

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. Contract ID Code  
Firm Fixed Price

Page 1 Of 14

2. Amendment/Modification No. 0006	3. Effective Date 2014AUG28	4. Requisition/Purchase Req No. SEE SCHEDULE	5. Project No. (If applicable)
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6. Issued By U.S. ARMY CONTRACTING COMMAND COREY L. RICHARDS WARREN, MICHIGAN 48397-5000 HTTP://CONTRACTING.TACOM.ARMY.MIL  EMAIL: COREY.L.RICHARDS5.CIV@MAIL.MIL	Code W56HZV	7. Administered By (If other than Item 6)	Code
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8. Name And Address Of Contractor (No., Street, City, County, State and Zip Code)	<input checked="" type="checkbox"/>	9A. Amendment Of Solicitation No. W56HZV-14-R-0030
		9B. Dated (See Item 11) 2014AUG01
	<input type="checkbox"/>	10A. Modification Of Contract/Order No.
		10B. Dated (See Item 13)
Code	Facility Code	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers

is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning 2 signed copies of the amendments; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting And Appropriation Data (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS  
It Modifies The Contract/Order No. As Described In Item 14.**

<input type="checkbox"/>	A. This Change Order is Issued Pursuant To: The Contract/Order No. In Item 10A.	The Changes Set Forth In Item 14 Are Made In
<input type="checkbox"/>	B. The Above Numbered Contract/Order Is Modified To Reflect The Administrative Changes (such as changes in paying office, appropriation data, etc.) Set Forth In Item 14, Pursuant To The Authority of FAR 43.103(b).	
<input type="checkbox"/>	C. This Supplemental Agreement Is Entered Into Pursuant To Authority Of:	
<input type="checkbox"/>	D. Other (Specify type of modification and authority)	

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the Issuing Office.

14. Description Of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE SECOND PAGE FOR DESCRIPTION

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name And Title Of Signer (Type or print)		16A. Name And Title Of Contracting Officer (Type or print)	
15B. Contractor/Offeror  (Signature of person authorized to sign)	15C. Date Signed	16B. United States Of America  By _____ /SIGNED/ (Signature of Contracting Officer)	16C. Date Signed

**Name of Offeror or Contractor:**

## SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: COREY L. RICHARDS  
Buyer Office Symbol/Telephone Number: CCTA-ASM-A/(586)282-9668  
Type of Contract: Firm Fixed Price  
Kind of Contract: Service Contracts

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

1. The purposes of Amendment 0006 to solicitation W56HZV-14-R-0030 are to revise sections J and L as follows:

a. Section J, "List of Attachments"

i. Row 119 within the 'Price Matrix KBS - 541330' tab of Attachment 0002, KBS Pricing Labor Matrix, has been revised as follows:

FROM: Statistician III

TO: Statistician II

ii. Paragraph 2 under Section L (page 11) within Attachment 0009, Task Order Request: NIE, has been revised as follows:

FROM: 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 reserves the right to negotiate with one or more, but not necessarily all offerors, for any reason.

TO: Although the Government does not intend to hold discussions, the Government reserves the right to negotiate with one or more, but not necessarily all offerors, for any reason.

iii. Paragraph 1.5.2 within Attachment 0010, NIE PWS, has been revised as follows:

FROM: Base Period: The base period shall be from 30 days after award to six months after award and shall consist of approximately 7,680 labor hours. The estimated labor per location is as follows, as defined by full-time equivalents (FTEs):

TO: Base Period: The base period shall be from date of award to six months after award and shall consist of approximately 7,680 labor hours. The estimated labor per location is as follows, as defined by full-time equivalents (FTEs):

b. Section L, "Instructions, Conditions, and Notices to Offerors"

i. Paragraph L.1.2 has been revised as follows:

FROM: Proposal Content: The offeror's proposal shall be submitted in five separate volumes, as set forth below. Proposals shall not contain citations or links to other websites. All proposal information shall be in the English language. Proposals shall be submitted on standard 8.5 x 11 paper. Font size shall be no smaller than 10 point with margins no less than 1 inch (top, bottom, left, and right) excluding headers, footers, and page numbers. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable. The offeror shall number each page and provide an index/table of contents with each volume. The index/table of contents will not be subject to the page limit(s) set forth below. Drawings and graphics included within the proposal that may be more appropriate to use larger paper may utilize no larger than 11 x 17 paper. The complete set of volumes shall be accompanied by a cover letter prepared on the company's letterhead. Each of the volumes shall be separated and labeled with full pagination. The proposal shall include a volume for each of the evaluation factors. The offeror's proposal shall be uploaded to the Army Single Face to Industry (ASFI) Bid Response System (BRS) website (in accordance with paragraph L.1.4), clearly labeled, with volumes divided as follows:

**Name of Offeror or Contractor:**

<u>Volume #</u>	<u>Volume Title</u>	<u>Page Limit(s)</u>
Volume I:	Proposal Terms and Conditions	N/A
Volume II:	Experience Factor	20 pages
Volume III:	Technical Factor	25 pages
Volume IV:	Cost/Price Factor	N/A
Volume V:	Small Business Participation Factor	N/A

TO: Proposal Content: The offeror's proposal shall be submitted in five separate volumes, as set forth below. Proposals shall not contain citations or links to other websites. All proposal information shall be in the English language. Proposals shall be submitted on standard 8.5 x 11 paper. Font size shall be no smaller than 10 point with margins no less than 1 inch (top, bottom, left, and right) excluding headers, footers, and page numbers. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable. The offeror shall number each page and provide an index/table of contents with each volume. The index/table of contents will not be subject to the page limit(s) set forth below. Drawings and graphics included within the proposal that may be more appropriate to use larger paper may utilize no larger than 11 x 17 paper. The complete set of volumes shall be accompanied by a cover letter prepared on the company's letterhead. Each of the volumes shall be separated and labeled with full pagination. The proposal shall include a volume for each of the evaluation factors. The offeror's proposal shall be uploaded to the Army Single Face to Industry (ASFI) Bid Response System (BRS) website (in accordance with paragraph L.1.4), clearly labeled, with volumes divided as follows:

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Volume I:	Proposal Terms and Conditions	N/A
Volume II:	Experience Factor	20 pages
Volume III:	Technical Factor	25 pages
Volume IV:	Cost/Price Factor	N/A
Volume V:	Small Business Participation Factor	N/A

The Government will not evaluate pages in excess of the limitations stated above.

2. The RFP closing date remains unchanged as a result of this amendment, and shall close no later than 12:00 p.m. Eastern Standard Time on Wednesday, September 10, 2014.

3. Except as provided herein, all other terms and conditions of this solicitation remain unchanged.

\*\*\* END OF NARRATIVE A0007 \*\*\*

**CONTINUATION SHEET**

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**Name of Offeror or Contractor:**

SECTION J - LIST OF ATTACHMENTS

<u>List of</u> <u>Addenda</u>	<u>Title</u>	<u>Date</u>	<u>Number</u> <u>of Pages</u>	<u>Transmitted By</u>
Attachment 0010	TOR ATTACHMENT 1, NIE PWS		013	DATA

**Name of Offeror or Contractor:**

## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 PROPOSAL PREPARATION INSTRUCTIONS

L.1.1 General: The offeror's proposal, subject to FAR 52.215-1, "Instructions to Offerors - Competitive Acquisitions", shall be submitted in the format set forth below. All information necessary for the review and evaluation of a proposal shall be contained in the proposal volumes set forth below. Section M of the solicitation sets forth the evaluation criteria and delineates the Factors and Subfactors to be evaluated and their relative order of importance.

L.1.1.1 Award Without Discussions: The offeror's proposal, as required by this section, will be evaluated as set forth in Section M of this solicitation. FAR 52.215-1 advises offerors that the Government intends to evaluate proposals and award contracts without discussions with offerors. Where awards will be made without discussions, exchanges with offerors are limited to "clarifications" as defined in FAR 15.306(a). Therefore, the offeror's initial proposal should contain its best terms from a cost/price and technical standpoint. However, under FAR 52.215-1, the Government reserves the right to hold discussions, if necessary. If the PCO determines that the number of proposals that would otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted, the PCO 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.1.2 Proposal Content: The offeror's proposal shall be submitted in five separate volumes, as set forth below. Proposals shall not contain citations or links to other websites. All proposal information shall be in the English language. Proposals shall be submitted on standard 8.5 x 11 paper. Font size shall be no smaller than 10 point with margins no less than 1 inch (top, bottom, left, and right) excluding headers, footers, and page numbers. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.\*\*\* The offeror shall number each page and provide an index/table of contents with each volume. The index/table of contents will not be subject to the page limit(s) set forth below.\*\*\*\* Drawings and graphics included within the proposal that may be more appropriate to use larger paper may utilize no larger than 11 x 17 paper. The complete set of volumes shall be accompanied by a cover letter prepared on the company's letterhead. Each of the volumes shall be separated and labeled with full pagination. The proposal shall include a volume for each of the evaluation factors. The offeror's proposal shall be uploaded to the Army Single Face to Industry (ASFI) Bid Response System (BRS) website (in accordance with paragraph L.1.4), clearly labeled, with volumes divided as follows:

<u>Volume #</u>	<u>Volume Title</u>	<u>Page Limit(s)</u> *****
Volume I:	Proposal Terms and Conditions	N/A
Volume II:	Experience Factor	20 pages*****
Volume III:	Technical Factor	25 pages*****
Volume IV:	Cost/Price Factor	N/A
Volume V:	Small Business Participation Factor	N/A

The Government will not evaluate pages in excess of the limitations stated above.\*\*\*\*\*

L.1.3 Submission Due Date And Time: The offeror's proposal shall be received at the web address set forth below no later than 12:00 p.m. Eastern Standard Time on Wednesday, September 10, 2014.\*\*\*\*\* The offeror shall ensure its proposal is received at the initial point of entry to the Government infrastructure (in this case, received through ASFI BRS) before the solicitation closing date and time. Offerors are cautioned that a proposal is not considered received until the final submission via ASFI BRS and a time stamped proposal summary is generated. NOTE: These actions are not instantaneous. Offerors should begin the file upload well in advance of the solicitation closing date and time to ensure that the entire proposal is received in time to be considered for award. If the ASFI BRS confirmation time stamp does not meet the solicitation closing date and time as indicated in this paragraph, pursuant to FAR 52.215-1, the proposal may be rejected as late.

