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MOD/AMD 09

**Name of Offeror or Contractor:** TOLLIVER GROUP, INC., THE

## SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: MIRA PATEL  
Buyer Office Symbol/Telephone Number: CTA-ASM-A/(586)282-9608  
Type of Contract: Firm Fixed Price  
Kind of Contract: Service Contracts  
Type of Business: Other Small Business Performing in U.S.  
Surveillance Criticality Designator: C  
Weapon System: Countermine

\*\*\* End of Narrative A0000 \*\*\*

CONTRACT:	W56HZV-09-A-A902
TASK ORDER:	0010
MODIFICATION:	09
PREVIOUS AMOUNT:	\$6,446,536.31
AMOUNT OF THIS ACTION:	\$ 0.00
REVISED AMOUNT:	\$6,446,536.31

1. The purpose of this Modification 09 is to remove extraneous language.
2. As a result, the following changes are made:
  - a. Under Section C, Sections 1.0.c.1 and 1.0.c.2, entitled LO 9-2355-xxx-xx, Lubrication Instruction and TB 9-xxxx-xxx-13, Transportation Instruction, respectively, are removed.
  - b. Under Section C, Sections 3.1.1 and 3.1.2.4, entitled LO 9-2355-xxx-xx, Lubrication Instruction and TB 9-xxxx-xxx-13, Transportation Instruction, respectively, are removed.
3. As a result of this Modification 09, the total amount of this task order remains unchanged.
4. All other terms and conditions of this task order, except those addressed by this modification, remain unchanged and are in full force and effect.

\*\*\* END OF NARRATIVE A0012 \*\*\*

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SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

OPTION YEAR 2

Performance Work Statement

PART 1

Services to Create Technical Manuals for TACOM LCMC Managed Publications

1.0 Scope: Using commercial off the shelf manuals produced by the manufacturer as source data, the contractor shall furnish professional services to create and deliver the following Technical Manuals for the 910 MCV 2 Medium, Flail, Area Mine Clearance System (AMCS):

- a. TM 9-2355-407-10, Operator Manual
- b. TM 9-2355-407-23, Field Maintenance Manual
- c. TM 9-2355-407-23P, Field Maintenance Repair Parts and Special Tools List

1.0.1 The resulting Technical Manuals will enable military field users to support their equipment with current parts information for provisioning, and updated procedures for maintenance and overhaul.

1.1 Background: The services to be furnished for the required Technical Publications include provisioning, technical writing, illustration, content development and quality assurance. Technical Manuals (TM) shall be developed in accordance with (IAW) AR 750-1, which details the approved Two Level Maintenance (TLM) Logistics Management Information Baseline (LMI) which the contractor shall apply when developing Technical Manuals per this performance work statement (PWS). The Technical Manuals shall be written to conform to MIL-STD 40051-2 with change 3 requirements.

1.2 Period of Performance: Option Year 2 22 April 2013 04 December 2015

1.2.1 RESERVED.

1.2.1 RESERVED.

1.2.2 RESERVED.

1.2.2.1 RESERVED.

1.2.2.2 RESERVED.

1.3 General Information

Contractor Quality Control:

1.3.1 The Contractor shall implement and maintain an effective quality control program to ensure services are performed in accordance with this Performance Work Statement (PWS). The Contractor shall implement procedures to identify and prevent or ensure non-recurrence of defective services. The contractors quality control program is the means of assuring the work complies with the requirement of this PWS. The contractor shall provide a Quality Control Plan (QCP) (CDRL A008) at the Start of Work meeting for Option Period 2 (see paragraph 3.1.4.1 below). The QCP shall include a description of the inspection system to cover all services listed in the PWS. The description shall include methods for identifying and preventing defects in the quality of services performed. The contractor shall develop quality control procedures that address the area identified in Technical Exhibit 1 Performance Requirement Summary. The Government will review and either accept or deny the QCP within 14 calendar days. After receiving Government acceptance of the quality control plan, any changes to the QCP shall be submitted to the Contracting Officer for approval no later than 14 calendar days prior to the proposed effective date of the change.

