

## TS3 Task Order Request (TOR)

TOR Number: **W56HZV-13-TS3-XX**

Description of Services: **Services covered by this TOR include Public Affairs Officer (PAO)/Protocol/Administrative Officer Services; Scheduler/Knowledge Management Services; Operations Officer Services; Logistics Infrastructure Support Specialist Services; Logistics Motor Pool Specialist Services; and Integrated Logistics Support Specialist Services.**

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

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### **SECTION 1: SUMMARY OF TOR**

1. This is a Task Order Request (TOR) for services to be provided under the TACOM Strategic Service Solutions (TS3) Multiple Award Task Order Contract (MATOC).
  2. Proposals submitted in response to this Task Order Request will be evaluated utilizing the information in the evaluation criteria set forth in Section M of the TS3 solicitation W56HZV-13-R-0095. Your proposal shall fully comply with the instructions in this TOR. Please ensure you have read the entire TS3 solicitation W56HZV-13-R-0095 and this TOR (to include attached documents), prior to submitting your proposal.
  3. In addition to this request, this TOR includes the following attachments, found in section J of the TS3 solicitation W56HZV-13-R-0095:  
  
Attachment 0016: Performance Work Statement (PWS)  
Attachment 0017: Contract Data Requirements List (CDRLs)
  4. Task Order Type: The Government contemplates an award of a task order on a **Firm Fixed Price** basis for Labor with Not-to-Exceed (NTE) CLINs for Materials/ODC and Travel on a no fee/profit basis.
  5. Period of Performance (estimated dates – subject to change based on award date):  

Base Period (12 Months):	<b>Date of Award – 12 months from date of award</b>
Option Period One (12 Months):	<b>13 months – 24 months from date of award</b>
Option Period Two (12 Months):	<b>25 months – 36 months from date of award</b>
Option Period -8 (06 Months):	<b>37 months – 42 months from date of award</b>
  6. The Government will have the unilateral right to exercise any options in whole, or in part.
  7. The award of this task order is anticipated to be on or about TBD.
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### **SECTION 2: GUIDELINES FOR RESPONDING TO THIS TOR**

1. Travel charges shall be authorized in advance. Contractor travel charges shall be invoiced in accordance with the Joint Travel Regulations (JTR); Contractors will only be reimbursed for travel according to the terms outlined in the PWS at 1.6.12.
  2. Fee/profit on Material/ODCs and Travel are not authorized.
  3. By responding to this TOR, the Offeror agrees to meet all the requirements incorporated in this TOR, including those listed in Attachment 0016: Performance Work Statement, and agrees to all the terms, conditions, and provisions of this TOR.
  4. Responses to this Task Order will be evaluated IAW Section M of the TS3 solicitation W56HZV-13-R-0095, considering solely the Offeror's response. The evaluation criteria have been included in Section M of the TS3 solicitation W56HZV-13-R-0095 for use in preparing your technical response.
  5. Any award issued as a result of this TOR will be distributed electronically. Awards will include the awarded unit price. This is the notice required by Executive Order 12600 (June 23, 1987) of our intention to release unit prices in response to any request under the Freedom of Information Act (FOIA), 5 USC 552. Unit price is defined as the task order hourly labor rates as it will appear in Section B of the task order and is NOT referring to or includes Cost or Pricing data/information. If you object to such release, and you intend to submit a proposal, notify the contracting officer in writing prior to the closing date identified in this TOR and include the rationale for the objection consistent with the provision of FOIA. A release determination will be based on rationale given.
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### **SECTION 3: INSTRUCTIONS FOR SUBMITTING EACH VOLUME**

The Offeror shall abide by the following instructions when submitting a response to this TOR specifically, in addition to the instructions contained within Section L of the TS3 Solicitation W56HZV-13-R-0095:

**Volume III – Technical Factor:** The offeror shall provide their technical approach to performing the NIE task order. The offeror's proposal shall detail its proposed approach to realistically achieve successful performance of this work directive. Specifically, the proposal shall address the following:

- (a) Analyze the scope of work and discuss the key success drivers and risks (performance, schedule, and cost) for successfully achieving work directive requirements and objectives.
  - (b) Based on the analysis of the scope of work, discuss the specific technical approach proposed, to include identification of necessary tasks and details on task performance plans;
  - (c) Based on the proposed technical approach, specifically identify the minimum qualifications (see Attachment 0018 for an example) for each labor category required to execute the technical approach;
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### **SECTION 4: EVALUATION CRITERIA**

The evaluation criteria are contained in Section M of the TS3 Solicitation W56HZV-13-R-0095 at M.7.2.