L.1.4 Method of Submission: Proposals shall be submitted via the ASFI BRS web site: <https://acquisition.army.mil/asfi/>. NOTE: ASFI website has a 20\* Megabyte (Mb) maximum capacity for each file uploaded; refer to the information contained on the ACC-WRN Procurement Network Website (<http://contracting.tacom.army.mil/acqinfo/ebidnotice.htm>) concerning how to submit electronic proposals. In addition, refer to paragraph L.2 regarding submission of Electronic Proposals. For the Price Factor Volume, spreadsheets shall be in a version provided for in paragraph L.2.4.

L.1.5 Proposal Submission Guidance: The offeror's proposal shall contain all pertinent representations, certifications, and the specified information required for evaluation of the proposal.

L.1.6 PCO: Offerors are encouraged to contact the PCO, Ms. Renee Collica, at [usarmy.detroit.acc.mbx.wrn-kbs@mail.mil](mailto:usarmy.detroit.acc.mbx.wrn-kbs@mail.mil), in order to request an explanation of any aspect of these instructions. The question-and-answer period for the KBS solicitation will close at 5:00 p.m. Eastern Standard Time on Tuesday, August 12, 2014.

L.1.7 All or None: Proposals in response to this solicitation shall be submitted for all the requirements identified in the solicitation. Proposals submitted for less than all the requirements called for by this solicitation will not be considered for award.

L.1.8 Extreme care and attention should be given to ensure that all required items are included in the proposal.

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L.1.9 A representative task order will be utilized as part of the evaluation process in order to determine the MA IDIQ contractors under this RFP. Because offerors must submit a proposal for the NIE TOR in order to be eligible for award of a basic MA IDIQ KBS contract, the NIE task order is not subject to a SBSA. All interested offerors must submit a proposal for the NIE task order with their KBS MA IDIQ proposal. Award of the NIE task order is subject to the provisions in L.3.8.1.

L.1.10 Proposals shall conform to the requirements of this solicitation. All offerors, including joint ventures (JVs), shall be limited to one proposal.

**L.2 NOTICE REGARDING ELECTRONIC PROPOSAL SUBMISSION**

L.2.1 Offerors shall submit the electronic copies of a proposal in accordance with clause 52.204-4016, "TACOM-Warren Electronic Contracting."

L.2.2 Given the volume of data and information to be submitted by offerors in response to this solicitation, and the inherent limitations of server bandwidth, offerors may be required to submit their proposal in multiple uploads. It is critical that all offerors carefully and completely identify the volumes and attachments of its proposal. It is important to note that up to 10\* files can be uploaded at one time. The combined size of 10\* files cannot exceed 20Mb\*. Offerors should break attachments into smaller files or use the upload utility multiple times if files exceed the 20Mb size limit. Filenames must not contain single quotes, spaces, pound or percent signs. The offeror's computer must also be running updated virus protection. If the offeror's computer is not protected, please do not upload files. Uploading files with viruses may jeopardize your electronic bid submission.\*

L.2.3 Offerors are requested, to the maximum extent practical, not to provide attachments from multiple volumes within electronic transmission(s); each electronic transmission(s) should include attachments pertaining to only one volume.

L.2.4 Electronic Copies: Offerors shall submit electronic copies and any supplemental information (such as spreadsheets, backup data, and technical information) using the following file types:

(a) Files in either Microsoft (MS) Windows Vista/MS Office 2007 or Office XP: Word, Excel, or PowerPoint. Spreadsheets shall be sent in a file format that includes all formulae, macro and format information. Print image is not acceptable.

(b) Files in Adobe Portable Document Format (PDF). Scanners should be set to 200 dots per inch.

(c) Files in Hypertext Markup Language (HTML). HTML documents shall not contain active links to live Internet sites or pages. All linked information shall be contained within the electronic proposal and be accessible offline.

L.2.5 FAR 15.207(c) identifies the steps the Government will take with regard to unreadable proposals. Offerors shall make every effort to ensure that a proposal is virus-free. Proposals (or portions thereof) submitted which reflect the presence of a virus, or which are otherwise rendered unreadable by damage in electronic transit, will be treated as "unreadable" as described above.

**L.3 VOLUME I - PROPOSAL TERMS & CONDITIONS**

In this Volume, offerors shall provide:

L.3.1 An electronic cover letter (letter of transmittal) which shall identify all enclosures being transmitted in the message.

L.3.1.1 A scanned image of the SF 33 solicitation cover page signed by a person authorized to bind the offeror. Blocks 12, 13, 14, 15A, 15B, 16, 17, and 18 of the SF 33 shall be filled in by the offeror.

L.3.2 One copy of this solicitation (Sections A-K) with all clauses and other fill-ins completed. System for Award Management (SAM) certifications need not be separately submitted.

L.3.3 An affirmative statement that the offeror proposes to meet all the requirements of Section C, or through the use of subcontractor(s).

L.3.4 A statement of agreement to all the terms, conditions, and provisions of this solicitation.

L.3.5 A statement asserting whether the offeror qualifies for the restricted pool based on NAICS Code 541330 (Engineering Services Except Military and Aerospace Equipment and Military Weapons; current size standard of \$38.5 million (M)).

L.3.6 A subcontracting plan (if the offeror is an Other-Than-Small-Business (OTSB)) in accordance with FAR 52.219-9.

L.3.7 Organizational Conflict of Interest (OCI) (Reference M.3.1.5)

L.3.7.1 The offeror shall provide an affirmative statement that 1) it agrees to the OCI mitigation strategy identified in paragraph

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H.16; and 2) it does not have an OCI as it applies to this solicitation. If the offeror thinks it has an actual or perceived OCI, see paragraph L.3.7.3 below.

L.3.7.2 The provisions of FAR Subpart 9.5, Organizational Conflict of Interest, apply to any award under this solicitation. Potential offerors should review current and planned participation in any other Government contract(s), subcontract(s), consulting, or teaming arrangement(s) where they may be in a position of actual or perceived bias or unfair competitive advantage.

L.3.7.3 Offerors shall disclose any potential OCI situation(s) as soon as identified, including prior to proposal submission. The disclosure shall include a statement of the facts and an analysis of how the facts create the actual or perceived conflict. The offeror shall recommend approach(es) to neutralize or mitigate the OCI. The preferred approach to potential conflicts is to avoid the conflict. Mitigation shall be considered only if it is not practical to avoid the conflict. The PCO will promptly respond to resolve any potential conflicts.

L.3.8 Because offerors and subcontractor(s) may handle or access classified information, all are required to either a) submit evidence that it possess a current, active (TOP SECRET or SECRET) Facility Clearance (FCL) that can be verified by the Government via the Joint Personnel Adjudication System (JPAS) database; or b) submit a Defense Security Agreement form (DD Form 441), signed by the offeror, which obligates the contractor and its subcontractors to comply with the security requirements of the National Industrial Security Program Operating Manual (DoD 5220.22-M). Offerors may visit the DSS website for more information as to what is required for submission to DSS: [http://www.dss.mil/isp/fac\\_clear/fac\\_clear\\_check.html](http://www.dss.mil/isp/fac_clear/fac_clear_check.html).

L.3.8.1 A FCL is not required for award of a MA IDIQ contract against the KBS contract suite. Only offerors with a current, active FCL will be eligible for award of the NIE task order. However, to be eligible for subsequent TOs under the KBS contract suite, all interested offerors must submit a proposal for the NIE TOR requirements. (Reference M.2.3)

L.3.9 Accounting System: In order to be considered for award of a MA IDIQ contract, the offeror shall provide evidence that it has an adequate financial management and accounting system and fund tracking procedures IAW FAR 16.301-3(a)(3). Providing evidence of an adequate accounting system is a matter of contract responsibility IAW FAR 9.103 and 9.104-1(e). The offeror shall complete and submit a Defense Audit Agency (DCAA) Preaward Survey of Prospective Contractor Accounting System Checklist ([http://www.dcaa.mil/checklist\\_and\\_tools.html](http://www.dcaa.mil/checklist_and_tools.html)) at the time of proposal submission. Offerors having applicable and current information from DCAA or DCMA shall also submit that documentation. (Reference M.3.1.6)

L.3.9.1 Offerors who have not had Accounting System Reviews by DCAA or Defense Contract Management Agency (DCMA) may, at the offeror's expense, submit information from an Independent Certified Public Accountant (CPA) verifying that the CPA audited the offeror's accounting system and that the offeror's accounting system complies with the requirements stated within the DCAA Contract Audit Manual (DCAAM) Chapter 5-202, Preaward Survey of a Prospective Contractor's Accounting System and Standard Form (SF) 1408, Preaward Survey of Prospective Contractor's Accounting System.

L.3.10 Joint Venture (JV): To be recognized as a JV as referenced in Section A.4.3 and eligible for award of a KBS MA IDIQ contract and subsequent task orders, the membership arrangements of the JV shall be identified and the company relationships fully disclosed in the offerors proposal IAW FAR 9.603. A copy of the agreement establishing the JV must contain the signatures of all of the members comprising the JV. (Reference M.2.4)

**L.4 VOLUME II - EXPERIENCE FACTOR**

The Government will only evaluate the experience of a prime offeror for the experience factor. Due to affiliation, all members of a JV are considered to be a single prime offeror. Therefore, the Government will evaluate the experience of all of the members of a JV under the experience factor. The Government will evaluate the experience of all members of a JV under the experience factor, even if a member is designated as a subcontractor in the JV legal agreement. The Government will not consider the experience of any proposed subcontractors that are not part of a JV legal agreement.

In this Volume, offerors shall provide:

L.4.1 A total of no more than two contracts for each of the areas identified in paragraphs L.4.1.2.1 and L.4.1.2.2, which are the most recent (as defined by paragraph L.4.1.1) and relevant (as defined by paragraph L.4.1.2) to the relevance considerations specified in paragraphs L.4.1.2.1 and L.4.1.2.2. For the purposes of this Volume, "contract" shall be defined as:

- (a) a single Government or Commercial contract; or,
- (b) a single task order placed under a single-award or multiple-award IDIQ task order contract (FAR 16.501-1); or,
- (c) a single task order placed under a federal supply schedule (FSS) (FAR 8.405-2); or,
- (d) a single order placed under a basic ordering agreement (BOA) (FAR 16.703); or,
- (e) a single task order placed under a single-award or multiple-award blanket purchase agreement (BPA) (FAR 8.405-3 or FAR

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13.303).

