

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 47	
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 10-Sep-2014	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)	
6. ISSUED BY INSTAL & VEHICLE SUP CONTRACTING DIV 6501 E. 11 MILE ROAD WARREN MI 48397-5000	CODE W56HZV	7. ADMINISTERED BY (If other than item 6) INSTAL & VEHICLE SUP CONTRACTING DIV MELISSA BAYS CCTA-HDC-A/MS 350 MELISSA.C.BAYS.CIV@MAIL.MIL WARREN MI 48397-5000		CODE W56HZV	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) UNIFIED BUSINESS TECHNOLOGIES, INC. MICHELLE D'SOUZA 353 INDUSCO COURT SUITE C TROY MI 48063-4646			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. W56HZV-13-P-A751	
			X	10B. DATED (SEE ITEM 13) 24-Sep-2013	
CODE 3XMH1	FACILITY CODE 3XMH1				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies of the amendment; (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) See Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: baysm14673 Please see page two for Modification P00002 Information.					
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) LYNN M. BYRNE / CONTRACTING OFFICER TEL: 586-282-6553 EMAIL: lynn.m.byrne.civ@mail.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY <u>Lynn M. Byrne</u> (Signature of Contracting Officer)	
(Signature of person authorized to sign)				16C. DATE SIGNED 10-Sep-2014	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

MODIFICATION 02 INFORMATION

Modification: P00002

Reference Request: 0010570448

1. The purpose of P00002 is to exercise Option Year 1 IAW clause 52.217-9, Option to Extend the Terms of the Contract.

2. As a result of Modification P00002, subCLIN 1000AA is established and funded in the amount of \$74,040.00.

3. The following changes have been made to the Performance Work Statement:

a) In Paragraph C.5.1.4. –

i. Changed wording from: Shutdown of CCSS based on CSC Sequence of Events (SOE): The contractor shall provide technical expertise for the TACOM domain in execution of the SOE developed by CSC and the command functional users, to: Shutdown of CCSS and SOMARDS based on the Sequence of Events (SOE): The contractor shall provide technical expertise for the TACOM domain in execution of the SOE developed by CSC, DFAS, and the command functional users.

ii. Changed wording from: The contractor shall provide expertise as this technical POC support for the TACOM CIO/G6, to communicate with CSC, command functional users, and DISA transition personnel for CCSS shutdown per SOE, to: The contractor shall provide expertise as this technical POC support for the TACOM CIO/G6, to communicate with CSC, DFAS, command functional users, and DIS transition personnel for shutdown per the SOE.

b) In Paragraph C.5.1.5. -

i. Changed wording from: Retirement of CCSS: The Contractor shall provide technical expertise with CCSS data, processes, and mainframe software utilities after transition of CCSS to LMP, to: Retirement of CCSS and SOMARDS: The Contractor shall provide technical expertise with CCSS and SOMARDS data, processes, and mainframe software utilities before and after transition of CCSS to LMP and SOMARDS to GFEBS.

ii. Changed wording from: The contractor shall provide this same technical expertise in the complete retirement of the domains, which will be determined at each site by assigned government POC, to: The contractor shall provide technical expertise in the retirement of the mainframe domains, which will be determined at each site by the assigned government POC.

iii. Changed wording from: The contractor shall provide this technical expertise and recommendations for the retirement of CCSS to include determination of software removal, data set cleanup/retention/ownership, archiving, and tape retention, which will be executed by the command technical community (i.e., CIO/G6) or coordinated with DISA for removal, to: The

contractor shall provide recommendations for the retirement of these systems to include determination of software removal, data set cleanup/retention/ownership, archiving, and tape retention.

vi. Changed wording from: The contractor shall coordinate and provide technical expertise to ensure SOMARDS files, applications, and data bases are not impacted by the transition of CCSS to LMP, to: The contractor shall coordinate and provide technical expertise to ensure that required SOMARDS files, applications, and data bases are not impacted by the cleanup activities.

4. The contract total purchase order is increased by \$74,040.00, from \$74,040.00 to revised total of \$148,080.00.

5. Except as provided herein, all other terms and conditions remain unchanged.

The following have been modified:

PERFORMANCE WORK STATEMENT

C1. General Requirements

C.1.1. Overview

C.1.1.1. TACOM LCMC. The TACOM LCMC integrates our acquisition, logistics, and technology responsibilities and processes to enable closer relationships among the partner organizations that develop, acquire, field, and sustain the capabilities provided by ground and soldier systems. The focus of the TACOM LCMC is uniting all of the organizations that are responsible for soldier and ground systems throughout the entire life cycle. The TACOM LCMC consists of the TACOM Contracting Center, Integrated Logistics Support Center, Program Executive Office Combat Support & Combat Service Support, Program Executive Office Ground Combat Systems, Program Executive Office Soldier, Joint Program Executive Office for Chemical and Biological Defense, Program Executive Office Integration, U.S. Army Tank Automotive Research, Development and Engineering Center, U.S. Army Armaments Research, Development & Engineering Center, Natick Soldier Research, Development & Engineering Center, and the Edgewood Chemical Biological Center.

C.1.1.1.1. TACOM LCMC is assigned to the Army Materiel Command (AMC) directly aligned under the Department of the Army, under the Department of Defense. AMC is the Army's logistics integrator responsible to provide superior technology, acquisition support, and logistics to ensure dominant land force capability for Soldiers, the United States and our allies.

- C.1.1.1.2. TACOM LCMCs strategic goals are:
 - C.1.1.1.2.1 We exist to support warfighters. We will do what it takes to meet their needs.
 - Protecting our sons, daughters, sisters, and brothers is our first priority.
 - C.1.1.1.2.2 We're a high tech, global organization. We are prepared

for changes in threat, technology, and mission.

- C.1.1.1.2.3 We play a vital role in the Army's efforts to Sustain, Prepare, Reset, and Transform operations.
 - C.1.1.1.2.4 Each one of us took the oath of office to defend the Constitution and our nation. We do so with integrity, honor, and respect.
 - C.1.1.1.2.5 We develop our workforce into multi-skilled professionals and leaders that are strategic, collaborative, and committed to the mission.
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- C.1.1.1.3 TACOM LCMC
Mission

- C.1.1.1.3.1 We are the forefront of the Army's transformation to a lighter, more lethal, and survivable force.
 - C.1.1.1.3.2 Sustain and manage the Army's investment in warfighting capacities.
 - C.1.1.1.3.3 Provide a broad spectrum of armament and munitions technologies and products.
 - C.1.1.1.3.4 Research, develop, engineer, leverage and provide advanced systems integration of technology into both ground systems and their support equipment throughout the lifecycle.
 - C.1.1.1.3.5 Serve as a conduit between the Army, industry, academia and other federal agencies to develop technologies that are beneficial to all parties.
 - C.1.1.1.3.6 Insure warfighting readiness for the soldier by purchasing ground combat, combat support and combat service support items for the military.
 - C.1.1.1.3.7 Sustain the current systems through lifecycle maintenance.
- C.1.1.1.4 TACOM LCMC Vision

C.1.1.1.4.1 Providing our Warfighters with overwhelming lethality, survivability, mobility, and sustainment for battlefield dominance, now and in the future. 1.1.2. The TACOM LCMC unites all of the organizations that focus on soldier and ground systems throughout the entire life cycle. The TACOM LCMC consists of the U.S. Army TACOM, Program Executive Office Combat Support and Combat Service Support, Program Executive Office Ground Combat Systems, and Program Executive Office Soldier. The TACOM LCMC also has three enterprise partners, the U.S. Army Tank Automotive Research, Development and Engineering Center, U.S. Army Armaments Research, Development and Engineering Center, and the Natick Soldier Center. The sites include:

Tank-Automotive and Armaments Command (TACOM) Life Cycle Management Command (LCMC) consists of the U.S. Army TACOM, Program Executive Office Combat Support and Combat Service Support, Program Executive Office Ground Combat Systems, and Program Executive Office Soldier. The TACOM LCMC unites all of the organizations that focus on soldier and ground systems throughout the entire life cycle. TACOM includes 4 depots and arsenals: Anniston Army Depot (ANAD), Red River Army Depot (RRAD), Sierra Army Depot, (SIAD), and Watervliet Arsenal (WVA) along with its satellite sites.

Program Executive Office - Ground Combat Systems (PEO-GCS) manage the development, systems integration, acquisition, testing, fielding, sustainment and improvement of Ground Combat Systems in accordance with (IAW) the Army's Transformation Campaign Plan to ensure safe, effective, suitable and supportable capabilities are provided to the Warfighter while meeting cost, schedule and performance goals. The PEO-GCS is a command partner in the TACOM Life Cycle Management Command.

Program Executive Office - Combat Support & Combat Service Support (PEO-CS&CSS)

focus is on equipping and supporting the joint warfighter through development and fielding of systems with increased capability which support DOD jointness objectives, using a system of systems approach, maximizing modularity, and enabling a more expeditionary force.

Tank Automotive Research Development Engineering Command (TARDEC) provides full service life cycle engineering support to the TACOM Life Cycle Management Command, the Program Executive Office for Ground Combat Systems, the Program Executive Office for Combat Support and Combat Service Support, and the Program Manager for Future Combat Systems Brigade Combat Team

Armament Research Development and Engineering Center (ARDEC) provides lifecycle support for nearly 90 percent of the Army's Weaponry and ammunition used every day by the U.S. Warfighter. Their mission is to develop and maintain a world-class workforce to execute and manage integrated life cycle engineering processes required for the research, development, production, field support and demilitarization of munitions, weapons, fire control and associated items.

Program Executive Office - Integration is the cornerstone of Army modernization. PEO - Integration provides Soldiers and leaders with leading-edge technologies and capabilities allowing them to dominate in asymmetric ground warfare while allowing the Army to build a force that can sustain itself in remote areas.

TACOM Acquisition Contracting Center (TCC) provides comprehensive acquisition, contracting, business, advisory, and industrial base services in acquiring, fielding, and sustain TACOM and PEO systems in support of the soldier.

Program Management Office, Light Armored Vehicles (PMO-LAV) exercised full authority and responsibility for planning, directing, and controlling all LAV resources. The PMO's mission extends through the acquisition process from concept exploration to operation and support including all military assistance advisory groups and FMS cases.

Program Executive Office – Provides the Soldier and everything he or she wears or carries works together as an integrated system. The result is an overall systematic design that benefits Soldiers by enhancing their ability to accomplish individual and collective tasks, improving quality of life, building confidence, and saving lives.

Joint Materiel Command (JMC) provides support to the Joint Warfighter by improving capabilities, sustaining ammunition excellence with safe, ready, reliable ammunition.

Joint Manufacturing Technical Center (JMTC) provides unique technical expertise and equipment to manufacture products high in quality and sustainability. This full service center holds within it the people and the equipment needed to meet goals of continuous process improvement, efficiently utilizing available time and money. Rock Island Arsenal-RIA JMTC values its ability to provide rapid response and superior products to both the Armed services and the consumer.

Joint Manufacturing Systems Center (JMSC) provides the United States Military with a premier industrial facility capable of manufacturing, repairing, refurbishing, and testing the full spectrum of combat vehicles and defense systems.

