

PERFORMANCE WORK STATEMENT (PWS)

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

PART 1 GENERAL INFORMATION

1. General:

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

1.1 Introduction: The Contractor as an independent Contractor and not as an agent of the Government, shall provide qualified personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the programmatic services as defined in this PWS except for those items specified as Government furnished property and services. The Contractor shall perform to the standards in this Task Order.

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

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

integrated logistics support and program management expertise before, during, and after NIE execution.

1.3 Objectives:

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

1.4 Scope: Services covered by this PWS include Public Affairs Officer (PAO)/Protocol/Administrative Officer Services; Scheduler/Knowledge Management Services; Project Officer Services; Doctrine, Organization, Training, Leadership, Material, Education, Personnel, and Facilities (DOTLM-PF) Integrator; NIE Process Coordinator; Process Manager/Executive Assistant; and Logistics Support Services. The contractor shall provide these services to support government managers, engineers, and technicians responsible for short- and long-range planning staffing, and coordination of NIE activities; coordinating site visits by senior Army and Department of Defense (DoD) leaders; developing and coordinating NIE reports and assessments; training soldiers and government employees; and managing logistics and support activities that enable system engineering and integration of networked and non-networked systems onto multiple platforms. In performing these services the Contractor shall be a member of an integrated team that is comprised of Government civilian employees, uniformed military personnel and other Government contractors. Detailed requirements are set forth under Paragraph 3.0 Requirements of this PWS. This PWS provides for 15 Full-Time Equivalents (FTEs) worth of support during the base period.

1.5 Period of Performance:

Base Year:

- 1FTE – PAO/Protocol/Admin Officers Services – 12 months – Ft. Bliss, TX
- 1 FTE – Scheduler/Knowledge Management Services – 12 months – Ft. Bliss, TX
- 5 FTE – Operations Officer Services – 12 months – Ft. Bliss, TX
- 8 FTE – Logistics Support – 12 months Ft. Bliss – TX

Option Year I:

- 1FTE – PAO/Protocol/Admin Officers Services – 12 months – Ft. Bliss, TX
- 1 FTE – Scheduler/Knowledge Management Services – 12 months – Ft. Bliss, TX
- 5 FTE – Operations Officer Services – 12 months – Ft. Bliss, TX
- 8 FTE – Logistics Support – 12 months Ft. Bliss – TX

Option Year II:

- 1FTE – PAO/Protocol/Admin Officers Services – 12 months – Ft. Bliss, TX
- 1 FTE – Scheduler/Knowledge Management Services – 12 months – Ft. Bliss, TX
- 5 FTE – Operations Officer Services – 12 months – Ft. Bliss, TX
- 8 FTE – Logistics Support – 12 months Ft. Bliss – TX

Option to Extend Services (FAR 52.217-8; 6 Months):

- 1FTE – PAO/Protocol/Admin Officers Services – 12 months – Ft. Bliss, TX
- 1 FTE – Scheduler/Knowledge Management Services – 12 months – Ft. Bliss, TX
- 5 FTE – Operations Officer Services – 12 months – Ft. Bliss, TX
- 8 FTE – Logistics Support – 12 months Ft. Bliss – TX

The period of performance of this Task Order shall be for one Base period (12 months), which may, in the Government’s sole discretion, be extended for up to an additional 30 months in the

form of two 12 month options and one 6 month option, which may be exercised separately by the Contracting Officer to extend the period of performance.

Options: The Government reserves the right to extend the term of this Task Order at the prices set forth in accordance with the terms and conditions contained in clause 52.217-9 entitled, "Option to Extend the Term of the Contract," and Clause 52.217-8 entitled, "Option to Extend Services".