L.4.1.1 Recent Contracts: Recent contracts are those performed within three years of the date of issuance of this solicitation.

L.4.1.2 Relevant Contracts: Relevant contracts are those which are similar in scope to the KBS solicitation requirement(s) described below in paragraphs L.4.1.2.1 and L.4.1.2.2. Where prior relevant experience is under a broader IDIQ, BPA, BOA, or FSS-type contract, the offeror shall not just cite the broader IDIQ, BPA, BOA, or FSS-type contract. Rather, the offeror shall include the specific individual task order(s), delivery order(s), or work directive(s) which it considers to be reflective of relevant prior experience. In accordance with paragraph L.4.1, each prior contract(s) identified by the offeror as being applicable will be evaluated based upon the extent to which prior experience described is relevant to the requirements of the KBS solicitation and SOW. If a prime offeror has relevant experience on a prior contract, either performed independently or as a member of a JV performing on the prior contract, the offeror shall provide supporting documentation to establish that he performed the work himself in order for the experience to be considered relevant. As stated in L.4, all members of a JV are considered to be a single prime offeror. If a JV prime offeror includes a member with relevant experience on a prior contract, either performed independently or as a member of a JV performing on the prior contract, the offeror shall provide supporting documentation to establish that the member actually performed the work in order for the experience to be considered relevant.

Specifically, the extent of relevant experience with the following solicitation requirements will be assessed by the Government as follows:

L.4.1.2.1 Service contracts performed as the prime contractor which included contractor team arrangement(s) (CTAs) (as defined by FAR 9.601\*) of at least three other organizations, not including the prime contractor, or service contracts performed as the prime contractor that involved the award of subcontracts to at least three other organizations.\* Include detail discussing the type and portion of work performed by each firm to accomplish the tasks relevant to the KBS SOW key tasks set forth in paragraphs C.4.1-C.4.7.

L.4.1.2.2 Service contracts performed either as the prime contractor or subcontractor that required simultaneous deployment and management of at least six individuals to at least three separate OCONUS locations (in any combination). For this solicitation, management of deployed individuals' includes the pre-deployment recruitment, training, and processing in and out of the National Deployment Center (or equivalent), and ensuring deployed personnel accomplished the mission once deployed.

L.4.2 For each of the recent/relevant contracts identified per paragraph L.4.1, the offeror shall provide the following information within the KBS Experience Matrix/Narrative (Attachment 0003):

L.4.2.1 Contract number; per paragraph L.4.1.2;

L.4.2.2 Contract type (e.g., firm-fixed-price, time-and-materials);

L.4.2.3 Performance period (e.g., date contract cited in L.4.2.1 was awarded and date it did/will end);

L.4.2.4 Government or commercial contracting activity's mailing address, telephone number, and e-mail address;

L.4.2.5 For Government contract examples, provide the PCO's and Administrative Contracting Officer's (ACO's) name, telephone number and e-mail address. In the event a commercial contract example is cited, the name, telephone number and e-mail address of a commercial entity's representative that has knowledge of the offeror's cited example;

L.4.2.6 Government or commercial contracting activity technical representative (e.g., Contracting Officer's Representative), name, telephone number and e-mail address;

L.4.2.7 Copies (excerpts) of all SOW/PWS paragraph(s) from the contract(s) cited per paragraph L.4.2.1 describing experience corresponding to the relevance considerations cited in paragraphs L.4.1.2.1 and L.4.1.2.2; and

L.4.2.8 A discussion of specific similarities between the contract SOW/PWS paragraphs provided as required by paragraph L.4.2.7 and corresponding to the relevance considerations cited in paragraphs L.4.1.2.1 and L.4.1.2.2.

Failure to provide the information requested under paragraph L.4.2 may result in an assessment that the referenced prior experience lacks relevance or recency.

L.4.3 Experience Information: It is the offeror's responsibility to submit detailed and complete information and supporting documentation as required so the Government may conduct the evaluation of its experience proposal. The Government is not obligated to make another request for the required information. Offerors are advised that the Government may contact any of the references the offeror provides, may contact other third parties for experience information, and/or may contact internal Government or private sources with knowledge of the experience cited in the offeror's proposal to validate or gain a better understanding of the relevance of the offeror's proposed experience. The Government's decision to consider external data does not relieve the offeror of the responsibility to provide thorough and complete experience information.

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L.4.4 Cross-Reference Matrix: In addition to populating the KBS Experience Matrix/Narrative (Attachment 0003) required by paragraph L.4.2, the offeror shall also complete the KBS Cross-Reference Matrix (Attachment 0004). The offeror shall populate the yellow-shaded cells by citing up to two prior contracts for each of the areas identified in L.4.1.2 and assigning a corresponding relevance level, based on the relevance definitions provided within Attachment 0004. The offeror's cited contracts should reflect the types of experience the Government will be using for evaluation purposes, as identified in paragraphs L.4.1.2.1 and L.4.1.2.2.

**L.5 VOLUME III - TECHNICAL FACTOR**

L.5.1 The offeror shall provide its technical approach to perform the NIE task order. The offeror's proposal shall detail its proposed approach to achieve successful performance of this task order. Specifically, the proposal shall address the following:

L.5.1.1 An analysis of the NIE PWS (Attachment 0010) and discussion of the key success drivers and risks associated with performance and the proposed phase-in schedule, to include milestones and dates, for successfully achieving task order requirements and objectives. Additionally, offerors shall discuss how cost efficiencies will be realized during the performance period of the NIE PWS (Attachment 0010) to reduce costs and avoid cost overruns.

L.5.1.2 Based on the analysis of the NIE PWS (Attachment 0010), discuss the specific technical approach proposed, to include identification of necessary tasks, labor categories, and details on how the offeror proposes to perform the requirements of the NIE PWS (Attachment 0010).

**L.6 VOLUME IV - COST/PRICE FACTOR**

L.6.1 General Information: Cost/price factor volume proposals shall be submitted as follows:

L.6.1.1 Proposal Structure: The cost/price factor volume shall include data to support the reasonableness of the proposed amounts. Sufficient detail shall be included to allow the Government to evaluate the offeror's cost/price proposal for Cost Realism at the task order level. The offeror shall show complete development of the elements of its cost/price proposal. The Government may consult with DCAA or DCMA for cost verification. Offerors may submit any other additional cost/price and financial information considered to be helpful in the Government's evaluation of the cost/price proposal.

L.6.1.2 The Government may use other resources in the evaluation of the cost/price factor volume. In addition to the information identified below, the Government reserves the right to request additional data or a more detailed price breakdown to support a determination of reasonableness.

L.6.1.3 Electronic Submission: All spreadsheets shall be in the format provided for in paragraph L.1.2 and L.2.4 and shall include all formulas. Print image is not acceptable. Supporting information in Excel may be provided as a separate file or as added tabs to the KBS Prime Proposal Summary File - NIE (Attachment 0012). The offeror shall provide its supporting narrative, if necessary, in Microsoft Word format (but not Word version 2.0).

L.6.1.4 Proposed elements of cost and applicable profit are to be stated in United States (U.S.) dollars only. The offeror shall state the exchange rate (if applicable) being used to convert any currency to U.S. dollars.

L.6.2 The cost/price factor volume shall include the following:

L.6.2.1 KBS Pricing Labor Matrix (Attachment 0002): MA IDIQ Contract Ceiling Rates.

L.6.2.1.1 The offeror shall fill in all proposed fully loaded labor rates (to include profit/fee) directly in the KBS Pricing Labor Matrix (Attachment 0002) in accordance with the instructions detailed within said attachment. These rates will become the ceiling rates for all future task orders awarded under the KBS contract suite. Ceiling rates will cap the total cost per labor hour to the Government, per labor category, regardless of the contract type or whether the proposed labor is performed by the prime contractor or subcontractor or at an on-site or off-site location. In cases where subcontracted labor is used, ceiling rates include the subcontractor rate plus all applicable prime contractor indirect rates plus applicable prime contractor profit or fee.

L.6.2.1.2 The offeror shall ensure that the rates proposed for all of the labor categories subject to the Service Contract Act (SCA) comply with the minimums specified by the applicable Department of Labor (DoL) Wage Determination.

L.6.2.2 NIE Task Order: The offeror shall prepare its cost/price factor volume consistent with the NIE task order technical proposal provided under the Technical Factor; see paragraph L.5.

L.6.2.2.1 Offeror's Format Spreadsheets: The offeror shall provide spreadsheets, in accordance with its own accounting practices, as added tabs to the KBS Prime Proposal Summary File - NIE (Attachment 0012) or as a separate Excel file showing the proposed costs for each CLIN (as defined in Section B of the TOR). Each spreadsheet shall be organized by cost element (e.g., Direct Labor, Subcontracts, Material, Other Direct Costs, Overhead/Indirect, Fee, etc.) time phased by quarter and sub-totaled by calendar year.

L.6.2.2.1.1 Direct Labor: Costs for direct labor shall include the following:

**Name of Offeror or Contractor:**

(a) The offeror shall propose labor rates in accordance with the Government provided performance location estimates within Attachment 0010. The performance location estimates provided within Attachment 0010 are for proposal evaluation purposes only. The offeror shall provide the methodology of the proposed direct labor rate to demonstrate the makeup of any composite direct rate (i.e., several individual rates by location and associated weightings used to build a composite rate). The Offeror shall also provide the source (Economic Research Institute (ERI), Bureau of Labor Statics (BLS), Payscale, Salary.com, and etc.) used to determine the proposed direct labor rates are reasonable.

(b) a quarterly time-phased breakout of the direct labor hours, by labor category (cost element) appropriate to the offeror's accounting system.

(c) the labor rate for each category of direct labor, including the basis for the rate and any escalation used, and

(d) the direct labor cost (dollars).

L.6.2.2.1.2 Travel: These amounts shall be consistent with material, ODC, and travel amounts specified in the KBS Prime Proposal Summary File - NIE (Attachment 0012).

L.6.2.2.1.3 Subcontracts.

(a) a quarterly time-phased breakout of the subcontract costs, by subcontractor.