Natick Soldier Center (NSC) maximizes the soldier's survivability, sustainability, mobility, combat effectiveness and quality of life by treating the soldier as a system.

Soldier Systems Center (SSC) is responsible for researching, developing, fielding, and managing food, clothing, shelters, airdrop systems, and Soldier support items. To provide America's Soldiers with the best equipment in the world.

C.1.2. Scope of Services

The Contractor shall provide all personnel, management, equipment, tools, supplies, materials, transportation, and any other items and services necessary to perform the functions of this PWS except those which are made available by the Government. The Contractor shall provide the above services IAW the terms, conditions and specifications of this PWS. The Contractor shall provide all required aspects of operate and maintain (O&M) support. The Contractor shall assume total responsibility for all requirements herein on the commencement date of the performance period.

C.1.2.1. FUNCTIONAL AREAS

The work to be performed by the Contractor is described in detail in the PWS.

C.1.3. General Requirements

The Contractor shall fully comply with the most recent and current federal, state, and local laws and regulations, directives and instructions, and other documents set forth in Appendix F.

C.1.3.1 Area of Support

The major portion of work shall be performed at the Detroit Arsenal and Selfridge Air National Guard Base, Michigan.

C.1.3.2. Other. Some travel outside the area may be required to attend Army mandated training, conferences and workshops. Travel may occur throughout the year and are generally infrequent in nature and will be approved by Contracting Officer Technical Representative (COTR). Contract personnel shall follow the Joint Travel Regulations (JTR) when requesting travel. Contractor travel expenses shall be in compliance with Federal Acquisition Regulation (FAR) Clause 31.205.46 and a request will be submitted prior to performance of the travel to the Contracting Officer Representative (COR) for approval.

C.1.4. Personnel

C.1.4.1. GENERAL

The Contractor shall furnish fully trained managerial, supervisory, technical, administrative, and direct labor personnel, sufficient in number and qualifications to

accomplish all work. Contract personnel shall be able to speak, read, write and understand the English language including unique technical terminology required for the performance of these duties and functions. Contract personnel shall obtain and maintain in good standing on all certifications, inspections, and licenses necessary or appropriate to perform all work contained in this PWS. The Contractor shall maintain the training skills and qualifications of all personnel throughout the award period.

C.1.4.2. Standards of Conduct

The Contractor shall not employ or provide any person whose performance of work would constitute a conflict of interest (COI), or an appearance of impropriety, within the meaning of the Standards of Ethical Conduct (5 CFR Part 2635). Contract personnel shall obey all regulations and the orders of competent authorities, including without limitation orders and regulations pertaining to physical and national security and the good order and discipline of the Detroit Arsenal. The Contractor is responsible for the conduct of its personnel and shall take prompt, reasonable, and appropriate disciplinary action against personnel for misconduct, malfeasance, misfeasance, or nonfeasance. The removal from, or barring of, a contract employee from a site shall not relieve the Contractor of its obligation to perform all work contained in this PWS. Contract personnel will be denied access to, and removed and barred from sites when their presence is determined by competent authority to be detrimental to security, to the health, welfare, or well being of persons, to the good order and discipline or to the accomplishment of work. The Government expressly reserves the right to remove and bar a Contractor whose activity, on or off site, endangers persons or property, or whose presence on the installation presents an unacceptable risk to safety or security. Further, the Government expressly reserves the right to refuse the services of any contract employee, for good cause. In such case, the COR will advise the Contractor of the reason(s) therefore.

C.1.4.3. Appearance and Conduct

Contract personnel shall be professional at all times, they must dress in appropriate business attire, and act in a manner appropriate with their job duties. Contractor personnel shall conform to standards of conduct and code of ethics, which are consistent with those applicable to Government employees as provided in the Joint Ethics Regulation 5500.7.R. The Contract employees shall conduct themselves at all times in a proper, friendly, efficient, courteous, and businesslike manner. Contract personnel shall not wear military uniforms or uniform pieces. Contract employees must always wear their badges as instructed while on the installation. Contract employees shall always identify themselves as Contract employees when attending meetings with Government employees, or otherwise conversing with Government employees with respect to information technology issues that may in any way be related to this or other Government contracts.

C.1.4.4. Standard TACOM Organizational Structure Compliance

While the Government will not require a specific organization structure, Contractor personnel shall align in a manner that is consistent with the Standard TACOM Organization Structure as directed by the COR .

C.1.4.5. Contractor Point(s) of Contact (POC)

The Contractor shall provide primary and alternate on-site POCs during normal operating

hours responsible for the overall management/supervision of assigned contractor personnel. On-site POC or alternate on-site POC shall be available during normal duty hours to meet with the Contracting Officer (KO) and/or authorized Government personnel within two (2) hours to discuss problem areas. The contact number(s) shall be furnished to the COR, and shall not be changed without reasonable prior notice to the COR. Notwithstanding the foregoing, nothing contained in this subsection should be construed as dictating personnel hiring.

C.1.4.6. Organizational Chart

Within 30 days of the period of performance, the Contractor shall submit to the COR a chart depicting the detailed organization proposed for the performance of this PWS. The chart shall contain the names, addresses and telephone numbers of the supervisory and management personnel with authority to represent the Contractor before the Government, in all matters arising under this PWS, to resolve problems and respond to emergencies. The Contractor shall keep the chart current and, within seven calendar days, notify the COR, in writing, when changes are made.

C.1.4.7. Identification of Personnel

Contractor shall complete "Contractor Verification System" (CVS) applications for Contractor Identification Cards for all personnel who shall perform work under this PWS. Contractor personnel are required to wear these badges at all times, while performing duties associated with this PWS. Contractor shall be responsible for notifying Trusted Agent (TA) to initiate a contract personnel Common Access Card (CAC) request, enter/edit contract personnel information in CVS, submit completed application, and maintain records of contract personnel approved/rejected application(s). Trusted Agent will be COR, unless otherwise directed by the government.

C.1.4.7.1. When Contract employees are working on Government facilities or participating at Government meetings, they shall wear identification badges distinguishing themselves as such. The badges, at a minimum, must have the employee name and the word "Contractor" displayed. Ideally, the company name will appear on the badge. Contractor or Government issued badges are acceptable. Additionally, notwithstanding any other provisions in the PWS, the Contractor shall perform no inherently Governmental functions. Contractor employees shall identify themselves as a Contractor in meetings, telephone conversations, all written communications and work situations so that their actions cannot be construed as acts of a Government official. The Contractor shall take no action that binds the Government to a final decision or results in the exercise of Governmental discretion. When Contractor personnel are tasked to attend a government meeting or conference, they shall identify themselves as employees of a Contractor at the beginning of the meeting. The Contractor may present Government approved briefings at the meeting and answer questions with pre-approved Government responses; however the Contractor shall not become a de facto Government representative in discussions.

C.1.4.8. Security Clearance. All personnel that access Government owned or operated automated computer systems, networks, or databases shall have a security investigation. The minimum investigative requirements to access unclassified Government automated systems

are: a National Agency Check (NAC), or National Agency Check with written Inquiries (NACI). An investigation in process is acceptable as long as a satisfactory waiver has been granted by the 7th Signal Command Designated Approving Authority (DAA). Non-U.S. Citizens shall be Permanent Resident Aliens. Individuals shall also receive and certify to an Information Systems Security briefing. Reference: AR 380-67 (paragraph 3-401 and 3-101). Contractor employees will adhere to the provisions set forth in AR 380-5 Army Information Security Program, AR 25-1 Army Knowledge Management Program, AR 25-2 Information Assurance, AR 380-67 (Personnel Security Program).

C.1.4.8.1. The Contractor shall ensure all personnel assigned to duty in areas that require a security clearance, or who require access to classified information, possess a security clearance equal to the highest classification of the material or area to which they have access. A formal authorization may be required for access to Special Category message traffic. The Contractor shall ensure all personnel are briefed IAW applicable DoD directives when classified traffic is to be handled. Personnel security requirements are set forth in DD Form 254 (Appendix F), Department of Defense Contract Security Classification Specification.

C.1.4.9.1 Contractor shall comply with all Department of Defense (DoD) security guidelines, Department of the Army (DA) Directives: DOD Manual 8570.1, AR 380-5, AR 380-67, AR 25-1, AR 25-2, AR 380-3, AR 380-10, Commander - US Army Garrison-Detroit Arsenal (USAG-DTA), Network Enterprise Center (NEC) and the Directorate Intelligence Security Division, G2, memorandums, and numbered messages. All information systems (IS) require accreditation and certification and must be approved by the DAA. Approval from the governing Information Security Assurance Officer (IASO) is required before any information system connection to the network is accepted by the Government. Contractor personnel requiring access to sensitive defense information, because of their duties in repairing or working on automated information systems (AIS), equipment or software, will be appropriately investigated based on the sensitivity of the Information Technology (IT) position held IAW AR 25-2. Before a technician can work on IT hardware/software, the background investigation must be initiated. If the contractor requires remote access to DA networks in order to monitor them, the contractor must use a National Security Agency approved method to encrypt information if it is to be sent/received outside the applicable Command or facility. The use of a commercial Internet Service Provider mail account or ftp for receipt or storage of Government information is prohibited. A Virtual Private Network (VPN) account will be established to remotely connect to Government networks and email.

C.1.4.9.2 The security measures below are consistent with DA security policies and directives and are required to protect all associated ARMY networks. The goal is to ensure the confidentiality, integrity, and availability of DA automation assets and software and to reduce cracker, hacker, and malicious code attacks to the maximum extent possible.

- a. IAW AR 25-2, contractor employees must be designated as IT I, IT II, or IT III positions. Personnel who require access to sensitive and/or classified defense information because of their duties or they require access to a For Official Use Only (FOUO) level or higher DoD IS with an AIS will be appropriately

investigated based on the sensitivity of the IT position held IAW AR 25-2. Before assumption of IT duties and access can be granted, the appropriate investigation shall be completed. The contractor requiring access shall complete an SF85P or SF86. SF85P shall be sent by the contractor Program Manager (PM) directly to the TACOM G2. SF86 shall be sent by the contractor PM in the Electronic Questionnaires for Investigation Processing (EQIP) system.