1.3.1.1 Quality Assurance (QA) of equipment publications. The contractor shall be responsible for the quality of the equipment publications deliverables. All delivered TM information shall be complete, technically accurate and useable by US Army Soldiers. The contractor shall develop and use a QCP IAW the following:

1.3.1.1.1 (i) Periodic QA reviews by persons different than those preparing the TMs, (ii) maintenance of QA records, (iii) TM development process improvement, and (iv) data controls to insure that current, accurate engineering and parts information is available to TM preparers.

1.3.1.1.2 The publications QA operation shall include QA personnel that are not the writers or editors of the publications being prepared. QA records shall be maintained, showing those publications corrections, deletions, and additions that were identified during publications validation process.

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1.3.1.1.3 Government representatives have the right to review and comment on the contractors QA plan, records, and processes.

1.3.2 Government Quality Assurance: The government shall evaluate the contractors performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable defect rate (s).

1.3.3 Government Incentives and Remedies:

1.3.3.1 Incentives: The Contracting Officers Representative (COR) performing surveillance may document high quality performance (e.g. timely delivery of high-quality data; accuracy and high-quality content of reports) and ensure this record of performance becomes a part of the contractors past performance record for this order.

1.3.3.2 Remedies: Timely submission of all deliverables addressing all required content in a high-quality manner is paramount; therefore, contractor failure in this task will result in (1) withholding of payments until the Government can determine the ramifications of the below standard performance, (2) contractor correction at no additional fee to the Government and (3) documentation of negative past performance. If the contractor believes that there are excusable circumstances, the contractor shall inform the Contracting Officer. Excusable circumstances may result in adjustment of the consequences mentioned in this paragraph. This paragraph does not invalidate any of the usual rights allowed by the Inspection of Services clause.

1.3.4 Organizational Conflict of Interest: Contractor and Subcontractor personnel performing work under this Task Order may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractors mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer. In the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.3.5 Contractor Personnel Requirements

1.3.5.1 Contractor personnel shall be U.S. Citizens.

1.3.5.2 Contractor personnel shall be capable of reading, writing, and speaking English.

1.3.6 Non Disclosure Agreement:

1.3.6.1 Before performing work on this task order, all Contractor personnel performing work per this PWS shall sign a Non-Disclosure Agreement, see Attachment 2, to be legally bound and prohibited from disclosing unauthorized information. Originals shall be maintained on file at the Contractor facility, and copies shall be electronically submitted to the COR, prior to work commencing.

1.3.6.2 The Contractor agrees to use and examine all information provided by the Government exclusively in the performance of this task order and to take the necessary steps in accordance with Government regulations to prevent disclosure of such information to any party outside the Government or Government designated support contractors possessing appropriate proprietary agreements.

1.3.6.3 The Contractor agrees to indoctrinate its personnel who have access to sensitive information concerning the relationship under which the Contractor has possession of or access to the information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information will be used for the profit of any party other than those furnishing the information.

1.3.6.4 The Contractor shall restrict access to sensitive/proprietary information to the minimum number of employees necessary for task order performance.

1.3.7 Place of Performance: The primary Place of Performance shall be the contractors facility for Validation, Verification, and Logistics Demonstration (LD), although some travel to TACOM will be required for the Start-of-Work meeting and for Guidance Conferences. The contractor will be required to travel to Fort Custer in Battle Creek, MI in order to attend Instructor & Key Personnel Training (I&KPT).

1.3.8 Travel:

1.3.8.1 Contractor personnel will be required to travel in order to perform this task order.

1.3.8.2 RESERVED.

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1.3.8.3 RESERVED.

1.3.8.4 RESERVED.

1.3.8.5 RESERVED.

1.3.8.6 RESERVED.

1.3.8.7 RESERVED.

1.3.8.8 Contractor shall submit a trip report (CDRL A007) after every trip. The trip report shall be due to the COR within 5 calendar days of return.