(b) The offeror shall provide support for the reasonableness of each proposed subcontractor labor rate such as quotations or recent purchase orders. If the subcontracted labor is to be contracted on a cost plus fixed fee basis, provide both the estimated cost and the fixed fee arrangement separate. The offeror shall also provide a narrative demonstrating that the cost of any subcontracted labor intended to be procured on a cost type contract realistically reflects the subcontractor's proposed effort to meet program requirements and objectives.

L.6.2.2.1.4 Rates: Show the quarterly time-phased application of the proposed direct and indirect rates.

L.6.2.2.1.5 Facilities Capital Cost of Money (FCCM): The offeror shall show the quarterly time-phased application of the proposed FCCM rates. The offeror shall identify the Treasury Rate used to develop the amount.

L.6.2.2.1.6 Fee: The offeror shall show the quarterly time-phased application of the proposed fee. The offeror shall state the fee rate and the estimated total dollar amount included.

L.6.2.2.1.7 The offeror shall provide a list of the direct and indirect rates, by category and by year, used in the development of its proposal. Include, if applicable:

(a) The date of the current Cost Accounting Standards Board (CASB) Disclosure Statement;

(b) The effective date of the rates or the data that formed the basis for the rates (e.g., the date of the burden study analysis or payroll run, etc.);

(c) A narrative explaining the basis for the estimated rates. Specifically identify any escalation factors used;

(d) State whether the proposed rates represent a Forward Pricing Rate Submission (FPRS) or a Forward Pricing Rate Agreement (FPRA) and note the date of the agreement. If these rates represent a Forward Pricing Rate Proposal (FPRP) the offeror shall also provide the supporting pool and base information;

(e) State whether or not the business volume that would be generated if a task order was awarded to your firm as a result of this solicitation has been included in the proposed rate package;

(f) The ending month of the offeror's fiscal year;

(g) For each of the rate categories, the offeror shall provide both the prior and current fiscal years Incurred Cost rates. Indicate if the prior year rates have been audited. For the current year's Incurred Cost rates provide the month ending for those rates.

L.6.2.2.2 U.S. Government Format Spreadsheets: The elements addressed below in (a) thru (f) will be entered into the KBS Prime Proposal Summary File - NIE (Attachment 0012):

(a) The offeror shall provide the proposed breakout of Government provided total labor hours between prime and subcontractor for each of the Government provided labor categories.

(b) The offeror shall provide the proposed base labor rate for each proposed labor hour category.

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**Name of Offeror or Contractor:**

(c) The offeror shall provide associated burdens, if any, on the proposed direct labor costs.

(d) The Government has provided estimated dollars for travel. The offeror shall provide associated burdens, if any, on the Government provided travel for the NIE task order.

(e) The offeror shall provide the proposed FCCM and/or General and Administrative (G&A) rate, if applicable.

(f) The offeror shall provide the proposed fee.

L.6.2.2.3 Roadmap: The offeror shall provide a roadmap from the Offeror's Format Spreadsheets (L.6.2.2.1) to the U.S. Government Format Spreadsheet (L.6.2.2.2) within the KBS Prime Proposal Summary File - NIE (Attachment 0012).

**L.7 VOLUME V - SMALL BUSINESS PARTICIPATION (SBP) FACTOR**

**L.7.1 SBP Factor Volume**

L.7.1.1 Application: The SBP factor volume submission instructions apply to every offeror (U.S. and non-U.S.), regardless of size status or locations of working facilities or headquarters.

**L.7.1.2 Definitions:**

(a) "Affiliate" is defined in 13 CFR 121.103.

(b) "Alaskan Native Corporation" is defined in FAR 19.701 as any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(e)(1). This definition also includes ANC direct and indirect subsidiary corporations, JVs, and partnerships that meet the requirements of 43 U.S.C. 1626(e)(2).

(c) "Contractor team arrangements (CTAs)" are defined in FAR 9.601(1) and include partnerships, JVs, and prime and subcontractor relationships.

(d) "Indian Tribe" is defined in FAR 19.701 as any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act (43 U.S.C.A. 1601 et seq.), that is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C. 1452(c). This definition also includes Indian-owned economic enterprises that meet the requirements of 25 U.S.C. 1452(e).

(e) "Other-Than-Small-Business" is any entity that is not a U.S. SB concern, including, but not limited to large businesses, educational institutions, non-profits, government entities, and foreign firms.

(f) "Small Business Teaming Arrangements (SBTA)" are defined in 13 CFR 125.1 and include JVs and prime and subcontractor relationships.

(g) "Subcontract" is defined in FAR 19.701 as any agreement (other than one involving an employer-employee relationship) entered into by a Government prime contractor or subcontractor calling for supplies and/or services required for performance of the contract, contract modifications, or subcontract.

(h) "U.S. small business concerns" are defined in FAR 19 and DFARS 19. U.S. small business concerns include small businesses (SBs), small disadvantaged businesses (SDBs), woman-owned small businesses (WOSBs), HUBZone small businesses (HUBZone SBs), veteran-owned small businesses (VOSBs), and service disabled veteran-owned small businesses (SDVOSBs).

**L.7.1.3 Small Business Participation Factor Workbook (Attachment 0005) and Small Business Participation Factor Workbook Instructions (Attachment 0006):**

(a) All offerors, including offerors who are themselves U.S. SB concerns for the NAICS code assigned to this requirement, are required to complete the Small Business Participation Factor Workbook (Attachment 0005), using the detailed Small Business Participation Factor Workbook Instructions (Attachment 0006).

(b) An offeror shall fill out the Small Business Participation Factor Workbook (Attachment 0005) with goals for this solicitation specifically, even if it is an OTSB submitting a Comprehensive Subcontracting Plan.

(c) The Small Business Participation Factor Workbook (Attachment 0005) shall be submitted in the Microsoft Excel workbook format with all tabs, formulas, and functions that are built into the template in the solicitation. Print image files or pictures (for

**Name of Offeror or Contractor:**

example, a picture of an Excel spreadsheet embedded in a Word document) or files containing only values are not acceptable.

(d) Small Business Participation Factor Workbook (Attachment 0005) Fill-in Tabs ("Prime \$", "Sub \$", "SB Prime List", and "SB Sub List"): When filling in these tabs in the Workbook, the offeror shall include in the dollars for prime contractor participation and subcontractor participation the proposed amounts for all of the Basic CLINs and all of the Option CLINs identified in the KBS Prime Proposal Summary File - NIE (Attachment 0012).

(e) Small Business Participation Factor Workbook (Attachment 0005) Automatic Tabs (i.e., "Con" and "Rollup"): These tabs in the Workbook are filled in automatically based on the information the offeror filled in on the other four tabs. During its evaluation of the proposal, the Government will check for consistency. Therefore, the offeror shall use these tabs to check for consistency within the Small Business Participation Factor Submittal and between the Small Business Participation Factor Submittal and other parts of the proposal including the Subcontracting Plan and the offeror's other factor volumes.

L.7.1.4 Narrative: If the offeror has a CTA, the offeror shall submit a very brief introductory narrative that explains the arrangement. If any offeror has any other need to clarify or explain anything in the SBP factor volume, the information can be included in this narrative.

L.7.1.5 Signature Requirement for Proposed Subcontracts: The Small Business Administration (SBA) Dynamic Small Business Search (DSBS) Database is the official source for the SBA certified designations of 8(a), 8(a) JV, and HUBZone SB. The government may use this system to verify any SBA certifications of the prime and subcontractors. The government may also use the System for Award Management (SAM) to verify size, ownership, and any other information provided about the prime and subcontractors listed in the proposal. According to 13 CFR 121.411(b) the offeror cannot require subcontractors to use SAM. For any subcontractor listed in the proposal that is not registered in SAM, the offeror shall provide, in accordance with 13 CFR 121.411(f), a certification from that subcontractor verifying its SB size and socioeconomic status. This certification shall contain, on the same page as the size and status claimed, a signature from an official authorized to sign on behalf of the subcontractor.

L.7.1.6 Other Resources/Additional Data: In addition to the data submitted by the offeror, and the data found in the Government systems specifically referenced throughout paragraph L.7, the Government may use other resources to evaluate the offeror's SBP Factor submittal. The Government reserves the right, during clarification or discussion under FAR 15.306, to request additional data to support its assessment.

L.7.1.7 What Counts Toward an Offeror's proposed SBP Factor Goals: The offeror's extent of small business participation in each small business category will be calculated automatically on the "Roll-up" tab in the Small Business Participation Factor Workbook (Attachment 0005). The embedded formula takes the Dollars for portion of work to be performed by Small Business Prime' and adds it to the Dollars for portion of work to be performed by First Tier Small Business Subcontractors', then divides the sum by the Total Contract Amount', and multiplies the result by 100 to obtain the percentage. The Total Contract Amount' is defined as the Total Proposed Amount for all of the Basic CLINs and all of the Option CLINs identified in the KBS Prime Proposal Summary File - NIE (Attachment 0012).

(a) The following count toward an OTSB offeror's proposed SBP factor goals:

(1) The dollars for first-tier SB subcontracts.

(2) The dollars for first-tier SB subcontracts of first-tier affiliates for work related to the contract. For purposes of this SBP factor and the subcontracting plan, first-tier affiliates are considered part of the prime.

(3) The dollars for first-tier SB subcontracts of JV members for work related to the contract.

(4) The dollars the offeror has been designated to receive as a SB and SDB credit from an Alaskan Native Corporation (ANC) or Indian Tribe subcontract at first or lower tiers.

(b) The following count toward a SB offeror's proposed SBP factor goals:

(1) The dollars for the portion of the work to be performed as a SB prime.

(2) The dollars for first-tier SB subcontracts.

(3) The dollars for first-tier SB subcontracts of first-tier affiliates for work related to the contract. For purposes of this SBP factor, first-tier affiliates are considered part of the prime.

(4) The dollars for the portion of work to be performed as a small business JV prime. This includes any separate legal entity as well as the JV members.

(5) The dollars for first-tier SB subcontracts of JV members for work related to the contract.

L.7.1.8 Differences between the SB Subcontracting Plan and SBP Factor:

**Name of Offeror or Contractor:**

(a) The Small Business Subcontracting Plan:

(1) is not required of SBs.

(2) is developed and submitted in accordance with FAR 52.219-9, "Small Business Subcontracting Plan" and its ALT II and DFARS 252.219-7003 incorporated by reference in Section I (or DFARS 252.219-7004 if the offeror has a comprehensive subcontracting plan) and TACOM Clause 52.219-4004 in Section L.