- b. The contractor shall send a copy of the SF85P to the Directorate Intelligence Security Division, for review and the SF86 through EQIP. TACOM LCMC will conduct a security review to determine eligibility for computer access when a favorably completed investigation does not exist. TACOM LCMC respective site Directive Intelligence Security Division will make a recommendation to the appropriate DAA, who can grant interim access to agency/contractor employees if: 1) confirmation that the required investigation has been submitted is received; 2) a copy of the investigation has been provided to TACOM LCMC respective site Directive Intelligence Security Division and 3) There are no disqualifying issues. Once access is granted to any TACOM Warren FOUO level or higher Governmental systems, the individual will be added to the local database. Individuals who are not eligible for a computer waiver or access to DoD networks will be denied access and individuals who lose that eligibility will be removed from TACOM Warren Governmental systems. IAW Annual Security AR 380-67 and AR 25-2, contractors with either classified access or access to FOUO level DoD Computer systems shall self report derogatory information listed in AR 380-67 to G2, TACOM LCMC, promptly (within 10 working days of an incident). TACOM LCMC respective site Directive Intelligence Security Division will summarize their findings and provide SF85P or SF86 to the appropriate Government DAA who can grant interim access to contractor employees (if the required investigation has been submitted by your Contract Program Manager to the Defense Security Service (DSS) and an Electronic Personnel Security Questionnaire (EPSQ) receipt is faxed to AMSTA-CS-SC at DSN 786-6362, or (586) 282-6362 - AND if there are no derogatory issues found. The SF85P or SF86 copies can be mailed to: CDR U.S. Army TACOM, 6501 E. 11 Mile Road, Attention: AMSTA- CSS-C, Warren, MI 48397-5000. Contractor shall be responsible for submitting their required security investigations to the appropriate office for forwarding to the Defense Investigative Service Clearance Office (DISCO). Upon request, the contractor shall provide security investigation data to the Security Directorate, so that contractor personnel can be incorporated into the appropriate Garrison Security Clearance Roster.
- c. Contractor personnel assigned to IT-I positions must have completed a Government SF 85P, have a favorable local review, and have initiated the National Agency Check with Local Agency and Credit Checks (NACLC), and proof of the initiation of the Single Scope Background Investigation, before access to a DA automation network and information can be granted.
- d. Contractor Personnel assigned to IT-II positions shall submit a National Agency Check with Local Agency and Credit Checks (NACLC) (Code 08B) initiated with an SF86 and FD 258, have a favorable local review before access to a DA automation network and information systems can be granted.

- e. Contractor Personnel assigned to IT-III positions shall have completed a NACI (Code 02B) initiated with an SF85P and FD 258, have a favorable local review before access to a DA automation network and information systems can be granted.
- f. All contractor employees who have access to US Army AIS and/or DoD Information Systems shall complete TACOM LCMC approved and/or provided Computer User Information Awareness Training, and Subversion and Espionage Directed Against the US Army (SAEDA) and Security Training, annually. A failure to complete either training can result in a suspension or denial of computer access. Verification of training will be provided to G2, TACOM LCMC for SAEDA and Security Training and to the sponsoring Information Assurance Security Officer for Computer User Information Awareness Training.
- g. RESERVED.
- h. All contractor employees who have access to a US Army AIS must, individually, read and sign a copy of the Acceptable Use Policy (AUP), annually.
- i. IAW US Army directives, the contractor shall submit the required completed forms for all contractor employees that require US Army network(s) and VPN access. The required forms are on the Detroit Garrison webpage, <https://usagmi.army.mil/sites/management/HResforms.asp> for the Detroit Garrison.
- j. An accreditation and certification process for each Government IS that operates within an Army network must be reviewed by the Information Assurance Manager (IAM) and then forwarded to the DAA for final approval before connection is accepted. Contractor owned equipment is not authorized to connect to any US Army AIS or Network.
- k. IAW DA Directives, AR 25-2, a contractor shall have malicious code protection on their PC/s used to connect to the US Army networks. Malicious code protection shall be monitored daily for updates and immediate implementation.
- l. Contractors shall ensure that computing equipment (laptop, Personal Electronic Devices, blackberries) is protected from tampering, theft and unauthorized disclosure. All computer equipment shall be secured when unattended. Any computer equipment and information associated with this contract shall be secured in a locked office, container, desktop locks or a locked building. When traveling computing equipment can be secured in a locked vehicle for short durations but cannot be checked on an aircraft, it must be a carry-on item.
 - 1) The Contractor shall report any malicious code problems, incidents, spillages and theft or loss of equipment, software, or code to the COR or the responsible IASO. The IASO will forward automation security concerns to his/her supporting IAM.

- 2) The contractor shall ensure that only personnel designated to work on this contract have access to Government computer equipment and information.
 - 3) Foreign Nationals must not have access to Government equipment and information per AR 25-2.
- m. Computer and information systems access for a contractor will be limited to the Army Network assigned and the servers directly related to their contract work supporting least privilege access.
 - n. Each contractor employee associated with this contract must have a unique DA Army Knowledge Online (AKO) issued password and user ID. User IDs and Passwords will not be shared among employees.
 - o. The contractor shall coordinate with the responsible Army Network Center to ensure computers used by the contractor are properly configured to work with that Army Network.
 - p. On completion of the project/contract the contractor shall notify the responsible Government IASO or the COR, who will then notify the NEC Information Assurance Team and NEC Helpdesk, so all network access can be terminated.
 - q. When on the Army Network the contractor shall store FOUO, Sensitive and Personally Identifiable Information (PII) on an encrypted drive or in an encrypted folder IAW Data at Rest (DAR) regulations and requirements within 10 days of availability. Information deemed as High Risk PII shall not be taken off the facility. If a critical mission need requires a contractor to take High Risk PII off the facility it shall be approved in writing from the COR and the Government organizations privacy coordinator. Examples of High Risk PII include Social Security Numbers, payroll information and personal medical information regarding someone other than you.
 - r. Baseline Information Assurance (IA) Certification requirements: All personnel with privileged access must have a baseline Information Assurance certification. Personnel appointed an Information Assurance Technical Level must also have a Computing Environment (CE) certification. The CE certification for technical personnel must be determined by the CE that an individual works within and is listed in the Army training and Certification Tracking System (ATCTS), and approved by the COR, COTR and system owner. The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance and or network/system administrator functions IAW DOD 8570.01-M Information Assurance Workforce Improvement Program, Information Assurance Best Business Practice (IA BBP) 6 August 2010 and AR 25-2 upon hire. All personnel with privileged access will have appointment orders with systems they have access to, signed by the COTR and the Government

organization IAM, and orders will be loaded in the Government database of record. The Contractor shall meet the applicable information assurance certification requirements according to and including:

1. DOD-approved IA baseline certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M and IA BBP. The Army COOL site (Credentialing Opportunities On-Line) has a complete list of qualifying credentials for Information Technology Specialists (25B); <https://www.cool.army.mil> or <https://www.hrc.army.mil/site/active/select/techcert.htm> Training and Certification requirements for the IA workforce.
2. Appropriate CE certification for information assurance technical positions as required by DOD 8570.01-M and the IA BBP. The COR, COTR, and system owners will determine the required single CE certifications for the contractor's primary job functions.
3. The Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions to the Government for the tracking of compliant personnel.

POC for these actions is the TACOM LCMC IAM available at DAMI_TACOMLCMCPIA@conus.army.mil.

C.1.4.8.1.1 TRAINING: The Contractor and their subcontractors may be required to take Government directed training, such as annual computer users security training, information assurance and system administrator training, to support this effort. The Government will identify the IA classification level for each contractor's functional role. The IA classification level will indicate at which Certification level, either I, II or III; the contractor needs to be trained. Government directed training must occur 180 days from the award date of the contract modification. The Government defines the certification level that each environment and role within the standard TACOM Architecture requires. Government directed training will be reimbursed by the Government as indicated within the contract modification. Training will be directed or approved by the COR prior to the start of training.

C.1.4.8.2. The Contractor shall perform debriefing procedures for departing employees IAW DoD 5220.22-M.

C.1.4.9. INTERACTION WITH OTHER SUPPORT CONTRACTORS

The Contractor will interface and may need to coordinate directly with other support Contractors. Unless otherwise directed by the COR, the Contractor shall not direct the work of any other support contract personnel not performing work within this PWS.

C.1.4.10. Medical Services: Medical services for contract employees are generally the responsibility of the Contractor. However, IAW AR 40-3, the Government will provide, to the extent available, medical services on an emergency basis for contract employees who are performing under this contract. The Contractor shall reimburse the Government for emergency

medical services at the rate prescribed in AR 40-330.

C.1.4.11. Hiring: The Contractor shall hire replacement employees within 30 calendar days of a vacancy, unless approved by the COR so that performance is not adversely affected by the vacancy.

C.1.4.12. Removal of Personnel. The KO may require the Contractor to remove from the job those employees who endanger persons or property; those who manufacture, distribute, dispense, possess or use controlled substances at the worksite (52.223-6, Drug-Free Workplace); and those whose continued employment under this contract is inconsistent with the interest of military security.

C.1.4.13. Retrieving Identification Media. The Contractor shall retrieve all identification media, including passes, from employees who depart for any reason before the contract expires; e. g. terminated for cause, retirement etc.

C.1.4.14. Gate Control. Unscheduled gate closures by the Security Police may occur at any time causing personnel entering or exiting a closed military installation to experience a delay. This cannot be predicted or prevented. Labor hour employees are not compensated for unexpected closures or delays privately owned vehicles belonging to Contractor personnel are subject to search pursuant to applicable regulations. The award of this contract does not create a right to have access to any military installation. Any violation of an installation regulation or of state or federal statute may result in the termination of the privileges to enter the military installation.

C.1.4.15. Installation Regulations: The Contractor, his employees, and subcontractors shall become familiar with and obey the regulations of the installation including fire, traffic, safety and security regulations while on the military installation. Those driving motor vehicles shall observe and obey all speed limits posted throughout the installation. Personnel should not enter restricted areas unless required to do so and only upon prior approval. All Contractor employees and subcontractors shall carry proper personal identification with them at all times.

C.1.4.15.1. The Contractor shall be responsible for compliance with all regulations and orders of the Commanding Officer or Garrison Manager of the Military Installation, respecting identification of employees, movements on installation, parking, truck entry, and all other military regulations, which may affect the work.

C.1.4.15.2. Supervision of Contractor employees is the responsibility of the Contractor. The Contractor's personnel shall, at all times, be under the supervision of the Contractor and not government personnel, whether uniformed or civilian and regardless of rank. There shall be no direct supervision of contract employees by the government. If more than one Contractor employee will be assigned to a specific location, the Contractor may designate one person as task or team leader (if needed).

C.1.5. Training.

The Contractor shall develop and implement a viable hardware, software and systems

sustainment training plan to ensure contract personnel shall maintain technical proficiency in order to operate and maintain the hardware, software, applications, systems and equipment listed in this PWS. All contract personnel, prior to commencing any work under this PWS, shall have received all training required for the functions they shall perform (unless directed otherwise), and shall possess a level of experience necessary for safety and a reasonable degree of efficiency. Personnel shall obtain and maintain all certifications, inspections, and licenses prescribed by competent regulatory agencies. The Contractor shall furnish documentation thereof to the COR upon request and in a timely manner.

C.1.5.1. Technical Training/Certification/Licenses. Contract personnel performing IT workforce functions identified in DoD 8570.01M shall be trained and certified upon award of the contract and each option period. PWS will list training, licenses, and certifications required to perform the work. The Contractor shall maintain records of training qualifications, certifications, and licenses on each employee for the duration of their employment. These records shall be provided to the COR or IASO upon request. During the performance period, contract personnel

may need or require technical training to support new systems and equipment, to include AIS fielded after commencement of work. The Contractor shall request training at least 6 weeks in advance to the COR if direct funding by the government is desired. The Contractor will be notified of approval or disapproval of the training request.

C.1.5.1.1. Contract personnel performing IT workforce functions identified in DoD 8570.01M shall meet training and certification requirements for IA Support Personnel as specified by AR 25-2, Chapter 3-3, appropriate Army Best Business Practices (BBPs) and DoD 8570.1 (M). Contract personnel that fail to meet and maintain those requirements outlined in AR 25-2, Training and Certification BBP and DoD 8570.01M will have their elevated permissions revoked and shall be removed from performing service from the contract.