1.3.9 Security Requirement:

1.3.9.1 If at any time during the resultant task order any contractor personnel require access to any Government database they must undergo a favorable background investigation and maintain a favorable security status in accordance with Army Regulation AR 25-2 and AR 380-67.

1.3.9.2 All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO) Distribution D. FOUO is information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act. Control, marking and protection of FOUO information will be in accordance with this document and Army Regulation 380-5, Chapter 5, paragraph 5-1 through 5-6. The contractor may disseminate FOUO information to their employees who have a need to know the information in connection with the task order. At the conclusion of the contract, all FOUO material not delivered to the Government will be destroyed by tearing or shredding to make it unreadable. FOUO material stored on electronic media will be purged or destroyed through a physical process. The contractor shall not transmit any FOUO information electronically over the Internet unless it is encrypted by FIPS 140-2 standard. Alternative dissemination methods include: secure fax; US Mail; and hand carry FOUO material. FOUO information may be disseminated by vendors internal computer network provided it is protected with a security firewall and individual access is controlled by using IDs and passwords.

1.3.9.3 The Contractor shall not release any information or data to third parties without the prior express written approval of the Procuring Contracting Officer.

1.3.9.4 The contractor is responsible for obtaining required identification cards, tags, and badges in accordance with AR 600-8-14 for individuals traveling to TACOM or to Fort Custer, MI for official duty related to the performance of this task order.

1.3.9.5 The contractor and subcontractor(s), if any, shall complete a background security check (SF-85P) of all personnel being assigned to work on the task order before each employee reports for duty to perform work.

1.3.9.6 The Contractor shall have access to Government data for the accomplishment of work under this task order; contractors shall conform to all security requirements.

1.3.10 Contracting Officer Representative (COR): The COR is an individual designated in accordance with DFARS 201.602-2 and is authorized in writing by the contracting officer to perform specific technical functions. The contracting officer has designated Travis Christner, (586) 282-7131, travis.e.christner.civ@mail.mil, as the contracting officers representative (COR) for this task order. The Contractor will receive a copy of the COR appointment letter that will specify the extent of the CORs authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quantity, delivery or any other term or condition of this task order. In addition to the duties and responsibilities identified in the COR appointment letter, the COR shall perform the functions stated in the Quality Assurance Surveillance Plan (QASP) which is attached to this task order.

1.3.11 Army Contractor Manpower Reporting System: The contractor shall comply with the clause entitled Contractor Manpower Reporting in the task order.

PART 2  
GOVERNMENT FURNISHED INFORMATION and EQUIPMENT

2.1 The following types of Government Furnished Information (GFI) shall be provided by the Contracting Officer Representative for the 910 MCV 2 Medium, Flail, Area Mine Clearance System:

2.1.1 Initial Maintenance Allocation Chart (MAC)

2.1.2 Provisioning Parts List

2.1.3 Maintenance Analysis

2.1.4 Level of Repair Analysis (LORA) Results

2.1.5 Commercial-Off-The-Shelf (COTS) Manuals

2.1.6 Specifications and standards cited in the Performance of Work Statement (PWS)

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2.1.7 Additional GFI as required

2.2 The contractor shall have access to the following type of Government Equipment:

2.2.1 The contractor shall have access to at least one 910 MCV 2 Medium, Flail, Area Mine Clearance System, to be located at the contractors facility. All Government Furnished Property issued to the contractor shall be itemized in section H of the task order.

PART 3

SPECIFIC TASKS

3.0 Integrated Logistics Support (ILS) Program.

3.1 Requirements: Technical Publications. The contractor shall develop equipment Technical Manuals (TMs) to support the Area Mine Clearance System (AMCS) program. The Contractor shall develop a Technical Manual Organization Plan (TMOP) CDRL A010. The Contractor shall use GEIA-STD-0007 for use in identifying content, format, delivery and related guidance for logistics data, except where otherwise identified in this Task Order. The LMI Baseline includes:

Provisioning Data (LSA-036 Report, IAW MIL-PRF-49506)  
Commercial Off-The-Shelf Manuals

3.1.1 BASIC SERVICES.

Integrated Logistics Support (ILS) Program.

