

Training is available for AT/OPSEC requirements including but not limited to: iWatch Training, Annual Security Training, and OPSEC Training as part of Annual Security training.

Contractors should make requests for training to the buyer listed on this solicitation and contract.

(End of Notice)

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

1. Below is the proposed CLIN structure for this task order.

ITEM	SUPPLIES/SERVICES	AMOUNT
0001	BASE PERIOD	
0001AA	Labor	
0001AB	Travel	

0001AC	Contractor Manpower Reporting	(NSP)
0001AD	DATA ITEM: CDRL	(NSP)
0001AE	Phase-In	

ITEM	SUPPLIES/SERVICES	AMOUNT
0002	UNEXERCISED OPTION PERIOD ONE	
0002AA	Labor	
0002AB	Travel	
0002AC	Contractor Manpower Reporting	(NSP)
0002AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0003	UNEXERCISED OPTION PERIOD TWO	
0003AA	Labor	
0003AB	Travel	
0003AC	Contractor Manpower Reporting	(NSP)
0003AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0004	UNEXERCISED OPTION PERIOD THREE	
0004AA	Labor	
0004AB	Travel	
0004AC	Contractor Manpower Reporting	(NSP)
0004AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
0005	UNEXERCISED OPTION PERIOD FOUR	
0005AA	Labor	
0005AB	Travel	
0005AC	Contractor Manpower Reporting	(NSP)
0005AD	DATA ITEM: CDRL	(NSP)

ITEM	SUPPLIES/SERVICES	AMOUNT
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0006	UNEXERCISED OPTION PERIOD FIVE	
0006AA	Labor	
0006AB	Travel	
0006AC	Contractor Manpower Reporting	(NSP)
0006AD	DATA ITEM: CDRL	(NSP)

SECTION C
DESCRIPTION/SPECIFICATION/WORK STATEMENT

1. By responding to this TOR, the offeror agrees to meet all the requirements incorporated in this TOR, including those listed in Attachment 0010: PWS, and agrees to all the terms, conditions, and provisions of this TOR.
2. The following clauses shall apply in addition to the clauses included in the offeror's MA IDIQ contract:
 - a. 52.204-9, Personal Identity Verification of Contractor Personnel (JAN 2011)
 - b. 52.204-4020 (LOCAL WARREN), Access and General Protection/Security Policy and Procedures (JUN 2012)

The contractor and all associated subcontractors' employees shall comply with applicable installation, facility, and area commander installation and facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce must comply with all personal identity verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

(End of Clause)

- a. 52.204-4600 (TACOM), Trusted Associate Sponsorship System (TASS) Program (OCT 2013)

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

The contractor is responsible for managing requests for new or renewal CAC cards in sufficient time to ensure that all contractor employees have them when needed to perform work under this contract. The norm is at least ten calendar days' advance notice to the Trusted Agent* (TA), unless there are extenuating circumstances approved by the Contracting Officer's Representative (COR) or Contracting Officer. *The COR will be the TA for this contract.

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

It is recommended that a "Corporate Facility Security Officer (FSO) be established to serve as your firm's single point of contact for Trusted Associate Sponsorship System (TASS). If a FSO is not established, each contractor employee requiring a CAC card will be required to process their own applications.

CAC applications must be processed through the DoD's TASS. The contractor's FSO or contractor employee shall submit requests for a CAC via email to the TASS Trusted Agent (TA) at -1- before accessing the TASS website.

The government will establish a TASS application account for each CAC request and will provide each contractor employee a USER ID and Password via email to the FSO. The FSO or contractor employee shall access the TASS account and complete the CAC application (entering/editing contractor information as applicable) at <https://www.dmdc.osd.mil/tass/operator/consent?continueToUrl=%2Ftass%2Findex.jsp>

The FSO or contractor employee will submit completed applications in TASS, and will follow up to ensure that the TA is processing the request.