1.6 General Information:

1.6.1 Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS and Performance Standards. The Contractor shall develop and implement procedures to identify and prevent non-recurrence of defective services. The Contractor shall at a minimum provide the COR with a written plan outlining the method of inspection in the Quality Control Plan (QCP) due within 30 days after task order award, CDRL A008, including methods for identifying and preventing defects in the quality of services performed. The Contractor shall develop and include procedures covering key control that shall be included in the Quality Control Plan, if applicable, see 1.6.7.2. The Government will notify the Contractor of acceptance or required modifications of the QCP no later than 30 days after QCP submittal. If the COR approves the plan, it shall become part of the contract/Task Order.

Rework of work performed under this contract and as a result of the Government acceptance inspection, will be completed at no cost to the Government.

The Contractor's QC Program shall explain the manner in which the Contractor will ensure all contract requirements are being accomplished in accordance with the specifications of this contract. A sustaining focus throughout the QC Program shall be the attainment of continuous quality improvement. The Contractor's QC Program shall emphasize deficiency prevention over deficiency detection.

The program shall address, at a minimum the following: inspection program, deficiency identification (verbal corrective action log, written corrective action log), deficiency correction, surveillance methods, and a customer complaint program.

The Contractor shall develop and maintain a Quality Control Plan describing the Quality Control Program. Narrative shall be provided to indicate any changes or deviations that will be made for the site. The draft QC Plan will be reviewed and approved by the COR in order that corrections may be made by the Contractor prior to implementation on contract start date. The Contractor shall submit the final QC Plan within thirty (30) days after TO award for review and approval IAW CDRL A008. The Contractor's Quality Control Plan shall be subject to review and approval by the Government throughout the contract period. An updated copy of the Contractor's Quality Control Plan shall be provided to the Contracting Officer at least five work days prior to implementation of any changes. The Quality Control Plan shall be the basis of the Contractor's Quality Control Program and shall address all quality requirements.

1.6.2. Government Quality Assurance: The Government shall evaluate the Contractor's performance under this Task Order in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards outlined in Technical

Exhibit 1. It defines how the performance standards will be applied, the frequency of surveillance, and the maximum acceptable defect rate (s).

1.6.3. Recognized Holidays: Only Contractor employees working in CONUS on Government Installations are NOT required to report to their place of performance on the following Federal Holidays:

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

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

1.6.4. Hours of Operation: The Contractor is responsible for conducting business, between the core hours of 0800 and 1700 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts/Task Orders, the Contractor will not be reimbursed when the Government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. The stability and continuity of the workforce are essential.

1.6.5. Place of Performance: The work to be performed under this contract/Task Order will be performed at Ft. Bliss, TX and WSMR, NM. TDY travel to other performance locations may be required.

1.6.6. Type of Contract/Task Order: The Government will award a Firm Fixed Price Task Order.

1.6.7. Security Requirements: Contractor personnel performing work under this contract/Task Order must have a Secret Level security clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD254.

1.6.7.1. Physical Security: The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured. The Contractor shall be responsible for safeguarding all Government equipment, information and property provided for Contractor use. The Government shall secure the Government facilities, equipment, and materials at the close of each business day/work period.

1.6.7.2 CAC Card/Key Control. The Contractor shall establish and implement methods of making sure all keys/CAC cards issued to the Contractor by the Government are not lost or

misplaced and are not used by unauthorized persons. NOTE: All references to keys include CAC and key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/CAC cards to the Contracting Officer.

1.6.7.2.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.6.7.2.2. The Contractor shall prohibit the use of Government issued keys/CAC cards by any persons other than its employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.6.7.3. Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations, if used, are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.6.8 Special Qualifications: RESERVED

1.6.9 Post-Award Conference/Periodic Progress Meetings: The Contractor shall attend any post-award conference convened by Army Contracting Command-Warren or DCMA in accordance with Federal Acquisition Regulation Subpart 42.5. Such a meeting will be conducted at Ft. Bliss, TX. The contracting officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings, the contracting officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

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

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

1.6.11 Contract Manager: The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall

act for the Contractor when the program manager is absent shall be designated in writing to the contract specialist and the COR. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 0800 and 1430, Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons.