(3) is evaluated in accordance with the FAR, DFARS, and AFARS.

(4) has goals that are expressed as a percentage of Total Subcontracting Amount' for all of the Basic CLINs and all of the Option CLINs identified in the KBS Prime Proposal Summary File - NIE (Attachment 0012).

(5) has goals broken out for the basic and each option period(s) separately.

(b) The SBP Factor:

(1) is required of all offerors, including SBs.

(2) is developed and submitted in accordance with this Section L clause.

(3) is evaluated in accordance with Section M.

(4) has goals that are expressed as a percentage of Total Contract Amount' defined as the Total Proposed Amount for all of the Basic CLINs and all of the Option CLINs identified in the KBS Prime Proposal Summary File - NIE (Attachment 0012).

(5) has goals which are not broken out for the basic and each option period(s) separately.

**L.8 CONTRACT PROVISIONS/CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

**FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

52.204-7 System for Award Management (JUL 2013)  
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)  
52.215-16 Facilities Capital Cost of Money (JUN 2003)  
52.215-20 Requirements for Cost or Pricing Data or Information Other Than Certified Cost or Pricing Data (OCT 2010) - Alternate IV (OCT 2010)  
52.215-22 Limitations on Pass-Through Charges - Identification of Subcontract Effort (OCT 2009)  
52.222-24 Preaward On-Site Equal Opportunity Compliance Review (FEB 1999)  
52.222-46 Evaluation of Compensation for Professional Employees (FEB 1993)  
52.237-10 Identification of Uncompensated Overtime (OCT 1997)

**DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 2)**

252.215-7008 Only One Offer (OCT 2013)  
252.225-7003 Report of Intended Performance Outside the United States and Canada - Submission with Offer (OCT 2010)

**L.9 ADDITION OF CLAUSES/PROVISIONS AT THE TASK ORDER LEVEL**

The contracting officer, at his/her discretion, may add additional clauses/provisions at the task order level. The contracting officer will include any such clauses/provisions in the task order request.

\* Changed as a result of Amendment 0001

\*\*\* Changed as a result of Amendment 0003

\*\*\*\*\*Changed as a result of Amendment 0005

\*\*\*\*\*Changed as a result of Amendment 0006

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**Name of Offeror or Contractor:**

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\*\*\* END OF NARRATIVE L0001 \*\*\*

PERFORMANCE WORK STATEMENT (PWS)

Project Manager (PM), Current Network Integration Exercise (NIE) Programmatic Services

PART 1:

GENERAL INFORMATION

1 General: This is a non-personal services contract to provide PM Current the programmatic services needed to perform the planning, managing, documenting, and reporting services required to sustain management and execution of the Agile Process and twice-yearly NIE events at Fort Bliss, Texas (TX) and White Sands Missile Range (WSMR), New Mexico (NM). The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor.

1.1 Introduction: The contractor as an independent contractor and not as an agent of the Government, shall provide qualified personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the programmatic services as defined in this PWS, except for those items specified as Government Furnished Property (GFP) and services, see Part 3 below. The contractor shall perform to the standards identified in this PWS.

1.2 Background: The Agile Process facilitates development, maturation, and operational evaluation of networked and non-networked systems considered for fielding to Army Brigade Combat Teams (BCTs) and Joint forces. There are three key players in the Agile Process: the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)), System of Systems Engineering and Integration (SoSE&I) Directorate; the United States (U.S.) Army Test and Evaluation Command (ATEC); and the Training and Doctrine Command (TRADOC), Brigade Modernization Command (BMC). These organizations comprise the NIE Triad. Within this Triad, BMC uses objectives identified by the Department of the Army (DA) to identify requirements for field assessments; ATEC identifies and manages instrumentation and evaluation plans; and SoSE&I's subordinate organization, PM Current, manages the design, installation, integration, checkout, verification, and validation of networked and non-networked systems integrated onto tactical platforms within a BCT at Fort Bliss, TX. Following validation of NIE systems onto tactical vehicles, the Triad deploys with the BCT to Fort Bliss, TX and WSMR, NM ranges to conduct operational testing and evaluations. At the conclusion of the NIE, the unit re-deploys to Fort Bliss, TX and PM Current does the following: 1) recovers NIE equipment from the returning platforms and systems; 2) restores NIE platforms and systems to their baseline configurations, if required; and 3) prepares to integrate new NIE systems and technologies onto BCT platforms to support future NIE events. This PWS supports PM Current activities, as specified in Part 5 - Specific Tasks.

1.2.1 Implementation of the Agile Process: PM Current provides SoSE&I forward presence and on-site engineering and program management functions and expertise required at Fort Bliss, TX and WSMR, NM, to integrate Army and Joint Programs of Record (PORs), current force and urgent need systems, and other Doctrine, Organization, Training, Leadership, Material Education, Personnel, and Facilities (DOTLM-PF) elements necessary to achieve enhanced and integrated unit capabilities for full-spectrum BCTs. PM Current's efforts facilitate fielding of high-payoff systems and technologies to operational forces and support SoSE&I missions and program initiatives by providing sustained systems engineering, network integration, test coordination, integrated logistics support, and program management expertise before, during, and after NIE execution.

1.3 Objectives: The objectives of this PWS are 1) to provide PM Current the programmatic support needed to perform the planning, managing, documenting; and 2) to provide PM Current the reporting services required to sustain management and execution of the Agile Process and twice-yearly NIE events at Fort Bliss, TX and WSMR, NM.

1.4 Scope: The scope of this effort is detailed below in Part 5 - Specific Tasks.

1.5 Period of Performance and Estimated Labor Per Location:

1.5.1 Phase-In Period : The phase-in period shall be from date of award to 30 days after award.

1.5.2 Base Period: The base period shall be from date of\*\*\*\*\* award to six months after award and shall consist of approximately 7,680 labor hours. The estimated labor per location is as follows, as defined by full-time equivalents (FTEs):

1 FTE Public Affairs (PA)/Protocol Officer/Administrative Officer Services - 6 months - Ft. Bliss, TX  
1 FTE Scheduler/Knowledge Management Services - 6 months - Ft. Bliss, TX  
4 FTEs Operations Officer Services - 6 months - Ft. Bliss, TX  
2 FTEs Logistics Support - 6 months Ft. Bliss - TX

1.5.2.1 The period of performance of this task order shall be for one Base period (6 months), which may, in the Government's sole discretion, be extended, in whole or in part, for up to an additional 30 months in the form of five-6-month options, which may be exercised separately by the contracting officer.

1.5.3 Option Periods: The option periods and estimated labor hours per option period are as follows:

Option Period 1 (6 months / 7,680 hours)  
Option Period 2 (6 months / 7,680 hours)  
Option Period 3 (6 months / 7,680 hours)  
Option Period 4 (6 months / 7,680 hours)  
Option Period 5 (6 months / 7,680 hours)

1.5.3.1 The Government reserves the right to extend the term of this task order at the prices set forth in accordance with the terms and conditions contained in Federal Acquisition Regulation (FAR) Clause 52.217-9, "Option to Extend the Term of the Contract."

1.6 General Information:

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control (QC) Program to ensure services are performed in accordance with this PWS and performance standards contained in Technical Exhibit 1 herein. The contractor shall develop and implement procedures to identify and prevent recurrence of defective services. The contractor shall develop and maintain a Quality Control Plan (QCP) describing the QC Program. The contractor shall deliver the QCP within 30 business days after task order award in accordance with (IAW) contract data requirement list (CDRL) A009.

The contractor's QCP shall be subject to review and approval by the Government throughout the performance period. The QCP shall be the basis of the contractor's QC Program and shall address all quality requirements.

1.6.2 Government Quality Assurance: The Government will evaluate the contractor's performance under this task order in accordance with the Quality Assurance Surveillance Plan (QASP). The QASP is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the Performance Standards outlined in Technical Exhibit 1. It defines how the performance standards will be applied, the frequency of surveillance, and the maximum acceptable defect rate(s).

1.6.3 Recognized Holidays: Only contractor employees working in Contiguous United States (CONUS) (which excludes Alaska and Hawaii) on Government Installations are NOT required to report to their place of performance on the following Federal Holidays:

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

When the holiday is on a Saturday, the preceding Friday will be the Federal holiday. When the holiday is on a Sunday, the following Monday will be the Federal holiday.

1.6.4 Hours of Operation: The contractor is responsible for conducting business, between the core hours of 0800 and 1700 Monday through Friday, Mountain Time (Ft. Bliss, TX local time), except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. The contractor shall, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is open for normal operations. The stability and continuity of the workforce are essential.

1.6.5 Place of Performance: The work to be performed under this task order will be performed at Ft. Bliss, TX and WSMR, NM. Travel to other SoSE&I performance locations (such as Aberdeen Proving Ground (APG), MD; National Capital Region (NCR); and Warren, MI) may be required.

1.6.6 Type of Contract/Task Order: The Government is contemplating award of a Cost-Plus-Fixed-Fee task order IAW FAR 16.306.

1.6.7 Security Requirements: Contractor personnel performing work under this task order shall have a Secret Level security clearance at time of the proposal submission, and must maintain the level of security required for the entire performance period of the task order. The security requirements are IAW the attached DD Form 254 at Attachment 0013 (TOR Attachment 4, NIE DD 254).

1.6.7.1 Physical Security: The contractor shall safeguard all Government property provided for contractor use.

1.6.7.2 Common Access Card (CAC)/Key Control: The contractor shall implement procedures to track and account for all keys/CACs issued

to the contractor by the Government, shall immediately report the loss or misplacement of keys/CACs and shall also report within one business day any unauthorized use of Government-issued keys/CACs to the contracting officer. NOTE: All references to keys include CAC and key cards. No keys issued to the contractor by the Government shall be duplicated. The contractor shall develop procedures covering key control that shall be included in the QCP (A009).

1.6.7.2.1 The contractor shall prohibit the use of Government issued keys/CAC cards by any persons other than its employees. The contractor shall prohibit contractor employees from permitting unauthorized personnel to enter controlled work areas.

1.6.7.3 Lock Combinations: The contractor shall establish and implement methods of ensuring that all lock combinations, if used, are not revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed within three business days when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the contractor's QCP (A009).

1.6.8 Start of Work Meeting (Post-Award Conference): The contractor shall attend any post-award conference convened by Army Contracting Command-Warren or Defense Contract Management Agency (DCMA) in accordance with FAR 42.5 which will be conducted by teleconference within 15 days of task order award.