C.1.5.2. New Technology Training. If during the term of this contract the Government installs new equipment or software that requires training to meet the certification requirements of this contract, the Government will provide one-time training for affected employees. If an employee who has received Government-provided training as described above should vacate his/her position for any reason, the Contractor shall be responsible for providing trained personnel to complete the requirements of this contract at no additional cost to the Government. New technology training requirements for new contract employees after requirement/certification is achieved and is the responsibility of the contractor. During any absence of employees while they attend training, the Contractor shall be responsible for full performance of services at no additional cost to the Government.

C.1.5.3. Sustainment Training. Sustainment Training for existing technology/equipment shall be provided at no additional cost to the Government. That is, the Government will not provide or fund training to obtain certification for new contract personnel.

C.1.5.4. Orientation Training. The Contractor shall conduct an orientation training class for all Contract personnel within five working days of initial employment, or re-assignment to

another functional area. This training shall be relative to the respective functional areas and contract and Government offices with which the personnel will interact. Orientation training shall be documented and available to COR for review upon request. The training shall include, but is not limited to, the following:

- General orientation regarding PWS requirements and the role of the respective functional areas to the overall PWS.
- The respective functional area's internal and external (customer) Standard Operating Procedures (SOPs) and general work requirements
- Fire safety, including the installation fire prevention program, and Army fire protection and prevention (AR420-90)
- Environmental considerations, to include functionally specific hazardous materials and hazardous waste handling training pursuant to 49 CFR, parts 171-177 and 40 CFR 265.16
- Emergency notification and response procedures
- Applicable installation regulations and directives
- Security requirements and procedures
- Conduct
- Dress and appearance standards
- Prevention and reporting of fraud, waste, and abuse
- Conflicts of interest
- Ethics, sexual harassment, Americans with Disabilities Act, and equal employment opportunity (EEO) training
- Smoking policy
- Violence in the workplace

C.1.5.5. Other training. The Contractor shall provide sufficient internal on the job training (OJT) to ensure that personnel remain qualified, certified, and proficient. Courses to improve general management, leadership, or behavioral skills are considered the responsibility of the Contractor. The Government will directly fund training, which is Government unique and deemed essential for Contract personnel performing work under this PWS. Government-unique training is defined as training that is only available in Government or military service schools. Such training may be provided at the work site or at other Government designated locations.

C.1.5.5.1. Annual Mandatory Training Requirements. The Contractor shall attend recurring annual and occasional one-time training as required by the Government. This training includes, but is not limited to: Anti-Terrorism, Computer Security, Information Assurance, Operations Security, SAEDA, PII.

Section 508 Compliance

All hardware/software written or configured under this contract, by the contractor, shall be Section 508 compliant

(Appendix F), unless directed by the Government COTR to do otherwise.

C.1.6. U.S. Citizen or Work Permit

All contract personnel performing work under this PWS shall be citizens of the United States or have a valid U.S. work permit.

C.1.7. OPERATING HOURS AND CONDITIONS

C.1.7.1. Normal Working Hours of Operation: The current hours of operation for Contractor work are 0600-1800 hours, Monday through Friday, except for Federal holidays and the Friday after Thanksgiving. Core hours are from 0900-1430, start time 0600-0900. The Contractor shall ensure that service to customers is not interrupted during break and lunch periods. The government will not be responsible for any costs incurred by the contractor for the duration of any shutdown or closure unless specifically approved by the Contracting Officer in advance of the incurrence. Outside normal business hours, for the functional services areas vary. Special requirements may present a need for alternate work schedules, for periods of time, due to maintenance or other server administration actions.

C.1.7.1.1 Reserved

C.1.7.2. Non-duty Hour Response Time. Designated contract personnel shall be available on an as-needed basis 24 hours a day, 7 days a week. The Contractor shall develop procedures to ensure appropriate issues can be responded to during non-duty hours. These procedures must include an on-call roster with specified emergency telephone numbers for notification for service restoration.

C.1.7.3. Hours of Operation Other Than Normal: Non-standard hours may be required in emergency situations, scheduled outage situations, call-out requirements, or other special situations as specified and approved by the COR

C.1.7.4. Federal Holidays: Holidays to be observed are as follows:

New Years Day	January 1
M.L. King Birthday	Third Monday in January
Washington’s Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October

Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

C.1.7.5. Weather Conditions: The Contractor shall report for work IAW the Detroit Arsenal or a satellite site inclement/hazardous weather policy.

C.1.7.6. Installation Shut Down: Services covered by this PWS shall continue to be provided unless there is an Installation Shut Down directed by the Garrison Manager (or designee) or by higher authority. In the event of a shutdown, work under this PWS, except for critical core services will be suspended during normal hours of operation. The government will not be responsible for any costs incurred by the contractor for the duration of any shutdown or closure unless specifically approved by the Contracting Officer in advance of the incurrence.

C.1.7.7. Performance of Services during National Emergency: Upon notification by the COR, in cases of national emergency, the Contractor shall provide additional services necessary or appropriate to the resulting increase in operating tempo. These services shall be provided 24 hours per day, 365 days a year for the duration of the emergency. If a National Emergency is determined, an equitable adjustment may be negotiated.

C.1.7.8. After Hours Support. The Contractor shall respond to emergency work, Command directed work via the COR, support outside of normal duty hours, including holidays and other work required under this PWS after hours.

C.1.9. QUALITY CONTROL AND ASSURANCE

C.1.9.1. Quality Control Plan (QCP): The Contractor shall develop, implement, and maintain a comprehensive quality control plan that assures compliance with all requirements of this contract. The Contractor shall maintain, enforce, and document a QCP. The QCP shall ensure that the Government receives the level of quality that is consistent with the requirements specified.

C.1.9.2. QCP Overview: The Contractor’s QCP shall provide Contractor management and personnel with effective and efficient means of identifying and correcting problems. The QCP shall include:

A process for preventing, identifying, and resolving conflicts of interest and appearances of impropriety in the performance of this PWS, IAW the Standards of Ethical Conduct (5 CFR Part 2635).

A description of the Contractor’s Quality Control (QC) system. The system will cover all services and specify work to be inspected on a scheduled or unscheduled basis, position(s) and qualifications for personnel performing the QC inspections, and the extent of their authority.

Provisions for recording the results of inspections and for recording corrective action taken.

A process to establish and maintain accountability of Government Furnished Property (GFP).

A plan for scheduled performance evaluation meetings that include performance indicator trends.

Provisions to update and revise the QCP during the performance of the award.

C.1.9.2.1. A file of all QC inspections both unscheduled and scheduled, inspection results, dates and details of corrective actions taken shall be maintained by the Contractor. The Contractor shall submit an electronic copy of the monthly QC inspections, along with a summary of defects observed and corrected to the COR.

C.1.9.3. Quality Assurance Surveillance Plan (QASP): (Appendix E) IAW the FAR 52.246-4, Contractor Inspection Requirements, and applicable additional requirements, each phase of the requirements rendered under this award is subject to Government inspection. This will occur either during the Contractor's operations or upon completion of the tasks.

C.1.9.3.1 The Government COTRs will submit the Monthly QASP checklist (Attachment 3) to the COR, IAW Appendix E, for the Government's use as a business tool to identify and correct the Contractor's contractual, quality and performance problems/issues before they escalate into trends or cause losses in schedule, resources, quality and cost. The QASP will also provide documentation for the COTR's oversight and observations of the Contractor's performance.

C.1.9.3.2. The Government will evaluate the effectiveness of the Contractor's performance at its discretion, IAW the QASP. The Government's QASP is not a substitute for QC by the Contractor. All costs associated with rework are the responsibility of the Contractor. The Government reserves the right to choose the inspection methods to implement the QASP and to vary the inspection methods utilized during the work, without notice to the Contractor.

C.1.10. SECURITY

C.1.10.1. Security Training: The Contractor shall train all personnel in their duty location site security policies and procedures, within 30 days after their assignment to perform work under this PWS.

C.1.10.2. Badges and Passes: The Contractor shall submit and maintain a list of all contract employees to the COR. This information may be forwarded to the appropriate facility, where the employee may report to, for issuance of their ID card (to be accomplished within 5 days of employment). During the work performance, Contractor employees may have access to or may generate unclassified information of a sensitive nature that is inappropriate for release to the public. Contractors shall implement information control procedures that require Government approval prior to the release of any information derived by the Contractor or its employees, regardless of forum.

C.1.10.2.1. The Contractor personnel shall obtain the prescribed employee identification badges and vehicle registration decals or passes required for entry to the installation and controlled access areas which are processed through the Public Safety Division, Detroit Arsenal. The Contractor shall ensure that its personnel, who are no longer assigned to perform work under this PWS, turn in vehicle registration decals and passes and employee identification badges to the COR at their installation, prior to the close of business on their last working day.

C.1.10.2.2. The Government retains full and unfettered control over all security matters, including, without limitation, granting or denying employee identification badges and vehicle registration decals and passes. The Contractor shall keep records of and account for all employee identification badges and vehicle registration decals and passes issued to its personnel. When directed by the KO, the Contractor shall remove any employee from an assignment to perform services under this contract for reasons of misconduct or breach of security in connection with his or her employment. Any such notice from the KO shall be in writing and shall state the reasons therefore and shall be subject to appeal under the provisions of the Disputes Clause. In other instances, the Contractor shall take appropriate personnel

action as required in the event of employee misconduct in connection with his or her employment.

C.1.10.2.3. To maintain this control, a listing of all Contractor personnel who will be working under the contract, must be submitted to the COR five working days prior to the start of work under the contract. The preferred method of providing this list is via email to the COR. The listing shall include, but not be limited to: contract number, employee name, and the estimated starting and ending date of each employee. Subsequent listings of all additions or deletions will be submitted as employees are hired or released.

The Government reserves the right to require the Contractor to reassign key Contractor employees who are deemed incompetent, careless, unsuitable or otherwise objectionable, or whose continued use under this

contract is deemed contrary to the best interests of the Government. Notice of such reassignment will be given in writing by the KO.

C.1.10.3. Security Reviews: All information collected or otherwise handled by the Contractor, whether or not it is intended for dissemination outside TACOM LCMC, Detroit Arsenal, or satellite sites is subject to classification review by the Government. This requirement specifically applies to all written documents, electronic media including Web sites, and audiovisual materials of any kind. Public release of records and personal information required to be maintained in a system of records, IAW a published system of records notice, shall comply with the Freedom of Information Act and Privacy Act.

C.1.10.4. Disclosure of Activities or Information: Neither the Contractor nor its personnel shall disclose, or cause to be disclosed, any information, the release of which could result in, or increase the likelihood of, a breach of security, or adversely affect the continuity of Detroit Arsenal operations. The Contractor shall brief all its personnel on the handling of proprietary technical data. The Contractor shall be responsible and liable for all unauthorized disclosures of, or loss of control over, classified and protected information, regardless of the likelihood of compromise or the degree of harm to national security resulting there from.

C.1.10.4.1. Disclosure of classified information to any person not entitled to receive it, or failure to safeguard any restricted or classified information that may come to the Contractor or any person under his/her control in connection with work under this contract may subject the Contractor to criminal prosecution of his/her agents and/or employees to criminal liability under Title 18 United States Code (U.S.C.), Sections 793 and 798.