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

1.6.13 Contractor Travel: Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) specified in this contract. FAR 31.205-46, limits the allowability of airfare cost to the lowest customary standard, coach, or equivalent airfare offered during normal business hours. All travel requires Government approval/authorization from the COR before any travel is taken. COR approvals must be uploaded with the invoice into Wide Area Workflow.

The Contractor may be required to travel to various locations within the Continental United States (CONUS) during the performance of this contract/Task Order to attend meetings, conferences, and training. Contract/Task Order personnel may be required to travel to off-site training locations and to ship training aids to these locations in support of this PWS. A Trip Report (A001) shall be submitted within ten (10) days of travel. Local travel – defined as travel between Ft. Bliss, TX and WSMR, NM, will not require a separate trip report; rather the Contractor shall include such trips in their Contractor Monthly Status Report (A002). Costs for transportation, lodging, meals and incidental expenses incurred by the contractor are allowable subject to the limitations contained in the Federal Travel Regulations and/or Joint Travel Regulations. Travel in performance of a task order will only be reimbursable to the extent approved by the Contracting Officer's Representative.

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

(1) All contractor extended commuting travel under this contract must be approved by the Contracting Officer's Representative and authorized by the Contracting Officer. Such approval will be granted only after review and government acceptance of contractor documentation showing the extended commuting travel is the most effective means of fulfilling the government's requirements – cost and other factors considered.

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

1.6.13.1 OCONUS travel is not anticipated under this PWS.

1.6.13.2 The Contractor may be required to travel on unimproved road surfaces and tactical training sites during the Field Exercise (FIELDDEX), Pilot, and NIE Execution phases of

an NIE event. PM Current will not provide non-tactical or tactical vehicles under this Task Order for such travel.

1.6.14 Material/Other Direct Costs: N/A.

1.6.15 Data Rights The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.16 Organizational Conflict of Interest: Reserved

1.6.17 Non Disclosure Agreement: The Contractor agrees to use and examine this information exclusively in the performance of this contract/Task Order and to take the necessary steps in accordance with Government regulations to prevent disclosure of such information to any party outside the Government or Government designated support Contractors possessing appropriate proprietary agreements. The Contractor agrees to indoctrinate its personnel who have access to sensitive information and the relationship under which the Contractor has possession of or access to the information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information will be used for the profit of any party other than those furnishing the information. The Nondisclosure Agreement for Contractor Employees shall be signed by all indoctrinated personnel and forwarded to the Contracting Officer Representative (COR) for retention, prior to work commencing. The Contractor shall restrict access to sensitive/proprietary information to the minimum number of employees necessary for contract/Task Order performance.

1.6.18 Government Incentives/Remedies:

1.6.18.1 Incentives: The Contracting Officer's Representative performing surveillance will document high quality performance (e.g. timely delivery of data, accuracy and quality content of reports and services) and ensure this record of performance becomes a part of the Contractor's past performance record for this order.

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

1.6.18 Requirements to be Met by Contractor Personnel: The Contractor's assigned personnel must be able to read, write, and speak English; must be US citizens; must hold a valid US "secret" security clearance; the Contractor's assigned personnel who will be accessing US Government databases or networks (if this applies to the procurement) must obtain a CAC card,

and must treat that card as the valuable ID; The Contractor's personnel must process in and out of the country through Camp Atterbury (if the procurement requires Contractor personnel to deploy to SWA); The Contractor's personnel must obtain all necessary ID badges and vehicle stickers and comply with base security and safety regulations if the procurement requires Contractor personnel to work on Government installations.

1.6.18 Inherently Governmental Functions: The successful Offeror for this Task Order shall certify, at the Start of Work Meeting, that all employees (to include all Subcontractors) working under this Task Order has read and will comply with the requirements of FAR 7.5. The certification can be accomplished using the contractor's format. The Government recommends it either a) facilitates a presentation on the information contained within FAR 7.5 and has everyone in the room sign a roster confirming attendance, or b) collects a certification from every individual working on the Task Order that they have read and will comply with Subpart 7.5 of the FAR.