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## **SECTION 5: BASIS FOR AWARD**

1. The Government intends to award a single task order, resulting from this TOR, to the Offeror whose response will provide the overall “Best Value” to the Government, Technical and Cost/Price considered. The Contracting Officer may select for award that offer in which the total evaluated Cost/Price is not necessarily the lowest, but whose overall response is deemed sufficiently more advantageous to the Government so as to justify the payment of a higher Cost/Price. Conversely, the Contracting Officer may select forward the Offeror whose total evaluated cost/price is the lowest when other responses are not sufficiently more advantageous to justify the payment of a higher cost/price.
2. Utilizing the information provided in Section 3 above and under the TS3 solicitation W56HZV-13-R-0095 at L.7.2, the Government will assess each Offeror IAW the TS3 solicitation W56HZV-13-R-0095, sections M.6.2 and M.7.2 based upon two Factors: (1) Technical; and (2) Price. The Technical Factor is more important than the Price Factor.

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## **SECTION 6: ADDITIONAL TERMS AND CONDITIONS AND TASK ORDER CLAUSES**

**NOTE: THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS AND TASK ORDER CLAUSES WILL BE INCLUDED IN THE TASK ORDER AWARD.**

A. Manpower Reporting Requirements to Account for Contract Services

- I. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report ALL Contractor manpower (including Subcontractor 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://contractormanpower.army.pentagon.mil>
- II. The required information includes:
  - a) Contracting Office, Contracting Officer, Contracting Officer’s Technical Representative;
  - b) Contract number, including task and delivery order number;
  - c) Beginning and ending dates covered by reporting period;
  - d) Contractor name, address, phone number, e-mail address, identity of Contractor employee entering data;
  - e) Estimated direct labor hours (including Subcontractors);
  - f) Estimated direct labor dollars paid this reporting period (including Subcontractors);
  - g) Total payments (including sub-Contractors);
  - h) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each Subcontractor if different);
  - i) Estimated data collection cost;

- j) 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 purposes of reporting this information);
  - k) Locations where Contractor and Subcontractors 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);
  - l) Presence of deployment or contingency contract language; and
  - m) Number of Contractor and Subcontractor employees deployed in theater this reporting period (by country).
- III. As part of its submission, the Contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement.
  - IV. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each Government fiscal year and shall be reported by 31 October of each calendar year.
  - V. 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.
  - VI. A separate CLIN will be established to allow for payment in compliance with this requirement.
    - a) The title/description for this CLIN will be: "Manpower Reporting Requirements"
    - b) The extended description will include the following: Manpower Reporting Requirements to Account for Contract Services. The Performance Certifier (or Contracting Officer Representative) is responsible for ensuring that the Contractor has reported the required information. Information shall be verified before the Performance Certifier (or Contracting Officer Representative) will certify invoices for payment under this CLIN.

B. Contractor Verification System (CVS) Program

- I. The contractor is responsible for processing applications for Common Access Cards (CAC) for every contractor employee who deploys with the military force, OR who has a need to access any Government computer network in accordance with FAR 52.204-9, "Personal Identity Verification of Contractor Personnel."
- II. The contractor is responsible for managing requests for new or renewal CAC cards in sufficient time to ensure that all contractor employees have them when needed to perform work under this contract. The norm is at least ten calendar days' advance notice to the Trusted Agent\* (TA), unless there are extenuating circumstances approved by the Contracting Officer's Representative (COR) or Contracting Officer. \*The COR will be the TA for this contract.
- III. The contractor shall obtain an Army Knowledge Online (AKO) email address for each applicant, including subcontractors, who may be deployed or require logical access to a Government computer network. This can be done by going to <http://www.us.army.mil> and register as an "Army Guest" with the sponsor being the COR. Note: If a contractor employee loses the privilege to access AKO, they lose the ability to renew their CAC. Therefore, it is critical that contractor employees maintain their AKO accounts.