C.1.10.4.2. The Contractor shall have the responsibility for safeguarding the information and records (regardless of media) from being concealed, compromised, altered, destroyed, mutilated, damaged, or lost. See Title 18 United State Code (U.S.C.) 2071 for penalties arising from the destruction of Official Government records.

C.1.10.4.3. Non-Disclosure Agreements (Attachment 5) for each new Contractor employee are to be signed, and dated, by that employee, and furnished to the COR.

C.1.10.4.4 Each contractor employee working under this contract at a US ARMY Facility or on US Army property, shall sign a Government SF312 (Attachment 11) and the contractor shall sign a Logistics Modernization Program Internet Protocol (LMP IP NDA), (Attachment 2) Non-disclosure Agreements, prior to commencing work under the contract or obtaining the badges permitting access to the property. There will be one SF 312 Non-disclosure Agreement for each employee. A copy of the agreement will be made a part of the contract file.

C.1.10.4.5 It is the intention of US ARMY TACOM LCMC and Partners to protect and prevent unauthorized access to and disclosure of nonpublic information to anyone other than employees of the United States Government who have a need to know. The Government acknowledges that the Contractor will be engaged in delivery support services to US Army TACOM LCMC and Partners under this contract, and that the Contractor will, from time to time, have or require access to nonpublic information in the course of delivering these contract services. The Contractor agrees that any unauthorized use, release or disclosure of nonpublic information by Contractor employees, in violation of this contract and the SF312, will subject the Contractor employee and his or her employer to administrative, civil or criminal remedies as may be authorized by law.

a. "Nonpublic information" includes, but is not limited to such information as:

- (1) Proprietary information (e.g., information submitted by a contractor marked as proprietary).
- (2) Advanced procurement information (e.g., future requirements, statements of work, and acquisition strategies)
- (3) Source selection information (SSI) (e.g., bids before made public, source selection plans, and rankings of proposals). **(PLEASE NOTE: THIS AGREEMENT EXCLUDES ACCESS TO SSI---ONLY THE CONTRACTING OFFICER OR SOURCE SELECTION AUTHORITY CAN AUTHORIZE SUCH ACCESS.);**

- (4) Trade secrets and other confidential business information (e.g., confidential business information submitted by the contractor)
- (5) Attorney work product;
- (6) Information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers); and
- (7) Other sensitive information that would not be released by the US Army under the Freedom of Information Act (e.g., program, planning and budgeting system information);

b. Each contractor employee shall comply with the following requirements:

- (1) The Contractor shall not seek access to nonpublic information beyond what is required for the performance of the support services contract;
- (2) The Contractor shall ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees.
- (3) The Contractor shall not use or disclose any nonpublic information for any purpose other than providing the contract support services, and will not use or disclose nonpublic to any unauthorized person or entity for personal, commercial, or any unauthorized purposes. If the Contractor becomes aware of any improper release or disclosure of nonpublic information; the Contractor shall advise the Contracting Officer in writing, as soon as possible.
- (4) The Contractor agrees to return any nonpublic information given to him or her, pursuant to this contract agreement, including any transcriptions by the Contractor of nonpublic information to which the Contractor was given access, if not already destroyed, when the Contractor no longer performs work under this contract.
- (5) The SF312, Non-Disclosure statement, is not sufficient to allow the contractor to access another contractor's proprietary information. If access to another contractors' proprietary information is necessary in the performance of this contract, then a separate contractor to contractor Non-Disclosure agreement is required.
- (6) The contractor shall sign a Logistics Modernization Program Non-Disclosure Agreement if they shall access, gather or disburse any LMP information defined in the LMP IP NDA.

C.1.10.5. Physical Security: The Contractor shall be responsible and liable for the security of all Government- furnished property. In addition, the Contractor shall provide a key control plan that designates authorized personnel key access to buildings and facilities. The purpose of physical security is to prevent unauthorized entries, theft of Government property or accidental exposures to toxic chemicals. Keys shall be surrendered whenever personnel leave the Contractor's employment or at the end of the final performance period.

C.1.10.5.1. Key Control Plan: The Contractor shall establish and implement methods to ensure that all keys issued to the Contractor by the Government are secured and monitored.

The Contractor will provide to the COR in writing within 30 days after the start of a contract year, a plan illustrating the method(s) in which the Contractor will control and monitor key security. The Contractor shall not duplicate for the Contractor's own use any keys issued by the Government unless authorized by the COR in writing.

C.1.10.5.2. Lost Keys. The Contractor shall immediately report to the COR any occurrences of lost or misplaced Contractor keys, any use of keys by unauthorized persons, or improperly duplicated keys.

C.1.11. Health and Safety

C.1.11.1. Accident Reporting: The Contractor shall report to the COR without delay, any accident involving work-related injury, illness, or disease, motor vehicle accidents or non-vehicle property damage accidents. The Contractor shall utilize forms to report accidents IAW the U.S. Army Garrison Installation Safety Office (ISO) Safety Manual, Incident Reporting System and Investigation Procedure.

C.1.11.2. Control of Mishap Scene: The Contractor shall establish control over the scene of an accident or mishap, both to prevent further injury to persons or damage to property, and to preserve evidence, until otherwise directed by a duly appointed investigating officer. The Contractor shall cooperate fully with and assist Government personnel to conduct accident and mishap investigations arising from any work or other activity performed under or related to this PWS.

C.1.11.3. Health and Safety Plan: The Contractor shall prepare, submit, and implement a Safety and Health Plan. The Contractor shall submit (as necessary) 10 calendar days prior to the end of the phase-in period. The plan shall include the following:

Standards and Codes- Procedures for compliance with applicable environmental, transportation and worker safety standards and codes.

Occupational Safety and Health Inspections- Provisions for Occupational Safety and Health inspections by Federal, state, and local safety and health officials.

Environmental Inspections- Provisions for visits by Environmental Protection Agency (EPA) officials.

Environmental Requirements- Procedures for compliance with safety and health precautions under environmental laws and regulations, and Detroit Arsenal or satellite site directives.

Safety and Fire Hazard Requirements- Procedures for compliance with all applicable fire codes, including a prohibition on open burning at any Arsenal or satellite site, and inspections by fire prevention personnel.

Safety Reporting- Procedures for investigating, reporting on, and maintaining records of accidents and mishaps resulting in death, traumatic injury, loss of work, occupational disease, or property damage arising out of the performance of this PWS.

C.1.14. TECHNICAL DATA, PROCESSES AND INVENTIONS

All hardware, software, technologies, processes, algorithms, reports, documentation, and techniques that are developed or provided under this PWS are the sole property of the Government. The Contractor shall not use, disclose, transfer, convert, or otherwise appropriate any technical data, processes or inventions developed during performance of this PWS unless written permission from the KO is obtained.

C.1.14.1. If the Contractor solution includes the use of an Information Technology System for the delivery of service in response to this PWS, the Contractor is required to maintain compliance with Portfolio Management (PfM) and Information Assurance policies currently in place. These policies include:

- Using the ARMY approved enterprise system if an enterprise system has been determined.
- Obtaining an annual Army Knowledge Management (AKM) Goal one waiver for expenditure of non- IT funds on IT, if applicable.
- Obtaining Portfolio Management (PfM) certification or DoD Business Modernization Management Program (BMMP) certification from the Investment Review Board (IRB) as appropriate.
- Maintaining Federal Information Security Management Act of 2002 (FISMA) compliance for the system.
- Ensuring all users and administrators of the system are compliant with Information Assurance training requirements (AR 25-2 and DOD 8570.01M).

C.1.15. FINANCIAL

C.1.15.1 OTHER DIRECT COSTS (ODCs): The Contractor may be required to purchase miscellaneous services, supplies, and equipment; which covers hardware, software, material handling charges, shipping charges, replacement parts, materials, third party services/goods (subcontractors), service manuals, service tools, maintenance licenses/agreements, diagnostic hardware and software, Contractor travel, training and office supplies. If the Contractor secures any commercial warranties, they will pass through to the Government. ODCs shall be reimbursed on a 6-month schedule. The Contractor shall establish a purchasing plan that maximizes support to small, disadvantaged, HUB Zone, and Service Disabled Veteran firms and that includes an approval process as follows:

Total Cost	Quotes	Approvals		
		COR	CIO-G6 Mgt	KO
\$3,001 - \$5,000	1	X		
\$5,001 - \$24,000	3	X	X	
\$25,000 or above	3	X	X	X

C.1.15.1.1. IT Solution Equipment and IT Solution Software. All materials required for performance of PWS, which are not Government-furnished, shall be furnished by the contractor. Materials acquired by the contractor with Government funds, for performance of this contract, are the property of the Government. The contractor shall utilize Computer Hardware Enterprise Software and Solutions (CHES) contract source equipment, CHES Contracts and DoD Enterprise Software Initiative (ESI). In addition to any other equipment, the contractor shall separately identify ESI source software items and CHES contract source equipment. For ESI source software, the contractor shall request approval to order from the Government supply sources. For proposed materials that are not from the identified Government supply sources for ESI source software or CHES contract source equipment, the contractor shall provide a justification why those sources are not being utilized to support approval by the Contracting Officer. Contractor costs for ESI source software shall be reimbursed at the prices charged to the contractor, with no mark-up percentage for loadings, fee or profit. IAW DFARS Subpart 239.73, Acquisition of Automatic Data Processing Equipment by DoD Contractors, the contractor shall submit the documentation required to the KO for approval prior to entering into any equipment lease or purchase agreement. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the KO or an authorized representative.

C.1.15.4. The Contractor shall report all labor and material costs incurred to the COR monthly, by the 15th of the following month.

C.1.15.5. Financial/Synopsis Reports - The Contractor shall develop, prepare and update financial/synopsis reports, for review by the COR, on a monthly basis by the 15th. The Contractor shall provide a breakout of annual contract costs by month for the Fixed Price and Cost Reimbursement portions of the contract by the beginning of each contract year, including the base year.

C.1.15.7. Invoices: To meet compliance with DFARS 252.232-7003, Electronic Submission of Payment Requests, you must submit your request for payment (invoice) through Wide Area Workflow (WAWF), a secure Web-based system for electronic invoicing. For more information on the WAWF system, including how to register, visit the WAWF website at <https://wawf.eb.mil>

C.1.15.7. 1. The Contractor shall use WAWF. Invoice number shall be unique, in that the same invoice number is not to be used again, during the duration of the contract.

C.1.15.7. 2. Payment will be made by Defense Finance Accounting Services (DFAS) office. All payments shall be made by electronic transfer of funds (EFT).

C.1.15.7. 3. The Government will make payment through WAWF upon satisfactory completion of work and receipt of a proper certification for payment.

C.1.16. Contract Manpower Reporting: The Office of the Assistant Secretary of the

Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including sub-Contractor manpower) required for performance of this contract. The Contractor is required to completely fill in all the information in the format using the following web address <https://cmra.army.mil/>. Instructions can be found at this web site. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer Representative, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of Contractor employee entering data;
- (5) Estimated direct labor hours (including sub-Contractors)
- (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors);
- (7) Total payments (including sub-Contractors);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different);
- (9) Estimated data collection cost;
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purpose of reporting this information);
- (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
- (12) Presence of deployment or contingency contract language; and
- (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement.