1.6.19 **Contracting Officer Representative (COR)**. The COR will be identified by separate letter issued by the Contracting Officer at time of Task Order award. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs all of the technical requirements of the contract; performs inspections necessary in connection with contract performance; maintains written and oral communications with the Contractor concerning technical aspects of the contract; issues written interpretations of technical requirements, including Government drawings, designs, specifications; monitors Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinates availability of government furnished property, and provides site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms:

2.1. Definitions:

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

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

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

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

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

2.1.6. Individual Replacement Deployment Operation (IRDO). Training at Camp Atterbury in Edinburgh, Indiana for deployment processing prior to deployment. The deployment facility will change to Ft. Bliss on 1 Oct 2013.

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

2.1.8. Quality Assurance. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

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

2.1.11 Subcontractor. One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the Subcontractor.

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

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

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

2.2. Acronyms:

AR	Army Regulation
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
DA	Department of the Army
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
FAR	Federal Acquisition Regulation
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SOWM	Start of Work Meeting

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, INFORMATION AND SERVICES

3. Government-Furnished Items and Services:

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

3.2 Facilities: The Government will provide the Contractor access to the necessary workspace for the contract staff to provide the support outlined in this PWS. These facilities include desk space, telephones, computers, and other items necessary to maintain an office environment.

3.3 Utilities: The Government will provide utilities in the Government facilities for the Contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment and turning off lights when possible.

3.4 Equipment: The Government will provide the Contractor with access to, and use of, office equipment needed to perform the services described in this PWS. This equipment includes, but is not limited to, scanners, fax machines, printers, shipping crates, chairs, desks, computers, and office supplies as needed, to perform assigned work.

3.5 Materials/Information: The Government will provide the Contractor with the following Materials and information: Organizational Standard Operating Procedures (SOPs), Administrative policies and procedures, security policies and procedures.

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

PART 4
CONTRACTOR ACQUIRED ITEMS AND SERVICES

4. CONTRACTOR ACQUIRED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this Task Order that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance: The Contractor shall possess and maintain a Secret facility clearance from the Defense Security Service. The Contractor's employees, performing work in support of this contract shall have been granted a Secret security clearance from the Defense Industrial Security Clearance Office (DISCO). The DD 254 is provided as Attachment 0019.

4.3 Non-Disclosure. The contractor and all of its employees shall sign a non-disclosure agreement (NDA) with PM Current to ensure compliance and protection of vendor sensitive data throughout the Agile Process. The contractor and the government shall review and update these NDAs prior to the identification of NIE participants for each NIE event. The NDA is provided as Attachment 0014.

4.4 Mandatory Training. The Contractor is required to complete mandatory training, at the contractors expense, IAW Operations Security requirements when assigned and utilizing Government Furnished equipment (GFE) (i.e. computers BlackBerry). Mandatory training includes OPSEC, Annual Security, Threat Awareness and Reporting, and DOD Information Assurance Awareness Training.

PART 5

SPECIFIC TASKS

5. SPECIFIC TASKS:

5.1 Basic Services. The following paragraphs list all support services and tasks that shall be required throughout the life of this contract. The contractor shall provide necessary personnel, subject matter expertise, and resources to support these listed tasks.

5.1.1 PAO/Protocol/Administrative Officer Services. Support management of PM Current PAO and Protocol Office activities and events. The contractor shall provide the following Protocol/Administrative services for PM Current:

5.1.1.1 The contractor shall, in collaboration with Ft. Bliss, White Sands Missile Range, Warren, Pentagon, and Aberdeen Proving Ground PAO offices, coordinate visits to Government operating locations with attending parties. All visits require, at minimum, the following: reservations (RSVPs), a detailed itinerary/agenda, a plan for refreshments/breaks, distribution of read ahead packets before arrival, an identified spokesperson and POC for the event being demonstrated, and transportation/lodging arrangements. The contractor shall additionally ensure agendas for multiple Very Important Persons (VIPs) visiting on the same days do not conflict and take action to resolve all schedule conflicts.