The TM preparation requirements and the delivery requirements are described below. The specifications shown below shall be used. Copies can be obtained from the government Contracting Officer or the LOGSA website.

MIL-STD-40051-2 with change 3	DoD Standard Practice, Preparation of Digital Technical Information for Page-Based TMs
MIL-HDBK-1222D	DoD Handbook, Guide to the General Style and Format of U.S. Army Work Package Technical Manual. The HDBK should be used in conjunction with MIL-STD-40051-2A
AR 25-30, 27 Mar 06	The Army Publishing Program
AR 750-1	Army Maintenance Policy
AR 700-18	Army Guide to Provisioning
DI-SESS-81758	Logistics Product Data
DI-SESS-81759	Logistics Product Data Summaries
GEIA-STD-0007	Logistics Product Data
DI-TMSS-81819A	Technical Manual validation Certificate
DI-TMSS-81818	Technical Manual Validation Plan
DI-TMSS-81810	Technical Manual Organization Plan (TMOP)

The Contractor shall prepare an Electronic Technical Manual (ETM). The Repair Parts and Special Tools List (RPSTL) will be pulled from the Army Provisioning Master Record (PMR) from data that the Government provides and loads. The Contractor shall combine the RPSTL illustrations with the PMR RPSTL download. The Contractor shall develop the manuals as follows:

TM 9-2355-407-10	Operator Manual
TM 9-2355-407-23	Field Maintenance Manual
TM 9-2355-407-23P	Field Maintenance Repair Parts and Special Tools List

The TMs shall be divided into volumes if the page counts exceed 1500 pages (750 sheets) in accordance with MIL-STD-40051. An example of the TM Volume Designation would be TM 9-2355-407-23-1 (Field Maintenance Manual Volume 1), TM 9-2355-407-23-2 (Field Maintenance Manual Volume 2), TM 9-2355-407-23-3 (Field Maintenance Manual Volume 3), and so forth. Item Warranty information shall be included in the Manual(s).

3.1.1.1 The operator manual shall be prepared and delivered IAW MIL-STD-40051-2 with change 3, Contract Data Requirements List (CDRL) A001, and all attachments.

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3.1.1.2 The maintenance manual, with RPSTL included, shall be prepared and delivered IAW MIL-STD-40051-2 with change 3, CDRL A002a and A002b, and all attachments.

3.1.1.2.1 Maintenance Publications and Provisioning (MPP) Reviews (A009): The Government and contractor will meet to assess and discuss logistics documentation development. The first MPP Review will be held 30 days after the start of work, with follow-on meetings approximately every 30 days, as coordinated between the Government and the Contractor. These working level meetings will be held at the Contractor facility. The MPP will be led by the Government Maintenance Manager.

3.1.1.2.1.1 At a minimum, the personnel from the following functional areas are recommended to attend the MPP meetings; Quality Assurance (QA), Maintenance, Technical Writers, Illustrators, and Provisioning. The Contractor shall provide the appropriate Subject Matter Experts (SMEs) to receive guidance, clarification or assistance from the Government SMEs during the course of development of the TMs at each of the MPP technical meeting.

3.1.1.2.1.2 The Contractor shall make available at each MPP the following documents:

Maintenance Allocation Chart (MAC)

Expendable Durable Items List (EDIL)

Special Tools and Test Equipment (STTE)/Test Measurement and Diagnostic Equipment (TMDE) List

Critical Task List

10 Suites of Sample Work Packages (WPs) (maintenance, troubleshooting, Preventative Maintenance Checks and Services (PMCS), RPSTL, and schematics - across the same component line)

3.1.1.2.1.3 The Government will review the documents made available at each MPP to determine if the Contractor is moving forward in its work efforts on the TM development. The Government will provide notification to the contractor based on the assessment of information provided under C.3.1.1.2.1.2 no later than 3 business days after each MPP.