- IV. It is recommended that a “Corporate Facility Security Officer (FSO) be established to serve as your firm’s single point of contact for CVS. If a FSO is not established, each contractor employee requiring a CAC card will be required to process their own applications.
- V. CAC applications shall be processed through the DoD’s Contractor Verification System (CVS). The contractor’s FSO or contractor employee shall submit requests for a CAC via email to the CVS Trusted Agent (TA) at -1- before accessing the CVS website.
- VI. The Government will establish a CVS application account for each CAC request and will provide each contractor employee a USER ID and Password via email to the FSO. The FSO or contractor employee shall access the CVS account and complete the CAC application (entering/editing contractor information as applicable) at <https://www.dmdc.osd.mil/appj/cvs/index.jsp>.
- VII. The FSO or contractor employee will submit completed applications in CVS, and will follow up to ensure that the TA is processing the request.
- VIII. The Government will inform the contractor’s applicant via email of one of the following:
  - a) Approved\*. Upon approval, the information is transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database and an email notification is sent to the contractor with instructions on obtaining their CAC. The contractor proceeds to a Real-Time Automated Personnel Identification System (RAPIDS) station (<http://www.dmdc.osd.mil/rsl/owa/home> provides RAPIDS locations).
  - b) Rejected.\* Government in separate correspondence will provide reason(s) for rejection.
  - c) Returned. Additional information or correction to the application required by the contractor employee.  
\*The contractor will maintain records of all approved and rejected applications.

At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor by SSN, and two forms of identification, one of which shall be a picture ID. The Verification Officer will capture primary and alternate fingerprints and picture, and updates to DEERS and will then issue a CAC.
- IX. Issued CACs shall be for a period of performance not longer than three (3) years or the individual’s contract end date (inclusive of any options) whichever is earlier.
- X. The contractor shall return issued CAC’s to the DEERS office upon return from deployment, departure or dismissal of each contractor employee. A receipt for each card shall be obtained and provided to the TA/COR.
- XI. A CAC cannot be issued without evidence that a National Agency Check with Written Inquires (NACI) has at least been initiated by the FSO. CVS will be linked to the Joint Personnel Adjudication System (JPAS) in the near future. The TA will have to verify via JPAS that the NACI has been initiated by the FSO before he/she can approve a contractor request for a CAC.
- XII. Details and training on CVS are available on AKO at <https://www.us.army.mil/suite/portal/index.jsp> or by contacting the CAC helpdesk at [iacacpki.helpdesk@us.army.mil](mailto:iacacpki.helpdesk@us.army.mil) or 866-738-3222.