C.1.16.1. Reporting period will be the period of performance not to exceed 12 months of each Government fiscal year and must be reported by 31 October of each calendar year.

Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

C.1.17. Meetings: The meetings shall generally take place during normal Detroit Arsenal or satellite site business hours. The Contractor shall attend meetings held at Detroit Arsenal and/or other locations as identified by the Government. The Government will fund Government directed work-related travel outside the Metro Detroit area or satellite site metro area. Attendance by Contractor personnel to meetings held in the local area shall be at no additional cost to the Government. When the Contractor is responsible for the presentation/briefing, the charts shall be forwarded to the COTR at least two hours prior to the scheduled meeting time. The Contractor may request a meeting with the KO when necessary.

C.1.17.2 The Contractor shall, at a minimum, invite the COR and the COTR, to the meetings identified at 1.17.3 –1.17.8. The Contractor shall provide at least 24 hours advance notice of these meetings, to the COR and the COTR.

C.1.17.3 Kick-Off Meeting: The Contractor shall perform a start of work meeting at TACOM LCMC within 35 days of contract award. The purpose of the meeting is to set the Project Plan and Schedule for work under the contract. The meeting will include the COTR, the COR, the Contractor Project Team and the Government Project Team and their representatives.

C.1.17.4 In-Process Reviews (IPR): Four (4) IPRs (Appendix I) shall be conducted on-site by the Contractor, starting 90 days after contract award and every 90 days thereafter to assess project status, contract progress, objectives, alternatives, deliverables, quality, cost and other matters relevant to the PWS. Milestone charts for high profile projects shall be presented during these reviews. The Contractor shall also discuss any problems encountered during performance of the services and shall recommend a plan for resolution.

C.1.17.5 After the first and second IPR briefing, the COR or KO shall convene a Government Review Board to assess the overall execution of the PWS and/or deliverables, against the Contract Performance Standards, in Appendix E, and the objectives and requirements for performance, cost and schedule. A quality assessment of the deliverables shall be included under the assessment of the Contractor's performance. The Review Board will provide the Contractor with interim evaluation results and notify the Contractor of its performance strengths and weaknesses, within five (5) working days.

C.1.17.6 Final Review: The fourth (4) and final IPR within the contract's 12 month period of performance shall serve as the Final Review. The Contractor shall conduct a final contract IPR within 30 days of contract expiration date. At this meeting the Contractor shall recap the overall contract performance and validate it against the requirements, objectives, cost and schedule. The Contractor shall also brief milestone charts for high profile projects.

C.1.17.7 The Review Board will provide the Contractor with final evaluation results within five (5) working days of the final IPR.

C.1.17.8 Other Meetings: The Contractor shall attend, participate in, contribute to and/or conduct meetings IAW the requirements and schedule of the individual project/program. Meetings may include Information Technology Life Cycle Management (IT LCM) Briefings, General Staff Meetings/Briefings and TACOM LCMC subject specific meetings.

C.1.18. Evaluation of Contractor Performance. (Reference FAR Clause 52.246-4; Inspection of Services—Firm Fixed-Price Level of Effort). An annual performance evaluation will be prepared at the end of each ordering period IAW FAR 42.15.

D. Performance Standards:

1. The QASP Checklist shall be used to monitor that the desired level of services required by the Government is being performed by the Contractor. The Government will perform surveillance to determine if the contractor exceeds, meets or does not meet the requirements.

2. A QASP Check list shall be completed monthly.

3. The Government recognizes that unforeseen and uncontrollable problems can occur which can adversely impact the Contractor's performance, cost and schedule. The COR/COTRs are to be objective, fair, and consistent in evaluating the Contractor's performance against the performance standards.

E. Surveillance procedures: These surveillance procedures have been developed to provide the COR/COTR with instructions on how to perform surveillance and document the findings.

1. The COR/COTR may inspect any aspect of contractor performance at any time during the contract.

2. The COTR, with assistance from the COR and the Government Contract Specialist, will be responsible for monitoring the contractor's performance in meeting the specific performance requirements of the PWS. The COTR will notify the Government COR and the Contractor PM, as soon as possible, when an issue or problem is identified and will inform the COR and the PM of the specifics of the problem. The COTR will assist the Contractor PM in identifying and resolving performance issues and problems.

3. Methods of Quality Assurance Surveillance: Various methods exist to monitor performance. The COR/COTR shall use the surveillance methods listed below in the

administration of this QASP. a. Direct Observation.

b. Management Information Reports and Contractor

PM Reports. c. Periodic Inspection.

d. User Survey, User Questionnaire or

Checklist. e. Validated User/Customer

Complaints.

f. 100% Inspection of outputs/deliverables.

g. Periodic Sampling. Sample is only taken when a deficiency is suspected. Sample results are applicable only for the specific work inspected.. Since sample is not entirely random, it cannot be applied to total activity performance.

h. Random Sampling. Random selection and inspection of a statistically

significant sample. i. Progress or status meetings.

j. Analysis of Contractor's

Progress Reports. k.

Demonstration.

l. Performance Reporting.

m. Contractor's Annual Survey

F. Documentation: A QASP checklist shall be used to identify contract performance. The COTR will update a QASP Checklist by the 20th of each month and forward by email to the COR, with a copy furnished to the Contractor PM. The following responses to Checklist items shall be used:

Exceptional: Does the Contractor exceed the requirements and no issues are identified that affect contract performance monitoring, administration and execution. **COTR must provide an explanation of exceptional performance. The COTR may describe Exceptional performance beyond the requirements on any Checklist item indicated in the COR/COTR Remarks Block. A concurrence is not required from the Contractor PM for any "Yes" responses or for any designated "COTR Only" items.**

Yes: Does the Contractor meet the requirements and no issues are identified that affect contract performance monitoring, administration and execution. **The COTR will describe performance requirements on any Checklist item indicated in the COR/COTR Remarks Block. A concurrence is not required from the Contractor PM for any "Yes" responses or for any designated "COTR Only" items.**

No: The Contractor does not meet the requirements and one or more written issues are

identified that affect contract performance monitoring, administration and execution.

1. The COTR shall assign a "No" response to a Checklist item that has issues or problems that impact the Contractor's performance or deliverables. The COR/COTR will specify if the contractor is required to prepare a corrective action plan to document how the contractor shall correct the issue or problem and avoid a recurrence. The COR/COTR must provide an explanation of all issues in the "COR/COTR Remarks" block.

2. The Contractor PM shall acknowledge receipt of the Checklist with a concurrence or a Rebuttal to the "No" response, in writing.

3. COR shall meet with the COTR and the contractor PM within five (5) days of receipt of the Checklist responses, to discuss any Checklist items that have a "No" response. At this time the Contractor PM shall submit the Checklist with the Contractor's response and a Plan of Action (POA) to address the issue or problem. The Government COR/COTR shall review the contractor's corrective action plan to determine acceptability. If agreement between the Government and the Contractor PM can't be reached, concerning the correct response to a Checklist item, then the COR shall schedule a meeting within the next five (5) days with the Contract Specialist or the KO, the COTR and the Contractor PM. The KO will settle any differences if needed in writing within three (3) business days.

4. QASP Checklist will be emailed separately to the contractor.

C.1.18.1. The Contractor's performance will be evaluated at least monthly. The quality assurance evaluator(s) (COR/COTR) will follow the methods of surveillance specified in the Government's QASP. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR/COTR will require the Contract Administrator or representative to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation, only acknowledgment that they have been made aware of the defective performance.

C.1.18.2. The contractor shall provide an evaluation sheet that shall accompany the monthly invoice along with other required information such as itemized miscellaneous expenses, travel expenses and time. Interim evaluations may be prepared at any time during contract performance when determined to be in the best interest of the Government.

C.1.19. Management of Deliverables and Reporting

C.1.19.1. The Contractor shall be responsible for creating, maintaining, and disposing of only those Government records and reports required by this PWS. If requested by the Government, the Contractor shall provide the original record, or a reproducible copy of any such report. All documentation, records, files, continuity books, schedules, etc., which are the responsibility of the Contractor are the property of the Government and shall remain so upon termination or completion of this contract. The Contractor shall keep these items current.

C.1.19.2. The Contractor shall permit the COR access to all records, data, and facilities used

in the performance of the anticipated services. Access shall be provided within 1 workday of the request and shall be for the purposes of verification of allowable costs, verification of personnel qualifications, and as otherwise deemed necessary by the COR.

C.1.19.3. Technical Reports. The Contractor shall provide deliverables and/or reports as specified in the PWS. C.1.19.4. Presentation Materials. The Contractor shall provide Presentation Materials as specified in the PWS. C.1.19.5. Quality Assurance Report. The Contractor shall provide a Quality Assurance Report for the PWS. C.1.19.6. Quality Control Plan. The Contractor shall provide a Quality Control Plan as specified in paragraph 1.9.1 and 1.9.2.

C.1.19.7 REPORTS: The Contractor may use his own format or modify the DoD format for all reports due in sections C.5.1 through C.5.14.2, with the COTR's approval.

C.1.19.8 Instructions for Deliverables: The contractor shall provide reports, studies and analyses as defined by the requirements. The Government will provide all applicable Contract Data Requirement Lists (CDRLS) and Data Item Descriptions (DIDS) (Appendix H) for reports, studies and analyses..

C.1.19.9 Other Reports, Documentation and Analyses: Other reports, documentation and analyses shall be prepared and delivered IAW the project/program requirement or the project COTR. The Government will accept the Contractor's format when a standard IT LCM template is not available.

C.1.19.10 Report Preparation: Technical information shall be provided to the Government in a Technical report form, IAW CDRL A002, Technical Reports-Studies. Also, the Contractor shall provide technical information, analyses, and recommendations in the form of briefings, to include preparation of chart data. This data shall include interdisciplinary assessment of issues, problems, schedules and alternatives. The Subject Matter of briefings shall pertain to all areas within this PWS, including project/program management, production planning, test planning, Enterprise Architecture, systems engineering and integration support. Special data reports and briefings shall be required for presentation to the individual TACOM LCMC organizations, AMC, DA, or DoD and in connection with milestone and special reviews. All briefing charts shall be prepared as specified in the requirements. The Contractor may use his own format or modify the DoD format, with the COTR's approval.

C.1.19.11 Access to Data: The Contractor shall provide access to the Government, of all records and data generated under this PWS. The Government will have access and retention rights to all data (e.g. hard copy and computer files generated, and all underlying data and files) as well as reports, assessments, software documentation, software programs, technical reports and analyses.

C.1.19.12 The Contractor shall use computer software which is compatible with the hardware/software utilized by specified customer organizations and which is included in the TACOM LCMC and Partners Enterprise Architecture.

C.1.20. Prime-Subcontractor List. The Contractor shall provide to the COR a list of all

subcontractors within 10 calendar days after contract award. The Contractor shall provide an updated listing to the COR within 15 calendar days of any changes to its list of subcontractors.

C.1.21. Governmental Supervision of Contractor Employees. The Government will not supervise or otherwise direct Contractor employees. The Government will inspect Contractor performance IAW the QASP and any other clauses included in the contract.