5.1.1.2 The contractor shall plan, coordinate, and execute major events. Additionally, the contractor shall coordinate with multiple agencies such as Base Security; Secretary General Staff (SGS); PAO Protocol; Public Works and Material Test Directorates, Directorate of Information Management (DOIM); the Training Support Center, and facility managers to ensure planning, creating itineraries or agendas, coordinating for transportation, set up luncheons, arranging conference rooms and dial in/VTC if needed and de-conflict scheduling issues that may arise.

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

5.1.1.3 The contractor shall include the status of all ongoing Public Affairs activities in the Contractor Monthly Status Report (A002). Informal informational weekly status updates on public affairs activities will be provided to the COR via email.

5.1.1.4 The Ft. Bliss/Whites Sands Missile Range military complex consists of training areas, ranges, and test sites spread over a vast area approximately 100 miles North-South by 40 miles East-West. Personnel accountability is a major safety concern during VALEX – COMMEX – NIE execution. The contractor shall collect personnel location and accountability data for all Government and contractor personnel supporting PM Current. The data shall be organized by supporting element and briefed at the PM Current Commander's Update Briefing (CUB) (A004).

5.1.1.5 The contractor shall monitor completion of Military, Civilian, and Contractor performance reports, awards, and orders. Status shall be provided in the monthly report (A002).

5.1.1.6 The contractor shall attend meetings required to execute the program mission, such as, planning meetings, program review meetings, and program update meetings. The contractor shall prepare agendas, develop briefings, and author supporting documents (A004, A005) for program leadership use in the meetings described above. Documents shall follow Government provided templates/formats.

5.1.2 Scheduler/Knowledge Management Services. Support the management of SoSE&I activities and events for SoSE&I organizations. The contractor shall provide the following Scheduler/Knowledge Management services to PM Current:

5.1.2.1 The contractor shall build and maintain NIE event schedule, System Under Evaluation (SUE) and System Under Test (SUT) utilization schedules through Microsoft (MS) Project. The contractor shall track schedule status and extract MS Project data to report status via Excel and Powerpoint presentation. (A004)

5.1.2.2 The contractor shall ensure alignment of the Integrated Master Schedule (IMS) with high level, intermediate, and detailed schedule levels. The contractor shall conduct in-depth schedule verification efforts and report any disconnects between the IMS and other schedule levels (A006).

5.1.2.2.1 The contractor shall identify schedule variances and associated risk, reporting identified areas to the COR within three business days of identification. (A006)

5.1.2.2.2 The contractor shall conduct critical path analysis to develop recommendations for alternate schedules and determine the impact of those alternatives on both near term and long range program objectives. The contractor shall utilize this schedule information to identify risk activities and candidates for risk mitigation actions and provide a recommendation to the COR within five days of identification. (A006)

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

5.1.2.3.1 The contractor shall maintain and update knowledge management systems such as Soldier Interface to the Field (SIF) and SharePoint data input/collection.

5.1.2.3.2 The contractor shall collect user and system information for each NIE and input to database(s).

5.1.2.3.3 The contractor shall verify and update user privileges in SIF/Sharepoint.

5.1.2.3.4 The contractor shall monitor access to databases and verbally report any anomalies to the local site POC. A consolidated report shall be included in the Contractor Monthly Status Report (A002).