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

- Approved*. Upon approval, the information is transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database and an email notification is sent to the contractor with instructions on obtaining their CAC. The contractor proceeds to a Real-Time Automated Personnel Identification System (RAPIDS) station (<https://www.dmdc.osd.mil/rsl/> provides RAPIDS locations).
- Rejected*. Government in separate correspondence will provide reason(s) for rejection.
- Returned. Additional information, or correction to the application, required by the contractor employee.

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

At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor by SSN, and two forms of identification, one of which must be a picture ID. The Verification Officer will capture primary and alternate fingerprints and picture, and updates to DEERS and will then issue a CAC.

Issued CACs shall be for a period of performance not longer than three (3) years or the individual's contract end date (inclusive of any options) whichever is earlier.

The contractor shall return issued CAC's to the DEERS office upon return from deployment, departure or dismissal of each contractor employee. A receipt for each card must be obtained and provided to the TA/COR.

A CAC cannot be issued without evidence that a National Agency Check with Written Inquires (NACI) has at least been initiated by the FSO. TASS will be linked to the Joint Personnel Adjudication System (JPAS) in the near future. The TA will have to verify via JPAS that the NACI has been initiated by the FSO before he/she can approve a contractor request for a CAC.

Details and training on TASS are available on AKO at <https://www.us.army.mil/suite/portal/index.jsp> or by contacting the CAC helpdesk at cacsupport@mail.mil or 866-738-3222.

(End of Clause)

d. 52.204-4021 (LOCAL WARREN), Contractor Employees Who Require Access to Government Information Systems (JUN 2012)

All contractor employees shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DoD Information Assurance Awareness training prior to access to the information system, and annually thereafter.

(End of Clause)

e. 52.209-4020 (LOCAL WARREN), Anti-Terrorism (AT) Level I training Requirement (JUN 2012)

All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies. The contractor shall submit certificates of completion for each contractor employee and subcontractor employee requiring access to Army installations, facilities, or controlled access areas to the COR (or to the contracting officer, if a COR is not assigned) within 30 calendar days after completion of training. AT Level I awareness training is available at <https://atlevel1.dtic.mil/at>.

(End of Clause)

f. 52.209-4022 (LOCAL WARREN), iWATCH Training (JUN 2012)

The contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Officer (ATO)). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees' commencing performance, with the results reported to the COR no later than 35 calendar days after contract award.

(End of Clause)

g. 52.209-4023 (LOCAL WARREN), OPSEC Training Requirement (JUN 2012)

Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training.

(End of Clause)

h. 52.209-4024(LOCAL WARREN), Information Assurance (IA)/Information Technology (IT) Training (JUN 2012)

All contractor employees and associated subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of employment.

(End of Clause)

SECTION D
PACKAGING AND MARKING

1. No additional clauses under this section are applicable to this order.

SECTION E
INSPECTION AND ACCEPTANCE

1. No additional clauses under this section are applicable to this order.

SECTION F
DELIVERIES OR PERFORMANCE

1. Period of Performance:

Phase-In (30 days):

Date of Award – 30 days from date of award

Base Period (06 Months):

Date of Award – 06 months from date of award

Option Period One (06 Months):

07 months – 12 months from date of award

Option Period Two (06 Months):	13 months – 18 months from date of award
Option Period Three (06 Months):	19 months – 24 months from date of award
Option Period Four (06 Months):	25 months – 30 months from date of award
Option Period Five (06 Months):	31 months – 36 months from date of award

2. The Government will have the unilateral right to exercise any options in whole, or in part, see Section I.1.a below.

SECTION G
CONTRACT ADMINISTRATION DATA

1. Clause 252.232-7006 of the MA IDIQ contract shall be included within the task order and tailored as follows:
 - a. 252.232-7006(f):
 - i) (1) - Invoice 2-in-1 (Services)
 - ii) (2) -W56TRU
 - iii) (3):
 - (A) Service Approver (DoDAAC) - TBD at time of award - Cognizant DCMA Office
 - (B) Service Acceptor (DoDAAC) - TBD at time of award - Cognizant DCMA Office
 - iv) (5) - To be provided at time of award
 - v) (6) - To be provided at time of award