C.1.22. Inherently Governmental Functions

C.1.22.1. The term Contractor refers to the Contractor and Contractor employees unless otherwise stated.

C.1.22.2. Contractor employees who may be working in a situation that permits or might permit them to gain access to confidential business information and/or any other sensitive information will be required to sign nondisclosure agreements (Attachment 5) with the Government. Additionally, Contractor employees in labor categories that the Government determines permits or may permit them to gain access to confidential business information and/or any other sensitive information shall also sign a nondisclosure agreement.

C.1.22.3. IAW FAR PART 7.5 and the policies of Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, policies and procedures must be in place to ensure that inherently governmental functions are not performed by Contractors. In Federal procurement activities inherently governmental functions include:

C.1.22.3.1. Determining what supplies or services are to be acquired by the Government (although an agency may give Contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency);

C.1.22.3.2. Participating as a voting member on any source selection boards;

C.1.22.3.3. Approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria;

C.1.22.3.4. Determining whether contract costs are reasonable, allocable, and allowable; and

C.1.22.3.5. Participating as a voting member on performance evaluation boards.

C.1.22.4. Contract employees shall not perform any of these functions in their duties issued against this contract.

C.1.22.4.1. Services in support of acquisition planning. Contractor may assist in planning tasks: market research/analysis; and recommend course of action to COR on such issues.

C.1.22.5. Contractors providing assistance in the development of scopes of work.

C.1.22.5.1. Contractors may provide business recommendations and aid in development of the scope of work or data requirements; conduct reviews for adequacy and compliance with administrative, regulatory, and procedural requirements and provide recommendations to the contracting officer concerning such issues. The Contractor may assist in the development of specific performance work statements under the existing contract.

C.1.22.6. Contractors shall take extraordinary care to insure that they are not perceived as a Government employee. In no event, shall a Contractor conduct negotiations, or be an active participant in Government negotiations. Contractors may provide technical contracting expertise and assistance to COR s. All recommendations or opinions of the Contractor shall be made to the KO outside of the formal negotiations. The Contractor's status as a "Contractor" shall be predominantly displayed in all correspondence types, and dealings with government or non- government entities/personnel. Contractor decorum should leave no doubt that they are not acting in an official Government capacity and do not have the authority to bind the Government.

C.2 DEFINITIONS & ACRONYMS

For Definitions and Acronyms please reference Attachment 6.

C3. GOVERNMENT FURNISHED PROPERTY

AND SERVICES C3.1 Government Furnished

Equipment (GFE)

The Government will provide office supply support through the standard base supply system for the day-to-day requirements generated within a normal office environment. A property book hand-receipt will be issued to the contractor or contract employee for any equipment issued. The Government will provide the GFE in as is condition. At the end of the final performance period of the award, the Contractor shall return all GFE to the Government in the same condition as received, normal wear and tear expected, or provide like kind replacement at no additional cost to the Government.

C.3.1.1. Accountability.

The Contractor shall use Government supplied database for tracking of GFE. Contractor shall be responsible for receiving new equipment and ensuring that it is properly hand receipted, bar coded and inventoried. The Contractor shall be accountable for and maintain records IAW the Government Property Accountability policies and procedures. The Contractor shall provide property accountability report as requested by the COR.

C.3.1.1.2. Annual Inventory

The Contractor shall also perform an annual inspection and inventory of GFE. These actions shall be conducted during the anniversary month of the initial joint inspection and inventory. The Contractor shall submit a report to the COR within ten workdays of the date they are completed. The report shall indicate shortage, loss, or destruction of, damage and excessive

wear and tear to GFE.

C.3.1.2. Use and Safeguarding of GFE

GFE shall be used solely and exclusively for performance of work under this PWS. The Contractor shall safeguard GFE and take reasonable precautions to prevent fraud, waste, and abuse. The Contractor shall designate at least one primary and one alternate custodian whose responsibility it is to receive, account for, and safeguard GFE.

C.3.1.3. Missing, Stolen, Lost, and Recovered GFE

The Contractor shall comply with all Government rules and regulations, responsibilities and Liabilities for Government Property pertaining to GFE lost, missing, stolen, damaged, abused (excessive wear and tear), or destroyed while in the Contractor's possession.

C.3.1.4. Damage to GFE

If any damage to GFE is due to negligence, failure to secure or Contractor caused accidents; such GFE shall be repaired, and temporary/replacement property acquired at the cost to the Contractor.

C.3.1.5. Return of GFE

The Contractor may, at any time, return GFE it no longer needs for the performance of this PWS; however, returned GFE will not be replaced by the Government, and the unavailability or lack of GFE under these circumstances will not excuse nonperformance, or justify increase in cost to the Government. The Contractor shall notify the COR in writing of its intent to return GFE. Contractor shall prepare and process appropriate turn-in documents in a timely manner, and is responsible for arranging for equipment turn-in.

C.3.1.6. Physical Security. The Contractor shall be responsible for safeguarding all Government equipment provided for Contractor use and adhere to the Government property requirements contained in this contract. GFE supplies and services are FOUO. The Contractor shall use care to avoid damage to Government furnished equipment. At the end of each work period, all equipment and materials shall be secured.

C.3.1.7. Property Pass. Contractor shall complete a property pass when removing GFE off the installation. The Contractor shall prepare and obtain a COR signature on a Property Pass (DA Form 1818).

C.3.1.8. Repair vs. Replacement

GFE shall not be replaced if it can be repaired or rebuilt, to return it to the condition existing at the time it was accepted by the Contractor. The Contractor shall provide the COR with a comparison between the replacement cost of the equipment and the cost of parts required to repair the equipment. If the repair estimate exceeds 50% of the replacement cost, the Contractor shall contact the COR for approval to replace the item. The COR will closely monitor repair and replacement of GFE. Any item replaced or repaired becomes the property of the Government. Any item replacement or repaired shall meet the same performance criteria and quality standards as the original item or better.

C.3.1.9. Warranties and Maintenance

The Government will furnish warranty information on all GFE. All GFE under manufacturer's warranty shall be operated, maintained, and repaired in accordance therewith. The Contractor shall report to the COR any equipment, which requires the exercising of manufacturers' warranties. The Contractor shall not repair GFE under warranty without COR approval. Repair and replacement of non-GFE is the sole responsibility and expense of the Contractor.

C.3.1.10. Disposal, Salvage, Reclamation, and Recycling

The Contractor shall contact the COR to initiate disposal, salvage, reclamation, or recycling of GFE.

C.3.2. Government Furnished Facilities

The Government will maintain all real property, fixtures, appurtenances and facilities that it is providing to the Contractor.

C.3.2.1. Government will furnish contractor office space and working space as follows: designated cubicles and/or desks and a storage area for equipment.

C.3.2.2. The Government will provide, at a minimum, the following equipment or space to any on-site Contractor employee:

- Cubicle and/or desk

- Chair

- Access to copy machine

- Access to facsimile machine

- Access to Telephone, including long distance and voice mail

- Desktop computer or Laptop with access to a printer

C.3.2.3. Physical Security. The Contractor shall be responsible for safeguarding all Government property and facilities provided for Contractor use and adhere to the Government property requirements contained in this contract. The Contractor shall use care to avoid damage to Government facilities. At the end of each work period, all Government facilities shall be secured. All materials shall remain the property of the Government and shall be returned to the COR upon request or at the end of the PWS period of performance.

C.3.3. Government Furnished Services (GFS)

C.3.3.1. Utilities.

The Government will provide utilities to GFS as required for direct support of work performed under this PWS. The types of utilities furnished include steam, chilled water, electric, heat and air conditioning, compressed air, potable water, sanitary sewer, storm sewer, telephone, data network, natural and LP gas, and wastewater disposal. Steam and chilled water services are reliable 99% of the time barring weather related problems. The Contractor shall not modify, connect, or disconnect any utility service, or component thereof, without prior written Government approval.

C.3.3.1.1 Energy and Utilities Conservation

The Contractor shall conserve energy and utilities IAW Detroit Arsenal or satellite site policies and programs. The Contractor shall train its personnel, implement SOPs, and monitor its operations to eliminate waste, increase efficiency, and reduce consumption. Beneficial suggestions to promote efficient use of energy and utilities are encouraged.

C.3.3.2. Telephone Service

The contractor shall use telephone service to conduct official business.

C.3.3.2.1. Telephone Instruments and Lines

Government communications systems, including telephone instruments and lines located in GFS may, if approved by the COR may be used by the Contractor for work related purposes. Long distance phone service for official business is included as GFS. While the Government will furnish standard business desk phones, the Contractor shall be responsible for furnishing Contractor personnel with the following other communication devices, such as cell phones, pagers and all associated connection services/costs. Use of Government communication systems constitutes consent to monitoring at all times.

C.3.3.2.2. Telephone Changes and Repairs

The Contractor shall not move, remove, add, alter, or reconfigure Government communication systems, networks, or lines without COR approval, which must be obtained by written request. The Contractor shall notify the TACOM LCMC Helpdesk when maintenance or repair of telephones or telephone lines is required.

C.3.3.3. Refuse Collection

The Government will collect refuse (non-recyclable solid waste that is not hazardous waste, hazardous substance, nor hazardous material) from assigned waste receptacles. The Contractor shall contact the COR if the waste receptacles are full, refuse has accumulated in the area around receptacles, and improper disposal has occurred, pest infestations are observed, or some other dangerous, unsafe, or unlawful condition exists. The Contractor shall comply with all Government programs pertaining to pollution prevention and solid waste reduction, including ongoing recycling initiatives.

C.3.3.3.1 The Contractor shall attempt to substitute non-hazardous materials for hazardous materials and limit the use of hazardous materials. As better materials become available the Contractor shall request authorization prior to use. Government reserves the right to approve or disapprove authorization.

C.3.3.4. Information Management Systems

C.3.3.4.1 General

The Government will provide Desktop Computing Services, Network Support, and Applications Programming Services to the Contractor. Government-furnished Information Management systems shall be utilized for "Official Business" only, in direct support of this award.

C.3.3.4.2 Desktop Computing Stations

Desktop-computing stations and network lines located in GFS to be occupied by the Contractor will be provided for Contractor use at no cost to the Contractor. These computing stations will be provided on a case-by-case basis, as approved by the COR. Government furnished desktop-computing stations shall be used for transaction of official business in direct support of this award. The Government will upgrade hardware to support software programs like Adobe Acrobat and Microsoft Office type software but not for Contractor owned hardware or software.

Government-furnished desktop-computing stations are subject to security monitoring at all times. Use of these desktop-computing stations constitutes consent to security monitoring. Desktop computing stations and lines are reliable 98% of the time.

C.3.3.4.3 Desktop Computing Services

The Government will provide desktop Computing Services. The Contractor shall request technical support by initializing request through the TACOM LCMC Helpdesk. Services will be provided for moves, adds, changes, operational monitoring, system problem determination and resolution, and technical support.

C.3.3.4.4 Network and Application Support

Network Support is defined as providing limited access to the assigned Army Local Area Network (LAN). The Government will provide Internet and e-mail access, available through the assigned Army installation Campus Area Network (ICAN), on a case-by-case basis as approved by the COR. Internet usage implies consent to monitoring. The Contractor shall comply with the TACOM LCMC or assigned Agencies "Acceptable Use Policy". Applications Support consists of developing, maintaining and supporting computer programs that are resident on the Detroit Arsenal LAN.