5.1.2.3.5 The contractor shall manage and update SIF views.

5.1.2.5.1 The contractor shall post documents (to include calendar/schedule updates) and briefings to SharePoint.

5.1.3 Operations Officer Services.

5.1.3.1 Common (Core) Tasks. The contractor shall provide the following Operations Officer services for PM Current:

5.1.3.1.1 The contractor shall coordinate schedules and meeting logistics, prepare agendas, coordinate input into and prepare briefing packages, and oversee meeting accommodations for personnel attending planning meetings, program review meetings, and program update meetings. The contractor shall develop briefings and author supporting documents use in the meetings described above, taking into consideration the organizational level of the speaker and recipients. Briefing materials shall be delivered in accordance with SoSE&I standard templates. (A004)

5.1.3.1.2 Organizational Standard Operating Procedures (SOPs). The contractor shall provide initial draft(s) of and update recommendations, for Government approval, regarding organizational SOPs as changes in processes and procedures occur (A007).

5.1.3.1.3 The contractor shall post documents to PM Current systems/databases such as Soldier Interface to the Field (SIF) and SharePoint.

5.1.3.1.4 The contractor shall correlate input received from other TRIAD agencies with relevant information developed by PM Current during NIE execution and shall identify inconsistencies in data inputs, analysis methodologies, and reporting schema to ensure support plans are synchronized between designated Army and Department of Defense (DoD) organizations.

5.1.3.1.5 The contractor shall provide minutes from In Progress Reviews (IPRs) conducted. (A004)

5.1.3.1.6 The contractor shall develop briefings to be presented to senior Army and DoD decision-makers. (A004)

5.1.3.2 Doctrine, Organization, Training, Leadership, Material, Education, Personnel, and Facilities (DOTLM-PF) Tasks. In addition to common tasks listed above, the contractor shall provide DOTLM-PF support services.

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

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

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

5.1.3.2.2 The contractor shall provide technical input to Government Training Manager efforts to understand the demands and burdens associated with training soldiers on operating new network systems by the following:

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

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

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

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

5.1.3.2.5 The contractor shall provide recommendations to Government managers, engineers, technicians, and administrative staff in the development of operational concepts and network/transport designs for Brigade Combat Team (BCT) formations.(A006)

5.1.3.2.5.1 The contractor shall collect and validate training data from multiple sources, synthesize training recommendations from the data, and develop and present recommendations to Government personnel. The contractor shall additionally include written insights and other quantifiable and anecdotal inputs obtained from soldiers and integrate these assessments with test agency assessments (A006) to identify and recommend development of future Army, Joint, and Combined, network training programs.

5.1.3.3 Coordination. In addition to common tasks listed above (5.1.3.1), the contractor shall provide coordination support services.

5.1.3.3.1 The contractor shall provide recommendations regarding the development of operational concepts. The contractor shall provide and document assessments and recommendations in a report or briefing (A004, A006).

5.1.3.3.2 The contractor shall collect After Action Review (AAR) comments from functional areas within SoSE&I during each phase of an NIE. The contractor shall utilize these comments in the preparation of AAR reports (A006) and briefings (A004). The contractor shall present the material at AAR IPRs during each phase of an NIE and at the final AAR at conclusion of an NIE.

5.1.3.4 Executive Assistant (EA) In addition to common tasks listed above (5.1.3.1), the contractor shall provide EA services.

5.1.3.4.1 Data and information collection, processing, synthesis, documentation, and management assistance services to PM Current's Government managers, engineers, and technicians to support daily operations and planning functions required by the Agile Process and NIE efforts at Fort Bliss, TX and White Sands Missile Range, NM.

5.1.3.4.2 The contractor shall perform format/spelling/grammar reviews on all documents and briefings intended for review/concurrence by the PM/Deputy PM.

5.1.4 Logistics Support Services. The contractor shall provide the following Logistics Support Services.

5.1.4.1 Logistic infrastructure support specialist

5.1.4.1.1 The contractor shall make recommendations regarding NIE infrastructure asset management and real property accountability. (A006) These recommendations shall include evaluations and assessments of NIE policies and procedures; analysis of NIE operational concepts; review and analysis of NIE infrastructure management service requirements; and recommendations to Government NIE managers.