1.6.9 Contracting Officer Representative (COR): The COR will monitor all technical aspects of the Task Order and assist in contract administration. The COR is authorized to perform the following functions:

- assure the contractor performs the technical requirements of the contract;
- perform inspections necessary in connection with contract performance;
- maintain written and oral communications with the contractor concerning technical aspects.

1.6.10 Contract Manager: The contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate, who shall act for the contractor when the Contract Manager is absent, shall be designated in writing to the Contract Specialist and the COR within five business days of task order award; or a change in contractor personnel. The Contract Manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The Contract Manager or alternate shall respond to any task order-related issues within 24 hours of initial notice.

1.6.11 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones, and working in other situations where its contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government Officials. The contractor shall also ensure that all documents or reports produced by its personnel are suitably marked as Contractor products or that contractor participation is appropriately disclosed. When on Government sites, contractor personnel shall obtain and wear badges in the performance of this task order.

#### 1.6.12 Contractor Travel:

The contractor will be authorized travel expenses consistent with the provisions of the Joint Travel Regulation (JTR), and will be paid by the Government on a cost reimbursement, no fee, basis. FAR 31.205-46, limits the allowability of airfare cost to the lowest customary standard, coach, or equivalent airfare offered during normal business hours. All travel requires Government approval/authorization from the COR before any travel is taken. The contractor shall upload any COR approvals with its invoice(s) into Wide Area Workflow.

The contractor may be required to travel to various CONUS locations during the performance of this task order to attend meetings, conferences, and/or training. Contractor personnel may be required to travel to off-site training locations and to transport training aids to these locations in support of this PWS. A Trip Report (A001) shall be submitted within 10 business days of travel. Local travel defined as travel between Ft. Bliss, TX and WSMR, NM will not require a separate trip report; rather the contractor shall include those trips in its Contractor Monthly Status Report (A002). Costs for transportation, lodging, meals, and incidental expenses incurred by the contractor are generally allowable, subject to the limitations contained in the Federal Travel Regulations and JTR. Travel in performance of this task order will only be reimbursable to the extent approved by the COR.

Extended Commuting Travel: Extended commuting travel is defined as travel that occurs regularly in the performance of this task order where an individual or individuals travel back and forth from their normal place, or city, of employment to another location or locations.

(1) All contractor extended commuting travel under this task order must be approved by the COR and authorized by the contracting officer. Such approval will be granted only after review and Government acceptance of contractor documentation showing the extended commuting travel is the most effective means of fulfilling the Government's requirements cost and other factors considered.

(2) Extended commuting travel may be authorized for up to 45 business days at a time and shall be authorized in advance.

1.6.12.1 Outside CONUS (OCONUS) (includes Alaska and Hawaii) travel is not anticipated under this PWS.

1.6.12.2 The contractor may be required to travel on unimproved road surfaces and tactical training sites during the Field Exercise (FIELDEX), Pilot, and NIE Execution phases of an NIE event. PM Current will not provide non-tactical or tactical vehicles under this task order for such travel.

1.6.13 Phase-Out Period: To minimize any decreases in productivity, and to prevent possible negative impacts on additional services, the contractor shall be present to support a phase-out period as follows:

1.6.13.1 Phase-Out Requirements

Sixty calendar days prior to the completion of this task order, an observation period shall occur, at which time management personnel of the incoming workforce may observe operations and performance methods of the incumbent contractor. This will allow for orderly turnover of functions, equipment, and records for maintaining continuity of service. The contractor shall not defer any requirements for the purpose of avoiding responsibility or of transferring such responsibility to the succeeding contractor. The contractor shall fully cooperate with the succeeding contractor and the Government so as not to interfere with their work or duties.

1.6.13.2 Phase-Out Plan

The contractor shall establish and implement plans for an orderly phase-out of the contracted operations. The contractor's Phase-Out procedures shall not disrupt or adversely impact the day-to-day conduct of Government business. The contractor shall provide the PCO with copies of changes and revisions of the Phase-Out Plan for review and approval prior to implementation.

The contractor shall provide the Phase-Out Plan IAW CDRL A003.

PART 2:  
DEFINITIONS

2 Definitions:

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

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

2.3 Contracting Officer's Representative (COR): An employee of the U.S. Government appointed by the contracting officer to assist in the technical monitoring or administration of the Contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.4 Defective Service: A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

2.6 Physical Security: Actions that prevent the loss or damage of Government property.

2.7 Quality Assurance: The Government procedures to verify that services being performed by the contractor are performed according to acceptable standards.

2.8 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.9 Quality Control: All necessary measures taken by the contractor to assure that the quality of an end product or service shall meet contract requirements.

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

2.11 Standard Workday: The contractor is responsible for conducting business, between the core hours of 0800 and 1700 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings,

or similar Government directed facility closings.

2.12 Standard Workweek: Monday through Friday, 40 hours total, not including lunch, unless specified otherwise.

2.13 Full Time Equivalent (FTE): A FTE equals 1,920 hours per year.

PART 3:

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, INFORMATION AND SERVICES (GFP/E/I/S)

3 Government-Furnished Items and Services:

3.1 Services: The Government will provide custodial services (trash removal, cleaning, etc.) at all work sites identified in paragraph 1.6.5 herein.

3.2 Facilities: The Government will provide the contractor access to the necessary workspace for contractor personnel to provide the support outlined in this PWS. These facilities include desk space, telephones/BlackBerrys, computers, Motorola radios, and other items necessary to maintain an office environment.

3.2.1 The Government will provide the contractor access to the following facilities, in which performance under this task order may occur:

Fort Bliss, TX: Buildings 2; 743; 2624; and 1044.  
WSMR, NM: Buildings 1540 and 1690.

Additionally, the contractor may be required to work out of mobile trailers, to which the Government will provide contractor access, These mobile trailers may be located at various sites within the Fort Bliss, TX and WSMR, NM military complexes.

3.3 Utilities: The Government will provide utilities in the Government facilities for the contractor's use in performance of duties outlined in this PWS. The contractor shall instruct employees in utilities conservation practices.

3.4 Equipment: The Government will provide the contractor with access to, and use of, office equipment needed to perform the services described in this PWS. This equipment consists of: scanners, fax machines, printers, shipping crates, chairs, desks, computers, and office supplies as needed to perform assigned work.

3.5 Materials/Information: The Government will provide the contractor with the following materials and information: Organizational Standard Operating Procedures (SOPs), administrative policies and procedures (including document templates), and security policies and procedures.

3.6 The contractor shall return to the Government all GFE/M/I, as defined above, furnished to the contractor for performance of this task order at the end of the period of performance.

3.7 The contractor shall not assume that additional GFE/M/I, not included in this part, will be provided by the Government.

PART 4:

CONTRACTOR ACQUIRED ITEMS AND SERVICES

4 Contractor Acquired Items and Responsibilities:

4.1 General: The contractor shall furnish all supplies, equipment, facilities and services required to perform work under this task order that are not listed under Part 3 of this PWS.

4.2 Secret Facility Clearance (FCL): The contractor shall possess and maintain a SECRET or TOP SECRET FCL from the Defense Security Service. The contractor's employees performing work in support of this task order shall have been granted a SECRET security. The DD 254 is provided as Attachment 0013 (TOR Attachment 4).

4.3 Mandatory Training: The contractor shall complete mandatory training, in accordance with Operations Security (OPSEC) requirements, when assigned and utilizing GFE (i.e., computers, BlackBerrys). Mandatory training also includes OPSEC, Annual Security, Threat Awareness and Reporting, and DoD Information Assurance Awareness Training.

PART 5:

SPECIFIC TASKS

5 Specific Tasks:

5.1 Basic Services: The following paragraphs list all tasks that will be required throughout the performance period of this task order. The contractor shall provide necessary personnel, subject matter expertise, and resources to perform these listed tasks.

5.1.1 Public Affairs (PA)/Protocol/Administrative Officer Services: In accordance with Statement of Work (SOW) sections C.4.6.3.2 Strategic Internal (Corporate) and External Communication Plans; and C.4.6.1 Administrative Services from the KBS IDIQ contract; the contractor shall perform the following:

5.1.1.1 The contractor shall, to the extent that the provisions of Army Directive (AD) 2014-01 apply, as determined by the Government, and based upon information provided by the PA offices at Ft. Bliss, TX; WSMR, NM; Warren, MI; Pentagon; and Aberdeen Proving Grounds, coordinate visits to Government operating locations (within the Ft. Bliss and WSMR areas) with attending parties. All visits require, at a minimum, the following: reservations (i.e., RSVPs), a detailed itinerary/agenda (CDRL A005), a plan for refreshments/breaks, distribution of Government provided read-ahead packets before arrival, an identified spokesperson and Point of Contact (POC) for the event being demonstrated, and a record of the attendees' transportation/lodging arrangements. The contractor shall additionally ensure agendas for multiple Very Important Persons (VIPs) visiting on the same day(s) do not conflict and take action to resolve all schedule conflicts.

5.1.1.2 The contractor shall plan, coordinate, and execute major events. Additionally, the contractor shall, to the extent that the provisions of AD 2014-01 apply, as determined by the Government, coordinate with multiple agencies such as Base Security; Secretary General Staff (SGS); PA offices; Protocol; Public Works and Material Test Directorates; Directorate of Information Management (DOIM); the Training Support Center; and facility managers; when arranging visits, creating itineraries or agendas, coordinating transportation, setting up luncheons, arranging conference rooms and dial in/Video Teleconference (VTC), and de-conflicting scheduling issues that may arise.

5.1.1.2.1 Major events are defined as VIP attendance at experiments or demonstrations of prototype equipment using Soldiers, Ribbon Cutting Ceremonies, NIEs, Press/Media Days, Award Ceremonies, and Distinguished Visitor days, major Distinguished Very Important Person (DVIP) visits, the Chief Executive Officer (CEO) Council Tour, Congressional VIP visits, Government Accounting Office (GAO) visits, and Senatorial Delegation (STAFDEL) visits.

5.1.1.3 The contractor shall provide the planning and participation status for all ongoing Public Affairs activities in the contractor Monthly Status Report. (CDRL A002) Informal informational weekly status updates on Public Affairs activities shall be provided to the COR via email.