SECTION H
SPECIAL CONTRACT REQUIREMENTS

1. The contractor shall comply with the following Anti-Terrorism (AT), Operational Security (OPSEC) and Information Security (INFOSEC) requirements:
 - a. AT Level I Training. All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.
 - b. Access and General Protection/Security Policy and Procedures. Contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by

Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

- c. iWATCH Training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 7 calendar days of new employees commencing performance with the results reported to the COR NLT 35 calendar days after contract award.
- d. Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.
- e. For Contracts that Require OPSEC Training. Per AR 530-1, Operations Security, new contractor employees must complete Level 1 OPSEC training within 30 calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.
- f. For information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.
- g. For information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M, DFARS 252.239-7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.
- h. For Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The

Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

SECTION I
CONTRACT CLAUSES

1. The following clauses shall apply in addition to the clauses included in the offeror's MA IDIQ contract:
 - a. 52.217-9, Option to Extend the Term of the Contract (MAR 2000)
 - o Fill-ins for this task order shall be as follows:
 - 15 calendar days
 - 30 calendar days
 - 36 months
 - b. 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989)
 - o The fill-in for this clause shall be as follows:

This Statement is for Information Only:
It is not a Wage Determination

Employee Class	Monetary Wage -- Fringe Benefits
Public Relations Specialist II _____	\$22.96 _____
Management Analyst I _____	\$16.89 _____
Management Analyst III _____	\$27.78 _____
Program Management, Business Operations Specialist, All Other, III _____	\$27.78 _____
Logistician II _____	\$20.79 _____

Fringes for Federal Hires are as follows (except CBA's, which would be in accordance with the respective Collective Bargaining Agreement):

1. Paid Holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas Day.
2. Annual Leave: Two hours of annual leave each week for an employee with less than three years service; three hours of annual leave each week for an employee with three but less than fifteen years of service; and four hours of annual leave each week for an employee with fifteen or more years of service.
3. Sick Leave: Two hours of sick leave each week.
4. Life, accident, and health insurance programs: Government pays 33.3% of cost for basic life insurance; workman's compensation covers 100% of accident; and depending on health plan chosen, Government pays up to 75% of health insurance.

5. Retirement: Employees covered under CSRS – 7% of annual rate; Employees covered under FERS -- .08 basic retirement plus 1% TSP contribution and up to 4% more matching TSP contribution.
(End clause)

- c. 52.223-5, Pollution Prevention and Right-to-Know Information (MAY 2011)
- d. 52.223-10, Waste Reduction Program (MAY 2011)
- e. 52.224-1, Privacy Act Notification (APR 1984)
- f. 52.224-2, Privacy Act (APR 1984)
- g. 52.232-20, Limitation of Cost (APR 1984)
- h. 252.239-7001, Information Assurance Contractor Training and Certification (JAN 2008)

SECTION J
LIST OF ATTACHMENTS

1. Reference the following attachments, found in Section J (List of Documents, Exhibits and other Attachments) of TS3 Solicitation W56HZV-14-R-0030:

Attachment 0010: TOR Attachment 1, Performance Work Statement (PWS)

Attachment 0011: TOR Attachment 2, Contract Data Requirements List (CDRLs)

Attachment 0012: TOR Attachment 3, KBS Prime Proposal Summary File - NIE

Attachment 0013: TOR Attachment 4, NIE DD 254

SECTION K
REPRESENTATIONS, CERTIFICATIONS, AND STATEMENTS OF OFFERORS

1. The Government will review the offeror's record within the System for Award Management (SAM) and incorporate the Representations, Certifications, and Statements listed within into the offerors' proposal submission. Offerors shall ensure that their SAM records are active and current as of the time of proposal submission.

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. Offerors shall electronically submit one proposal by the closing date and time specified on page 1 of this TOR.
2. The proposal evaluation and discussion procedures in Federal Acquisition Regulation (FAR) Subpart 15.3 ("Source Selection") do not apply to the evaluation process of this TOR. The Government will conduct evaluations using a best value tradeoff approach and will follow FAR 16.505 ("Ordering Procedures"). Although the Government does not intend to hold discussions, the Government does reserve the right to negotiate with one or more, but not necessarily all

offerors, for any reason.