3.1.1.2.1.4 The Contractor shall maintain and update the MAC in accordance with MIL-STD-40051-2 with change 3 (CDRL A001, A002a, and A002b). The MAC is a living document that forms the basis for provisioning and technical manual development. It is, therefore, subject to changes throughout the life of the contract. Its final approval will be concurrent with final TM approval for the Field Level Maintenance Manual. Submittal shall consist of CD-ROM, PDF format. The MAC shall identify the maintenance functions that must be performed, the maintenance levels responsible for the function, the active service time tools and test equipment necessary to perform the function, for each assembly, subassembly, and component in Functional Group Code sequence. The MAC shall include all maintenance significant components, assemblies, subassemblies and modules. No item will be deleted from the MAC unless the contractor is specifically authorized. If a maintenance function is a replacement function only for a repair part, the item shall not be listed in the MAC, unless not listing the item would result in deletion of the group number. In this case, the item shall be listed in order to retain the functional group number. Items requiring a test procedure before replacement shall also be listed on the MAC. The Government provided the initial MAC to the contractor for incorporation and maintenance as part of the GFI.

3.1.1.3 RESERVED.

3.1.2 TM Deliverables. All publications deliverables shall be delivered to the COR as hardcopies and electronic. This includes all deliverable data described in paragraph 3.1.2.4. Final Reproducible Copy (FRC) will be delivered to TACOM on a disk (considered the electronic copy) and one hard copy. The Contractor shall deliver all data in American English. All data delivered under this contract shall be submitted electronically via CD-ROM in a Windows XP compatible format with 100 % embedded fonts and no Unicode errors.

3.1.2.1 A Preliminary Technical Manual (PTM) of each manual listed in paragraph 3.1.1 above shall be delivered in accordance with CDRLs A001, A002a and A002b. The PTM must be a complete publication in the same format as the final publication. The PTM shall include all required content per the CDRL and its attachments. All TMs submitted until formal Government request for FRC are considered PTMs. The Contractor shall make corrections to the PTMs as a result of verification, I&KPT, Government reviews, Logistics Demonstration, and Operational Testing (OT) identified by the Government in accordance with CDRLs A 0001, A002a and A002b.

3.1.2.2 A Final Reproducible Copy (FRC) of each manual listed in paragraph 3.1.1 above shall be delivered as required in the appropriate CDRL. The FRC shall have all PTM review, Quality Assurance (QA) reviews, validation and verification corrections, changes, and additions incorporated. The FRC is considered the final document that must go through EPCO and LOGSA. Any issues identified during the submission process must be corrected by the Contractor and re-submittal required.

3.1.2.3 The contractor shall deliver all source material, defined as operating plans, standard procedures, computer files, drawings, artwork, images, and photographs and residual material to include computer disks, and other media containing digital files developed to fulfill the requirements of this TO. Per paragraph 3.1.2.6 below, the contractor shall furnish all data to the Government with unlimited rights to use any and all publications data/products produced under this Performance Work Statement.

3.1.2.4 An XML-tagged instance is required, per MIL-STD 40051-2 with change 3, (CDRLs A001, A002a and A002b) for the below specified equipment publications.

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TM 9-2355-407-23 Field Maintenance Manual  
TM 9-2355-407-23P Field Maintenance Repair Parts and Special Tools List

3.1.2.5 Data Rights. Technical Manuals and data prepared under this TO shall be delivered with unlimited rights to the government for reproduction, use, and distribution. If any content delivered includes copyrighted material, the Government may request a copyright release for that data. Copyright releases shall be submitted in the format identified in AR 25-30. Refer to Department of Defense Federal Acquisition Regulation Supplement, Warranty of Data; paragraph 252.246-7001 for warranty of data requirements and invocation stipulation.

3.1.3 QA of equipment publications. The contractor shall be responsible for the quality of the equipment publications deliverables. All delivered TM information shall be complete, technically accurate and useable by US Army Soldiers. The contractor shall develop and use a quality assurance plan IAW paragraphs 1.3.1, 1.3.1.1, 1.3.1.1.1, 1.3.1.1.2, 1.3.1.1.3, and 3.2.4.