5.1.1.4 The Ft. Bliss, TX and WSMR, NM military complexes consist of training areas, ranges, and test sites spread over a vast area approximately 100 miles North-South by 40 miles East-West. Personnel accountability is a major safety concern during VALEX COMDEX NIE execution. The contractor shall validate personnel log-in to SoSE&I's accountability database Manpower Information Reporting and Retrieval System (MIRARS) and generate reports on personnel location data for all Government and contractor personnel supporting PM Current on a daily basis.\*\*\*\* The data shall be organized by supporting element (i.e., PM Current Plans, Business Team, Program Executive Office for Command, Control and Communications-Tactical (PEO C3T) etc.) and briefed at the PM Current Commander's Update Briefing (CUB). (CDRL A004) The contractor shall be the POC for any MIRARS access issues.

5.1.1.5 The contractor shall perform the administrative function of tracking the status of Military, Civilian, and contractor performance reports, awards, and Fragmentary Orders (FRAGOs); Operations Orders (OPORDs), Military Permanent Change of Station (PCS) Orders and report in the Monthly Status Report. (CDRL A002)

5.1.1.6 The contractor shall attend meetings required to execute the program mission, such as, planning meetings, program review meetings, and program update meetings IAW the SoSE&I NIE Integrated Master Schedule (IMS). The contractor shall prepare agendas, develop briefings, and author supporting documents for program leadership use in the meetings described above. (CDRLs A004 and A005) The contractor shall provide minutes from these meetings (CDRL A012)

5.1.2 Schedule, Risk and Data Management Services: In accordance with SOW sections C.4.4.5 Database Management; C.4.6.1 Administrative Services; and C.4.6.3 Transformation Strategy from the KBS IDIQ contract; the contractor shall perform the following:

5.1.2.1 The contractor shall build and maintain NIE event schedules, System Under Evaluation (SUE), and System Under Test (SUT) utilization schedules through MS Project. The contractor shall track performance against the schedule and report status at daily Commander's Update Briefing (CUB) via Schedule Status Report Excel and PowerPoint presentation. (CDRL A010)

5.1.2.2 The contractor shall ensure alignment of the NIE high, intermediate, and detailed schedule levels with the SoSE&I IMS and Tier Schedules. The contractor shall conduct in-depth schedule verification efforts and report any disconnects between the IMS and other schedule levels. (CDRL A006)

5.1.2.2.1 The contractor shall conduct critical path analysis and monitor schedules for variances and schedule impact. The contractor shall report variances and associated risks to the COR within three business days of identification. (CDRL A011)

5.1.2.2.2 The contractor shall develop recommendations for alternate schedules and determine the impact of alternative program objectives. The contractor shall utilize this schedule information to identify risk activities, develop risk mitigation strategies, and provide recommendations to the COR by email within five business days of identification. The contractor shall track risk mitigation efforts as part of its schedule reviews. (CDRL A006)

5.1.2.3 The contractor shall provide Data Management support by the following:

5.1.2.3.1 The contractor shall maintain and update knowledge management systems such as Soldier Interface to the Field (SIF) and SharePoint data input/collection. Updates shall occur within one business day of receipt of new information or the phase of execution changes IAW the NIE IMS.

5.1.2.3.2 The contractor shall maintain and update user and system information for each NIE and archive into the appropriate database(s). Information is provided by system users (normally via email, telephone and personally), and system information is pulled from another data source (the Horseblanket). Updates and archive shall occur within two business days of receipt of new information.

5.1.2.3.3 The contractor shall, within one day of receipt of user request, assign, verify, and update user privileges in SIF and SharePoint. The Government will provide contractor personnel access to SIF and Sharepoint within 15 business days after award as part of phase-in.

5.1.2.3.4 The contractor shall monitor access to databases and verbally report any access issues, error messages, or inconsistencies in data to the Government technical lead. The contractor shall implement Government-identified fixes. A summary report of database access issues and their resolution shall be included in the contractor Monthly Status Report. (CDRL A002)

5.1.2.3.5 The contractor shall edit SIF views within two business days of receipt.

5.1.2.3.6 The contractor shall archive documents (to include calendar and schedule updates) and briefings to SharePoint within two business days of receipt of project documents.

5.1.3 Operations Management Services: In accordance with SOW sections C.4.3.3.1 Technical Publication Development and Maintenance; C.4.3.5.3 Liaison Officer (LNO) (CONUS or OCONUS); and C.4.6.1 Administrative Services from the KBS IDIQ contract; the contractor shall perform the following:

5.1.3.1 Meeting Support: The contractor shall coordinate schedules and meeting logistics; prepare agendas; coordinate input into and prepare briefing packages; oversee meeting accommodations and operate audio-visual (AV) equipment, capture and track action items, and document and disseminate meeting minutes. The contractor shall develop briefings and author supporting documents, taking into consideration the organizational level of the speaker and recipients. Agendas, briefing materials, action items, and minutes shall be delivered in accordance with SoSE&I standard templates. (CDRLs A004, A005, and A012)

5.1.3.2 Technical Writing and Editing:

5.1.3.2.1 The contractor shall, within seven calendar days of receipt of Government identified changes or within seven calendar days of analysis of the After Action Review (AARs) IAW the NIE IMS, review PM Current processes, prepare initial draft(s) of Organizational Standard Operating Procedures (SOPs) and submit the initial draft(s) for Government review and comment. The Government will have 10 calendar days to provide review/comments on the draft SOPs. The contractor shall adjudicate all Government comments and present one final draft recommendation of SOPs for Government approval no later than seven calendar days after receipt of Government comments. (CDRL A007)

5.1.3.2.2 The contractor shall prepare all draft correspondence and documentation in accordance with military writing standards AR 25-52, AR 70-1 or DoD Policy. Additionally, the contractor shall perform format, spelling, and grammar reviews on all documents and briefings.

5.1.3.2.3 The contractor shall develop briefings relating to SoSE&I, PM Current and the NIE events, to be presented to senior Army and Department of Defense (DoD) decision-makers. (CDRL A004)

5.1.3.3 Information Gathering, Analysis, Coordination, And Dissemination:

5.1.3.3.1 The contractor shall attend program planning and review meetings within SoSE&I IAW the NIE IMS and capture tasks and other information impacting PM Current's mission and share with PM Current via email, or verbally.

5.1.3.3.2 The contractor shall correlate input received from TRIAD organizations with relevant information developed by PM Current

during NIE execution and shall identify discrepancies and notify the Government Team Lead/POC via email, telephone, verbally, or briefing of any inconsistencies in data inputs, analysis methodologies, or reporting schema to ensure support plans are synchronized between designated Army and DoD organizations within one business day.

5.1.3.3.3 The contractor shall collect After Action Review (AAR) comments from the functional areas within PM Current during each phase of each NIE. The contractor shall utilize these comments in the preparation of AAR reports and briefings. (CDRLs A004 and A006) The contractor shall present the material at AAR In-Process Reviews (IPRs) during each phase of an NIE and at the final AAR at conclusion of an NIE.

5.1.3.3.4 The contractor shall coordinate, staff, track, and report status on data and document reviews internal and external to SoSE&I. (CDRL A002) The contractor shall consolidate and adjudicate input received from reviewers by taking take notes and providing information back to reviewing Government personnel in the form of email, telephone, briefing, or verbally within one business day.

5.1.3.3.5 Upon receipt, the contractor shall post project documents to PM Current systems/databases such as Soldier Interface to the Field (SIF) and SharePoint in accordance with the PM Current SOP.

5.1.3.4 Doctrine, Organization, Training, Materiel, Leadership and education, Personnel, Facilities, and Policy (DOTMLPF-P) Services.\*\*\*\*\* In accordance with SOW sections C.4.3.4.3 - Training; and C.4.3.5 Field Support from the KBS IDIQ contract; the contractor shall perform the following: Note\*\* These services represent approximately 60 percent of each FTE of effort under paragraph 5.1.3 herein, as estimated in paragraph 1.5 herein; the remaining 40 percent will be Operations Management in accordance with Section 5.1.3 herein.

5.1.3.4.1 New Equipment Training (NET). The contractor shall provide verbal and written recommendations regarding the development of emerging doctrine, organization structural designs, and individual and collective training programs and plans. (CDRL A006) The contractor shall provide recommendations to Government Subject Matter Expert (SME) efforts to standardize and schedule NET plans for soldiers who will employ advanced network systems and devices during NIE activities.

5.1.3.4.1.1 The contractor shall provide Command, Control, Communication, Computer and Intelligence (C4I) technical input and recommendations for coordination, development, scheduling, implementation and assessment of NIE training plans and programs by Government Military and Civilian managers, analysts, and technicians. (CDRL A006)

5.1.3.4.1.2 The contractor shall provide recommendations regarding the development and presentation of C4I combat and force development strategies emerging from the completion of NIE activities. (CDRL A006)

5.1.3.4.2 The contractor shall collect and process soldier NET evaluation data and shall correlate NET data with NIE system failures reported by soldiers during NIE field operations.

5.1.3.4.2.1 The contractor shall use data collection, management, and assessment tools, techniques, and procedures to obtain soldier feedback on system operation and maintenance following the conclusion of NIE field events.

5.1.3.4.2.2 The contractor shall provide recommendations regarding the creation of doctrinal concepts for How-To-Fight' Manuals developed to support Brigade- and Battalion-level training by collecting data from other participating NIE Government and contractor teams, correlating NIE data with published training manuals, and recommending incorporation of changes in existing manuals. (CDRL A006)

5.1.3.4.3 The contractor shall provide and document assessments and recommendations in a report or briefing. (CDRLs A004 A006)

5.1.3.4.4 The contractor shall provide recommendations to Government personnel including: SoSE&I leadership, engineers, technicians, and administrative staff in the development of operational concepts and network/transport designs for BCT formations. (CDRL A006)

5.1.3.4.4.1 The contractor shall collect and validate training data from participating sources, synthesize training recommendations from the data, and submit recommendations to Government personnel. (CDRL A006)

5.1.3.4.4.2 The contractor shall observe training activities, capture soldier feedback, assess training quality, draft input into the system final reports and make recommendations for training improvements. Input shall be provided verbally onsite followed by email submission. (CDRL A006)

5.1.4 Logistics Support Services: In accordance with SOW section C.4.7 Industrial Base Operations and C.4.7.1.5 Facilities Maintenance and Repair and Minor Construction and Repair from the KBS IDIQ contract; the contractor shall perform the following:

5.1.4.1 Infrastructure Logistics Support: The contractor shall support daily operations of PM Current at Fort Bliss, TX and WSMR as follows:

5.1.4.1.1 The contractor shall logistically support all facility and infrastructure equipment repairs, upgrades, new requirements, and

moves for PM Current at Fort Bliss, TX and WSMR, NM. Currently, PM Current controlled facilities consist of Building 2 Fort Bliss, TX; Buildings 1540 and 1690 WSMR; and nine mobile Trailers. Infrastructure equipment consists of: badging devices, security equipment, command & control equipment, telephones, computers (laptop, desk, diagnostic), and internet services.