3. The offeror's KBS Labor Pricing Matrix (Attachment 0002) proposed in response to the IDIQ solicitation sets forth the labor categories that shall be proposed, when applicable, and will be the maximum fully burdened labor rates that will be reimbursed under this task order, inclusive of options, if exercised.
4. In accordance with Section M of this TOR, offerors will be evaluated on two factors: (1) Technical and (2) Cost/Price. For the purposes of this task order, the Technical Factor is somewhat more important than the Cost/Price Factor. However, if the Technical evaluations are equal, then cost/price will be the deciding factor. The offeror shall abide by the following instructions when submitting a response to this TOR:

Volume III – Technical Factor: The offeror's Technical Volume response prepared IAW the instructions contained in paragraph L.5 of the KBS contract suite solicitation, W56HZV-14-R-0030, will be used by the Government in the evaluation of this task order requirement. The offeror shall only submit one Technical Volume, which will be used by the Government for both the MA IDIQ level and task order level evaluations.

Volume IV – Cost/Price Factor: The offeror's Cost/Price Volume response prepared IAW the instructions contained in paragraphs L.6.1 and L.6.2.2 of the KBS contract suite solicitation, W56HZV-14-R-0030, will be used by the Government in the evaluation of this task order requirement. The offeror shall only submit one Cost/Price Volume, which will be used by the Government for both the MA IDIQ level and task order level evaluations.

5. The offeror shall abide by the instructions contained in paragraphs L.1 and L.2 of the KBS contract suite solicitation, W56HZV-14-R-0030, when preparing its proposal in response to this TOR.

SECTION M
EVALUATION FACTORS FOR AWARD

1. The Government intends to award a single task order, resulting from this TOR, to the offeror whose response will provide the overall "Best Value" to the Government, technical and cost/price considered. The Contracting Officer may select for award that proposal in which the total evaluated cost/price is not necessarily the lowest, but whose overall response is deemed most advantageous to the Government so as to justify the payment of a higher cost/price. Conversely, the Contracting Officer may select that proposal whose total evaluated cost/price is the lowest when other responses are not sufficiently more advantageous to justify the payment of a higher cost/price.
2. The Government intends to evaluate responses and award a task order without discussions/communications with offerors. Therefore, the offeror's initial response shall contain its best terms from a cost and technical standpoint. However, the Government reserves the right to negotiate with one or more but not necessarily all offerors, for any reason, if it so desires; any proposal revisions shall be limited to the items negotiated. The Government may

accept other than the lowest cost, and waive informalities and minor irregularities in the submitted responses.

3. The reasons for rejection contained in paragraph M.3 of the KBS contract suite solicitation, W56HZV-14-R-0030, shall apply to this TOR. In addition, offerors must possess, at time of proposal submission, and active SECRET level Facility Clearance. Failure to provide proof of an active Facility Clearance with the proposal will result in the proposal not being considered for award of this task order.
4. Offerors will be evaluated on two factors: (1) Technical and (2) Cost/Price. For the purposes of this task order, the Technical Factor is somewhat more important than the Cost/Price Factor. However, if the Technical evaluations are equal, then cost/price will be the deciding factor.
5. The Government will evaluate proposals from offerors who have received a prime MA IDIQ contract under the KBS contract suite utilizing the Technical and Cost/Price evaluation criteria contained in Section M of the KBS contract suite solicitation, W56HZV-14-R-0030.

Volume III – Technical Factor: The Government will evaluate the offeror's Technical Factor Volume response IAW paragraph M.6 of the KBS contract suite solicitation, W56HZV-14-R-0030.

Volume IV – Cost/Price Factor: The Government will evaluate the offeror's Cost/Price Factor Volume response IAW paragraphs M.7.2-4 of the KBS contract suite solicitation, W56HZV-14-R-0030.

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