5.1.4.1.2 The contractor shall input work tickets through Department of Public Works (DPW) to establish a methodology for ability to fix issues associated with infrastructure problems. The contractor shall establish a database for the tracking of open infrastructure tickets at DPW.

5.1.4.1.3 The contractor shall document Agile Process and NIE logistics specific requirements in fielding plans and communicate back to PM Current management in order to ensure the fielding efforts are synchronized (A006).

5.1.4.1.4 Submit Work Orders for repairs of Infrastructure managed by PM Current at Ft Bliss, TX and WSMR, NM.

5.1.4.2 Logistics Motor Pool Operations Specialist

5.1.4.2.1 The Contractor shall review personnel licenses; vehicle logbooks; monthly mileage, petroleum, oil, and lubricant (POL) costs; and schedule and ensure vehicles are delivered for maintenance for PM Current GSA and rental fleet vehicles used in support of NIE operations. Results shall be consolidated in the Contractor's Monthly Status Report (A002).

5.1.4.2.2 The contractor shall document a detailed record of logistics support requirements, and the effort required to field and maintain new capabilities, regarding the Agile Process and NIE events in the FBTX and WSMR region. (A006)

5.1.4.3 Integrated Logistics Support (ILS) Specialist

5.1.4.3.1 The contractor shall manage the transfer and accountability of legacy equipment which supports six Trail Boss Teams during NIE events within the FBTX and WSMR region.

5.1.4.3.2 The contractor shall provide logistical support for transfer of vehicles from SoSE&I to Tactical units participating in the NIE.

5.1.4.3.2.1 The contractor shall be accountable for vehicle hand receipts to a unit and back to SoSE&I.

5.1.4.3.2.2 The contractor shall ensure that all vehicles and equipment are noted in the hand receipt process and chain of custody is achieved for vehicle transfer with assigned equipment onboard.

5.1.4.3.3 The contractor shall coordinate with designated Army Logistics Support Agencies in order to ensure efficient reach-back for ILS requirements of equipment of vehicles and enhanced communications among all Agile Process stakeholders (PM Current; Director, Synchronized

Fielding; Director, SoS I, and the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT)). Status of the coordination efforts shall be included in the Contractor's Monthly Status Report (A002).

5.1.4.3.4 The contractor shall monitor fielding schedules and identify supportability and/or sustainability issues that may impact integration of the Agile Process with the Army Forces Generation (ARFORGEN) Model. (A006)

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PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

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

NIE Concepts of Operations (CONOPS)
TRIAD NIE Standard Operating Procedures (SOP)
PM Current Standard Operating Procedures (SOP)
In/Out Processing Standard Operating Procedures (SOP)

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PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

7.1. Technical Exhibit 1 – Performance Requirements Summary

7.2 CDRLs / Deliverables:

The Contractor shall provide the following:

<u>TOPIC</u>	<u>CDRL</u>
Trip Report	A001
Monthly Status Report	A002
Contractor Final Report	A003
Conference/Meetings/Briefings	A004
Technical Report – Study/Service	A005
Report, Record of Meetings/Minutes	A006
Draft SOP	A007
Quality Control Plan (QCP)	A008