5.1.4.1.2 The contractor shall serve as the point of contact for required facility repairs. The contractor shall perform monthly safety and maintenance inspections at all PM Current facilities (listed in Part 3), with the exception of the Integration Motor Pool (IMP). The contractor shall identify and document needed facility repairs and coordinate with Directorate of Logistics (DOL), Department of Public Works (DPW), and SoSE&I Business Team (BT) on corrective actions. The contractor shall prepare, IAW the SOP applicable to the facility, for Government approval, the required documentation, to implement repairs. (CDRL A008)

5.1.4.1.3 The contractor shall analyze changing program and NIE requirements to determine the impact on existing facilities and infrastructure equipment and provide recommendations for needed upgrades. The contractor shall coordinate with DOL, DPW, and SoSE&I BT to establish a path forward for implementing required upgrades. Within three business days of receipt of NIE requirements the contractor shall prepare, for Government approval, required documentation to implement upgrades/procurements. (CDRL A008)

5.1.4.1.4 The contractor shall interpret logistics white papers and Internal Operating Budget (IOB) requirements into discrete infrastructure requirements, for use by Fort Bliss and WSMR garrison organizations, that can be coordinated and procured through a SoSE&I BT, DPW, Directorate for Information Management (DOIM), DOL or local installation support office. (CDRL A006)

5.1.4.1.5 The contractor shall analyze the schedules for NIE, PM Current and the other organizations utilizing the Ft. Bliss and WSMR facilities necessary for the NIE events (i.e., BMC, PEO Aviation, etc.) and shall synchronize all required facility efforts and availability to ensure that the NIE event is not delayed or interrupted.

5.1.4.1.6 The contractor shall track delivery, installation, utilization, maintenance, turn-in and disposal of PM Current infrastructure equipment and facilities.

5.1.4.1.7 The contractor shall monitor and report on all work orders in the monthly status report. (CDRL A002) The contractor shall maintain a Fort Bliss Self Help card in order to obtain no cost facilities repair items.

5.1.4.1.8 The contractor shall manage the logistics for facility repairs and upgrades by completing base access requests and arranging contractor escorts IAW the local base SOP.

5.1.4.1.9 The contractor shall meet the requirements of FAR 52.251-1, Government Supply sources; FAR 52.251-2, Interagency Fleet Management System Vehicles and Related Services; DFARS 252.251-7001, Use of Interagency Fleet Management System (IFMS) Vehicles and Related Services necessary to operate Government owned or leased vehicles.

5.1.4.1.10 The contractor shall ensure contractor personnel will be able to lift up to 60 pounds.

5.1.4.1.11 The contractor shall attend meetings required to execute the program mission, such as, planning meetings, program review meetings, and program update meetings. The contractor shall prepare agendas, develop briefings, and author supporting documents for program leadership use in the meetings described above. (CDRLs A004 and A005)

5.1.4.2 Integration Motor Pool (IMP) Logistics Support: The contractor shall provide the following support at the IMP Facilities (currently Buildings 743 and 2624):

5.1.4.2.1 The contractor shall notify the appropriate Government lead for all facility and infrastructure equipment repairs and upgrades. The contractor shall draft recommendations for requirements related to the IMP at Fort Bliss, TX, for Government review and approval. (CDRL A006) Infrastructure equipment consists of: badging devices, security equipment, command & control equipment, telephones, computers (laptop, desk, diagnostic,), internet services, tools, forklifts, GSA vehicle fleet, and golf carts. Notification shall occur within one business day by email.

5.1.4.2.2 The contractor shall serve as the point of contact for required facility repairs, receiving repair requests and drafting work orders for COR review and approval. The contractor shall perform monthly safety and maintenance inspections at the IMP. The contractor shall identify and report via email, telephone or verbally needed facility repairs and coordinate with Directorate of Logistics (DOL), Dept of Public Works (DPW), and SoSE&I Business Team (BT) on corrective actions. The contractor shall prepare for Government approval required documentation to implement repairs. (CDRL A008) The contractor shall document and track the status of all work orders, which shall be included in the Monthly Report. (CDRL A002)

5.1.4.2.3 The contractor shall manage GSA and PM Current vehicle fleet logistics. The contractor shall validate and document that drivers have appropriate licenses and training to operate vehicles. The contractor shall inspect vehicles for damage at vehicle hand-off and return. The contractor shall maintain a log for vehicle servicing. The vehicle logbooks shall include monthly mileage and monthly petroleum, oil, and lubricant (POL) costs, in addition to service(s) performed and next service(s) required. The contractor shall schedule and ensure vehicles are delivered to the appropriate facility for maintenance. Activities shall be summarized in the

contractor's Monthly Status Report. (CDRL A002)

5.1.4.2.4 The contractor shall conduct a space analysis for each NIE and prepare space assignments for vehicle builds and demodifications. (CDRL A006) The analysis shall be submitted within 15 calendar days of Department of the Army (DA) approval of the NIE Participants, in accordance with the NIE Integrated Master Schedule.

5.1.4.2.5 The contractor shall ensure that service bays are operational, to include identifying and documenting supply requirements for spares and consumables in a Class IX supply list. The contractor shall monitor IMP service inventory, to include fuel requirements, such as forklift propane. The contractor shall notify the Government purchase holder when supplies are required.

5.1.4.2.6 The contractor shall support planning and execution efforts associated with VIP visits, special demonstrations, and training activities at the IMP.

5.1.4.2.7 The contractor shall meet the requirements necessary to operate Government owned or leased vehicles. The contractor shall be licensed (Commercial Drivers License (CDL), Class B) to operate up to a 10K forklift.

5.1.4.2.8 The contractor shall ensure contractor employees will be able to lift up to 60 pounds.

5.1.4.2.9 The contractor shall participate in meetings required to execute PM Current mission, such as, planning meetings, program review meetings, and program update meetings as follows: prepare agendas, develop briefings, and author supporting documents, using Government provided data, for program leadership use in the meetings described above. (CDRLs A004 and A005)

PART 6:  
APPLICABLE PUBLICATIONS

6 APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The following local documents are applicable to this PWS and will be provided prior to the Start of Work meeting:

6.1.1 Army Regulation (AR) 25-52 Preparing and Managing Correspondence

6.1.2 AR 70-1 Army Acquisition Policy

6.1.3 AR 380-5 Security

6.1.4 NIE Concepts of Operations (CONOPS)

6.1.5 TRIAD NIE Standard Operating Procedures (SOP)

PART 7:  
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7 Attachment/Technical Exhibit List:

7.1 Technical Exhibit 1 Performance Requirements Summary

7.2 Attachments: This PWS incorporates the following attachments, which are attachments to the KBS solicitation W56HZV-14-R-0030:

Attachment

0011 TOR Attachment 2, NIE CDRLs

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

0013 TOR Attachment 4, NIE DD 254

7.3 CDRLs / Deliverables:

The contractor shall provide the following:

DELIVERABLE TITLE

CDRL

Trip Report	A001
Monthly Status Report	A002
Phase-out Plan	A003
Conference/Meetings/Briefings	A004
Agendas	A005
Technical Report Study/Services	A006
Organizational SOPs	A007
Government Work Order Forms	A008
Quality Control Plan	A009
Schedule Status Report/Briefing	A010
Schedule Variance Report	A011
Meeting Minutes	A012

TECHNICAL EXHIBIT 1:  
Performance Requirements Summary

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

Performance Objective	Performance Indicator	Performance Threshold	Method of Surveillance
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PRS #1 PAO/Protocol/Admin Officer (PWS 5.1)			
	1. Provide relevant,concise input and recommendations	1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.	1. No more than one (1) customer complaint per base Period or option Period.
	2. Completeness	2. Briefings meeting their intended purpose.	2. 100% compliant
	3. Quality	3. Deliverables align with task and are of satisfactory quality	3. 100% compliant
	4. Timeliness	4. Tasks are completed within agreed upon schedules.	4. 100% compliant
-----			
PRS #2 Scheduler/Knowledge Management (PWS 5.2)			
	1. Provide relevant,concise input and recommendations	1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.	1. No more than one (1) customer complaint per base Period or option Period.

2. Completeness	2. Briefings meeting their intended purpose.	2. 100% compliant
3. Quality	3. Deliverables align with task and are of satisfactory quality	3. 100% compliant
4. Timeliness	4. Tasks are completed within agreed upon schedules.	4. 100% compliant

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 PRS #3 Operations Officer (PWS 5.3)

1. Provide relevant,concise input and recommendations	1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.	1. No more than one (1) customer complaint per base Period or option Period.
2. Completeness	2. Briefings meeting their intended purpose.	2. 100% compliant
3. Quality	3. Deliverables align with task and are of satisfactory quality	3. 100% compliant
4. Timeliness	4. Tasks are completed within agreed upon schedules.	4. 100% compliant

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 PRS #4 Logistics Support (PWS 5.4)

1. Provide relevant,concise input and recommendations	1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.	1. No more than one (1) customer complaint per base Period or option Period.
2. Completeness	2. Briefings meeting their intended purpose.	2. 100% compliant
3. Quality	3. Deliverables align with task and are of satisfactory quality	3. 100% compliant
4. Timeliness	4. Tasks are completed within agreed upon schedules.	4. 100% compliant

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 PRS #5 Contractor Manpower Reporting (52.237-4000)

1. Timeliness	1. Reporting completed IAW the the PWS and Assistant Secretary of the Army (Manpower & Reserve Affairs) requirements.	1. 100% compliant
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\*\*\*\* Changed as a result of Amendment 0004  
 \*\*\*\*\* Changed as a result of Amendment 0005  
 \*\*\*\*\* Changed as a result of Amendment 0006

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**MOD/AMD** 0006  
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