3.1.4 RESERVED.

3.1.4.1 A start-of-work meeting shall be held for Option Period 2. The meeting shall be at TACOM in Warren, MI and coordinated on a mutually agreed upon date with the COR within 14 calendar days of option exercise. The purpose of this meeting is to review publications TO requirements, establish lines of communications, address questions pertaining to the option period, and any future guidance conferences. This meeting shall be no longer than one eight hour day. At a minimum, four hours shall be for Option Period 2 initial publications guidance conference. This conference will review Government style comments to date.

3.1.5 Publications In-Process Review. The contractor shall support a government In-Process Review of the Operator Manual at TACOM Warren 120 days after the Start of Work meeting by (i) providing draft procedures and draft artwork;(ii) summarizing work accomplished to date; (iii) answering questions about publications work processes; (iv) providing records of QA reviews; and (v) responding to government comments regarding publications processes or work samples.

3.1.6 Publications Validation. The following paragraphs apply to all publications. Procedures must be created in the TM as defined by the LMI Baseline (refer to paragraph 3.1 above). For production of TMs required in this PWS, all procedures are considered new procedures.

3.1.6.1 The Contractor shall validate the technical accuracy and adequacy of all Procedures. The contractor shall maintain records of validation reviews that show when the material was performed/reviewed, what the findings were, and all corrective actions taken. Validation personnel must include personnel that did not author the procedures being validated. The Contractor may schedule the validation activity when and where needed in order to meet publications milestones that will be developed during the Start of Work Meeting (see paragraph 3.1.4) and CDRL delivery requirements. Government representatives have the right to examine these records upon request and to witness validation work. The Government reserves the right to attend all or part of the Contractors validation efforts conducted in support of this contract effort. The Government plans to be a full-time attendee at the Validation and will provide written feedback to aid the contractor in ensuring the TMs meeting technical and standard requirements. Information provided by the Government during validation does not negate the requirement for the Contractor to support TM Verification and make the appropriate changes identified during that event. TM Verification is scheduled for a nine month period.

3.1.6.2 Maintenance and troubleshooting procedures shall be 100% validated hands-on. These procedures requiring 100% validation hands-on shall be determined from the maintenance analysis effort for this equipment. PMCS content shall be validated by performance. Other content, such as Controls and Indicators, front matter, rear matter, torque tables, lists, theory of operation, glossary, and index information shall be validated by review against the production representative vehicle.

3.1.6.3 The Contractor is required to have and use a validation plan (CDRL A005)for validating TM content. The validation plan shall specify what TM content is to be validated and when and where that content is to be validated. The validation plan shall describe the validation method(s) used for each type of TM content. The Government will review the validation plan and determine if it is acceptable. If the Government determines the validation plan will not ensure technical accuracy and adequacy of all TM deliverables, the Contractor will be required to change the plan to ensure that validation efforts result in an acceptable level of quality assurance. A validation report shall be delivered after validation completion (CDRL A006). The validation report shall certify that validation has been completed and that the TM deliverable has had QA applied with use of the publications defects list. Contractor shall invoice upon Government acceptance.

3.1.6.3.1 Travel: 100% Hands on Validation to occur based on the tentative schedule consisting of two (2) trips, one (1) person, to Fort Custer, in Battle Creek, MI.

Operational Test (approx. 30 days),  
I&KPT (approx. 30 days) and

3.1.7 TM Verification. The government is responsible for verification of the manuals to assure accuracy and usability by US Army Soldiers with assistance from the contractor. The TM Verification is schedule for a nine month period. The Government will provide the Contractor a Verification plan that identifies all responsibilities of parties 30 days prior to beginning the event. Government representatives will review the Preliminary Technical Manuals (PTM) (refer to paragraph 3.2.3 below) to determine that proper QA has

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been used during preparation, that the manuals appear to be complete, and that the PTMs are adequate for verification. The Government reserves the right to reject the TM if more than 15% errors are found during the PTM Review prior to beginning Verification or at any point during TM Verification. In accomplishing verification, the government may choose to verify manuals by desk-top review, review on equipment, or actual performance, or any combination of these methods. The Government intends to verify by performance to the extent required to assure that the contractor has properly prepared TM content that is usable. The Government reserves the right to perform 100% hands-on for every Work Package (WP) within the TM, at the discretion of the Government. The Contractor shall return NO GO work packages within 72 hours of receipt.