C.3.4. Security

The Government will provide security services at all Army Installations locations where work is to be performed.

C.3.5. Fire, Environmental and Emergency Drills

The Contractor, with or without advance notice, shall participate in all Government conducted fire, environmental and other emergency drills, unless otherwise excused. The Contractor shall follow the direction of Government fire, security, and emergency management officials, and take corrective action to remedy deficiencies in its performance of emergency response procedures.

C.3.6. Custodial Service

Custodial service will be provided by the Government only in those areas that are used by both Government and Contractor personnel.

C4. CONTRACTOR FURNISHED PROPERTY

AND SERVICES C.4.1. General Information

The Contractor shall furnish, maintain, and replace, at its own expense, all supplies, parts, materials, tools, support equipment, labor and any other equipment, material, and services not furnished by the Government to ensure full performance at all times regardless of circumstances under this PWS.

C.4.2 Contractor Furnished Equipment

Contractor furnished equipment used in the performance of this award shall meet, and be maintained IAW applicable federal, state, and local safety and environmental requirements. The COR may inspect Contractor equipment at any time, on demand, and direct that unsafe, unserviceable, or otherwise dangerous equipment be taken out of service and, if specified for cause, removed from Detroit Arsenal property, with which the Contractor shall promptly comply. The Contractor shall not use Government-owned tools, equipment, materials, parts, or supplies to maintain its equipment, without prior written approval of the COR. All Contractor property shall be clearly marked as such.

C.4.2.1. Contractor-owned Equipment. The Contractor shall remove all Contractor-owned equipment, tools, supplies, materials, and other items from the installation within 30 calendar days after completion. The Government will not be responsible for any Contractor -owned property left after PWS completion or termination. If the Contractor does not remove said property from the installation within the stated time, the Government will take possession of the property and will dispose of the property at the Contractor's expense.

C. 5 Specific Requirements

C.5.1 DEGREE OF KNOWLEDGE & EXPERIENCE: The CIO-G6 supports a variety of legacy and commercial-off-the-shelf (COTS) application environments. These applications require a variety of expertise to perform IT development and administration activities, for which the Contractor shall demonstrate leading skills and experience. TACOM LCMC applications require expertise to fully implement, integrate and administer the products at the database and application levels, and maintain interfaces with other Army COTS products and legacy systems. The Contractor shall provide subject matter experts with knowledge and experience in the following areas:

Minimum/General Experience: Fifteen (15) years related experience and/or education in one or more of the following disciplines: systems engineering, systems analysis, information technology, computer programming and project management.

Minimum Education: High School diploma or GED certificate required. The education requirement may be waived at the discretion of the COR if a contractor possesses relevant experience of 5 years or more in an IT field.

Minimum 36 months of specialized experience in one or more of the following: Database Administration, Systems Administration, Application Support, Systems Engineering, Integration and Emerging Technology, Enterprise Architecture and Project Management.

Senior level positions: Fifteen (15) years related experience and/or education in one or more of the following disciplines: systems engineering, systems analysis, information technology, computer programming and project management.

Security and Certifications Requirements: The Contractor shall comply with security clearance/IA certification requirements in the DD Form 254 and AR 381-12 Contract Security Classification Specification (Appendix F).

Legacy Mainframe Support for TACOM-Warren CIO/G6, WRN, MI.

C.5.1.1. The contractor shall have expertise with the following software programs: COBOL, TSO, IBM COBOL compiler, System 2000 (S2K) database management systems (DBMS) and Report Writer, Model 204 (M204), IBM Job Control Language (JCL), CICS, PLEX, FTP and Assembler.

C.5.1.2. Software Maintenance/Support: The contractor shall perform application oversight, consulting, and requirements management for programs and bridges in support of the Integrated Logistics Support Center (ILSC), Acquisition Center, Finance Center at TACOM LCMC WARREN. The Contractor shall maintain and develop code for existing and new mainframe applications/programs and ABEND resolution. All technical information shall be documented in accordance with the Computer Software Product, CDRL A010, under authority of DI-IPSC-81488. The contractor shall use the government format for CDRL A010. All source code must be compatible with current programming content and due 30 days before contract end date. All actions shall be reported in the Monthly Contract Progress, Status and Management Report, CDRL A001. Status Reports shall be in the Contractor's own format and shall be due 45 days after contract award date and then every 30 days thereafter.

C.5.1.3 Performance Tuning: The contractor shall be responsible for the performance tuning and maintenance for application software packages that support the mission functions. The contractor shall perform application scheduling, back-ups, software recovery, file rebuilds, data extractions and customized reports that support the mission functions. All actions shall be reported in the Monthly Contract Progress, Status and Management Report, CDRL A001. Status Reports shall be in the Contractor's own format and shall be due 45 days after contract award date and then every 30 days thereafter.

C.5.1.4. Shutdown of CCSS and SOMARDS based on the Sequence of Events (SOE): The contractor shall provide technical expertise for the TACOM domain in execution of the SOE developed by CSC, DFAS, and the command functional users. The government will provide the contractor the SOE within 5 days of contract award as well as the associated rights to perform the tasks required in this task order. The contractor shall provide expertise as this technical POC support for the TACOM CIO/G6, to communicate with CSC, DFAS, command functional users, and DISA

transition personnel for shutdown per the SOE. The contractor shall provide technical expertise in post-deployment and the continuation of pre-deployment activities. The contractor shall develop ad hoc reports and scans in post-deployment, this need will become critical to the functional community users. Government will provide written initial ad-hoc reporting requirements within 30 days of contract award to include at a minimum: format, data elements, location, frequency, access, and file sizes. Ad-hoc reports shall be documented in accordance with the Technical Reports-Study, CDRL A002, under authority of DI-MISC-8080508A. All actions shall be reported in the Monthly Contract Progress, Status and Management Report, CDRL A001. Status Reports shall be in the Contractor’s own format and shall be due 45 days after contract award date and then every 30 days thereafter.

C.5.1.5. Retirement of CCSS and SOMARDS: The Contractor shall provide technical expertise with CCSS and SOMARDS data, processes, and mainframe software utilities before and after transition of CCSS to LMP and SOMARDS to GFEBs. The contractor shall provide technical expertise in the retirement of the mainframe domains, which will be determined at each site by the assigned government POC. The contractor shall provide recommendations for the retirement of these systems to include determination of software removal, data set cleanup/retention/ownership, archiving, and tape retention. The contractor shall coordinate and provide technical expertise to ensure that required SOMARDS files, applications, and data bases are not impacted by the cleanup activities. All recommendations for software/file removal shall be coordinated with government and shall be reported in the Monthly Contract Progress, Status and Management Report, CDRL A001. Status Reports shall be in the Contractor’s own format and shall be due 45 days after contract award date and then every 30 days thereafter.

**Appendix I
 In-Process Review (IPR) Performance
 Rating Criteria**

Overall Contract performance shall be compared against the following Performance Standards by the Government Review Board within five days after each 120 day IPR period.

**Performance Standards and
 Acceptable Quality Levels**

Task	Contract Ref.	Performance Standards	Acceptable Quality Level (AQL)	Surveillance Method/ Measures
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Management Approach	C.1.4.	Provide resources with required skill mix, personnel experience and qualifications at the right time in the right location to support mission applications with minimal disruption to service and project milestones.	Exceptional: 100% to 90% delivery of required skill mix. Satisfactory: 89% to 70% Unsatisfactory: Under 70%	Customer Input, Contractor Self-Reporting
IT Application Support Services/	PWS	Provide leading edge solutions and support for the enterprise applications and the supporting relational database management systems, COTS, operating systems and hardware with minimal disruption to service, within the Contractor's control.	Exceptional: 100% to 90% delivery of required skill mix. Satisfactory: 89% to 70% Unsatisfactory: Under 70%	Customer Input, Contractor Self-Reporting, System Availability, Reliability
Project Management	PWS	Effectively applies project management methodologies so that projects are executed within cost, schedule and performance goals; and deliverables are received by the Government.	Exceptional: 100% to 90% completion times, delivery and milestones. Satisfactory: 89% to 70% Unsatisfactory: Under 70%	Contractor Self-Reporting, Customer Input, Random Sampling of project Plans

<p>Deliverables/ Reports</p>	<p>PWS C.5.0.</p>	<p>Prepare each deliverable according to the standards within the PWS or as outlined by project/program requirements approved by the COTR. The Contractor shall see each report through the process of acceptance, and revise reports as necessary based on comments received from the Government. Each technical report/deliverable shall be evaluated in terms of accuracy, clarity, conciseness for the reporting of data.</p>	<p>Exceptional: 100% to 90% delivery of required skill mix. Satisfactory: 89% to 70% Unsatisfactory: Under 70%</p>	<p>Customer Input/ Feedback via Surveys and Random Sampling of Completed Deliverables.</p>
<p>System Integration/ Engineering/ & Emerging Technologies</p>	<p>PWS C.5.0.</p>	<p>Identify and implement solutions which provide continuous capability improvements and make recommendations based on future innovation and emerging technology trends to improve TACOM LCMC mission performance.</p>	<p>Exceptional: 100% to 90% delivery of required skill mix. Satisfactory: 89% to 70% Unsatisfactory: Under 70%</p>	<p>Customer Input, Direct observation, 100% inspection of deliverables.</p>

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$74,040.00 from \$74,040.00 to \$148,080.00.

SUPPLIES OR SERVICES AND PRICES

CLIN 1000

The CLIN extended description Contractor shall perform in accordance with the Performance Work

Statement (PWS) contained in this purchase order. Reference Price Proposal Dated September 13, 2013. For Invoicing Instructions, please see FAR Clause 52.232-4007: Wide Area Work Flow (WAWF). has been deleted.

SUBCLIN 1000AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1000AA	Option Year 1 Funded FFP-LOE Contractor shall perform in accordance with the Performance Work Statement (PWS) contained in this purchase order.	1	Job	\$74,040.00	\$74,040.00 NTE

Reference Price Proposal Dated September 13, 2013.

For Invoicing Instructions, please see FAR Clause 52.232-4007: Wide Area Work

FOB: Destination
 PURCHASE REQUEST NUMBER: 0010570448

MAX NET AMT	\$74,040.00
CEILING PRICE	\$0.00
ACRN AB CIN: GFEB001057044800001	\$74,040.00

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$74,040.00 from \$74,040.00 to \$148,080.00.

SUBCLIN 1000AA:
 Funding on SUBCLIN 1000AA is initiated as follows:

ACRN: AB

CIN: GFEB001057044800001

Acctng Data: 02120142014202000001121232520030004537 6100.9000021001

Increase: \$74,040.00

Total: \$74,040.00

Cost Code: A60EE

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to SUBCLIN 1000AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2014 TO 28-SEP-2015	N/A	AMSTA-CS JEFF DOWGIERT JEFF DOWGIERT AMSTA-CS-TB/ MS 402 JEFFREY.S.DOWGIERT.CIV@MAIL.MIL WARREN MI 48397-5000 586-282-8259 FOB: Destination	W56TRU

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 1000AA:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following have been deleted:

PERFORMANCE WORK STATEMENT

(End of Summary of Changes)