TECHNICAL EXHIBIT 1

Performance Requirements Summary

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

PERFORMANCE REQUIREMENTS SUMMARY/QUALITY ASSURANCE SURVEILLANCE PLAN FOR FIELD SERVICE REPRESENTATIVE (FSR) SUPPORT TO THE NETWORK INTEGRATION EXERCISE (NIE)					
Performance Requirement	Performance Measure	Performance Standard	Acceptable Performance Level (APL)	Method of Surveillance	Compliance (Exceed, Met, or Partially Met)
PWS Para. 5.1 PAO/ Protocol/Admin Officer	<p>1. Provide concise input, to include Courses of Action (COAs) to pursue, and Analysis of Alternatives (AOAs) to PM Current Leadership. Provide pros and cons with COAs.</p> <p>2. Completeness</p> <p>3. Quality</p> <p>4. Timeliness</p>	<p>1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.</p> <p>2. Briefings shall be suitable for their intended purpose.</p> <p>3. Deliverables are in agreement with tasking and are of satisfactory quality</p> <p>4. Tasks are completed within agreed upon schedules</p>	<p>1. No More Than one (1) customer complaint per period of performance.</p> <p>2. 100% compliant</p> <p>3. 100% compliant</p> <p>4. 100% compliant</p>	<p>1. Upon validation of a customer complaint received by the COR.</p> <p>2. COR Inspection</p> <p>3. COR Inspection</p> <p>4. COR Inspection</p>	
5.1.2 Scheduler/ Knowledge Management	<p>1. Provide concise input, to include Courses of Action (COAs) to pursue, and Analysis of Alternatives (AOAs) to PM Current Leadership. Provide pros and cons with COAs.</p>	<p>1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.</p> <p>2. Briefings shall be suitable for their intended purpose.</p>	<p>1. No More Than one (1) customer complaint per period of performance.</p> <p>2. 100% compliant</p> <p>3. 100% compliant</p>	<p>1. Upon validation of a customer complaint received by the COR.</p> <p>2. COR Inspection</p> <p>3. COR Inspection</p>	

	<p>2. Completeness</p> <p>3. Quality</p> <p>4. Timeliness</p>	<p>3. Deliverables are in agreement with tasking and are of satisfactory quality</p> <p>4. Tasks are completed within agreed upon schedules</p>	<p>4. 100% compliant</p>	<p>4. COR Inspection</p>	
5.1.3 Operations Officer	<p>1. Provide concise input, to include Courses of Action (COAs) to pursue, and Analysis of Alternatives (AOAs) to PM Current Leadership. Provide pros and cons with COAs.</p> <p>2. Completeness</p> <p>3. Quality</p> <p>4. Timeliness</p>	<p>1. All Data presented IAW D SoSI briefing and PM Current briefing formats and SOPs.</p> <p>2. Briefings shall be suitable for their intended purpose.</p> <p>3. Deliverables are in agreement with tasking and are of satisfactory quality</p> <p>4. Tasks are completed within agreed upon schedules</p>	<p>1. No More Than one (1) customer complaint per period of performance.</p> <p>2. 100% compliant</p> <p>3. 100% compliant</p> <p>4. 100% Compliant</p>	<p>1. Upon validation of a customer complaint received by the COR.</p> <p>2. COR Inspection</p> <p>3. COR Inspection</p> <p>4. COR Inspection</p>	
5.1.4 Logistics Support	<p>1. Provide concise input, to include Courses of Action (COAs) to pursue, and Analysis of Alternatives (AOAs) to PM Current Leadership. Provide pros and cons with COAs.</p> <p>2. Completeness</p> <p>3. Quality</p> <p>4. Timeliness</p>	<p>1. All Data presented IAW SoSE&I briefing and PM Current briefing formats and SOPs.</p> <p>2. Briefings shall be suitable for their intended purpose.</p> <p>3. Deliverables are in agreement with tasking and are of satisfactory quality</p> <p>4. Tasks are</p>	<p>1. No More Than one (1) customer complaint per period of performance.</p> <p>2. 100% compliant</p> <p>3. 100% compliant</p> <p>4. 100% compliant</p>	<p>1. Upon validation of a customer complaint received by the COR.</p> <p>2. COR Inspection</p> <p>3. COR Inspection</p> <p>4. COR Inspection</p>	

		completed within agreed upon schedules			
7.1 Contractor Manpower Reporting	1. Timeliness	1. Reporting Completed in accordance with PWS and ASA(MRA) requirements	1. 100% compliant	1. COR Inspection	

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