3.1.7.1 The Contractor shall provide support to the government verification process (scheduled for a nine month period) and Logistics Demonstration. This support shall consist of contractor personnel tracking changes to the master draft and assisting with record keeping. Arrange for the services of a photographer in order to assist in documenting problem areas and changes required to correct errors or omissions in the Draft Technical Manual procedures demonstrated. Provide the necessary unique support items and services to manage, support, operate and maintain the AMCS during the conference including EDIL, unique repair parts, and mandatory replacement parts subject to damage or destruction during the course of the verification. These repair parts shall be made available prior to the beginning of the verification.

3.1.7.2 Contractor shall correct all errors found during government verification reviews in all publications deliverables. The Contractor shall make corrections to the PTMs as a result of verification, I&KPT, Government reviews, Logistics Demonstration, and Operational Testing (OT) identified by the Government in accordance with CDRLS A001, A002a, and A002b.

3.1.7.2.1 The Contractor shall correct all errors found in the TMs, Electronic TMs (ETMs), and electronic data files resulting from Contractor and Government reviews, test or validation/verification at no additional cost to Government.

3.1.7.2.2 AMSTA-LCC-MAI is designated as the Government Technical Manual acceptance activity. If the Contractor receives RPSTL comments or corrections from Government activities other than the Government acceptance activity, the Contractor shall forward these comments and corrections to the Government acceptance activity for approval or rejection. All formal comments will be submitted through the COR.

3.1.8 RESERVED

3.2 CDRLs / Deliverables:

3.2.1 Monthly Contractor Progress, Status and Management Reports: The Contractor personnel shall electronically submit monthly status reports to the COR in Contractor format (CDRL A011).

3.2.1.1 Each monthly report shall be a synopsis of contractor personnel activity for the previous month, including monthly accomplishments and discussion of anticipated activities for the following month.

3.2.1.2 Each report shall also include a detailed description of the task order status; actions items and responsible parties; outstanding issues or problems; and work effort completed to date to include all required deliverables specified in the performance work statement.

3.2.1.3 The Contractor personnel shall deliver the monthly status report by the 30th of each month (CDRL A011).

3.2.2 The contractor shall also submit meeting minutes for all scheduled meetings and teleconferences, whether at the contractors or governments request, within 3 business days after each meeting with the Government (CDRL A009).

3.2.3 The contractor shall provide Preliminary Technical Manuals and Final Reproducible Copies (FRC) which are due IAW CDRL A001, A002a, and A002b.

3.2.4 A Quality Control Plan shall be submitted by the contractor at the start of work meeting (CDRL A008). Any revisions or updates by the contractor to this plan while performing under this task order shall be provided to the Government IAW CDRL A008.

3.2.5 The contractor will develop a Validation Plan not later than 14 calendar days prior to start of Validation (CDRL A005).

3.2.6 The Validation Report (CDRL A006) shall be due concurrent with the first submittal of the PTM. The contractor shall invoice upon Government acceptance.

3.2.7 The contractor shall submit a trip report (CDRL A007) after every trip. The trip report shall be due to the COR within 5 calendar days of return.

3.2.8 The contractor shall submit a Technical Manual Plan at the start of work meetings (CDRL A010). Any revisions or updates by the contractor to this plan while performing under this task order shall be provided to the Government IAW CDRL A010.

3.2.9 The contractor shall submit a Technical Manual Validation Certificate (CDRL A012) at the completion of Validation and in accordance with the Technical Manual Plan (CDRL A010).

**CONTINUATION SHEET****Reference No. of Document Being Continued****Page 10 of 10****PIIN/SIIN** W56HZV-09-A-A902/0010**MOD/AMD** 09**Name of Offeror or Contractor:** TOLLIVER GROUP, INC., THE

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