C. Wide Area Workflow (WAWF), Code, and Designated Acceptors

- I. TACOM-Warren uses WAWF-RA (Receipt and Acceptance) to electronically process vendor requests for payment. (See DFARS clause 252.232-7003, entitled Electronic Submission of Payment Requests and Receiving Reports). Under WAWF-RA, vendors electronically submit (and track) invoices, and receipt/acceptance documents/reports. Submission of hard copy DD250/invoices is no longer acceptable for payment purposes. The contractor shall register to use WAWF-RA at <https://wawf.eb.mil> There is no charge to use WAWF. Direct any questions relating to system setup and vendor training to the Help Desk at Ogden, UT at 1-866-618-5988. Web-based training for WAWF is also available at <https://wawf.eb.mil>. To obtain payment, WAWF requires the contractor to input/indicate the various DoDAAC (Department of Defense Activity Address Code) codes that apply to the acquisition. These codes can be found on the cover page of contracts/orders as described below. Also, contractors shall ensure to include the purchase request number in the line item description. This number can be found under the line item description on the order/contract. (Type of Invoice: If this contract calls for contractor submission of a Material Inspection and Receiving report by virtue of the inclusion of the clause at DFARS 252.246-7000, Material Inspection and Receiving Report, use a combo Invoice and Receiving Report. If this DFARS clause is NOT in the contract, use a two-in-one invoice as described in WAWF. If cost CLINs are included, cost vouchers shall be submitted and DCAA will be responsible for approving the invoices.)
- II. USE THE FOLLOWING CODES TO ROUTE YOUR INVOICES THROUGH WAWF:
  - a) Your firms CAGE code (found in Block 15A of SF 33; Block 17a of SF 1449; Block 14 of SF 1442; Block 7 of SF 26)
  - b) Issue and Admin DoDAAC Code (found in Block 7 of SF 33; Block 9 of SF 1449; Block 7 of SF 1442; Block 5 of SF 26)
  - c) Ship-To DoDAAC Code (if deliverables are involved) (found in Section B of the contract where SF 33, SF 1442, or SF 26 is the cover page; Block 15 of SF 1449)
  - d) Accept-By DoDAAC Code: (Indicate -1- .)
  - e) Payment DoDAAC Code. (found in Block 25 of SF 33; Block 18a of SF 1449; Block 27 of SF 1442; Block 12 of SF 26)
- III. The WAWF system will prompt for additional e-mail submission after clicking Signature. The following additional e-mail submissions are required:
  - Primary Acceptor Name: -2-
  - Primary Acceptor e-mail: -3-
  - Alternate Acceptor Name: -4-
  - Alternate Acceptor e-mail: -5-
  - Third-level Acceptor Name -6-
  - Third-level Acceptor e-mail: -7-
- IV. The paying office DoDAAC and mailing address is located on the first page of the award. To track the status of your invoice, click on the link, Pay status (myInvoice-External link) at the bottom of the left-hand menu. If your paying office is Columbus, direct any payment-related questions to the Defense Finance Accounting Services (DFAS) Columbus at 1-888-756-4571. Please have your order number and invoice ready when calling about payment status. If your paying office is other than Columbus, contact your contract administrator for the customer service phone/fax numbers.

D. 52.217-8, Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 36 months after contract award.

E. 52.217-9, Option to Extend the Term of the Contract (Mar 2000)

- I. The Government may extend the term of this contract anytime during task order performance.
- II. If the Government exercises this option, the extended task order shall be considered to include this option clause.
- III. The total duration of this task order, including the exercise of any options under this clause, shall not exceed 42-months.

F. Task Order Award Distribution

- I. Any award issued as a result of this Task Order Request will be distributed electronically. Awards posted on Army Contracting Command - Warren Procurement Network (ProcNet) Business Opportunities website (<http://contracting.tacom.army.mil/opportunity.htm>) represent complete OFFICIAL copies of Task Order awards and will include the awarded hourly labor rates. This is the notice required by Executive Order 12600 (June 23, 1987) of our intention to release hourly labor rates in response to any request under the Freedom of Information Act (FOIA), 5 USC 552. Hourly Labor Rate is defined as the Task Order price per hour as it appears in Section B of the Task Order and is neither referring to nor does it include Cost or Pricing data/information. If you object to such release, and you intend to submit an offer, notify the contracting officer, in writing, prior to the closing date identified in this Task Order Request and include the rationale for your objection consistent with the provisions of FOIA. A release determination will be made based on rationale given.

G. Antiterrorism Clauses:

- I. 52.209-4020, AT Level I Training. This provision/contract text is for contractor employees with an area of performance within an Army-controlled installation, facility, or area. All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies. The contractor shall submit certificates of completion for each affected contractor employee and Subcontractor employee to the COR (or to the contracting officer, if a COR is not assigned) within 30 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at [https://atlevel1.dtic.mil/at\\_](https://atlevel1.dtic.mil/at_)

- II. 52.209-4021, AT Awareness Training for Contractor Personnel Traveling Overseas. This standard language requires U.S.-based contractor employees and associated subcontractor employees to make available and to receive government-provided AT awareness training specific to the area of responsibility (AOR) as directed by AR 525-13. Specific AOR training content is directed by the combatant commander, with the unit ATO being the local point of contact.
- III. 52.204-4020, Access and General Protection/Security Policy and Procedures. This standard language is for contractor employees with an area of performance within an Army-controlled installation, facility, or area. The contractor and all associated subcontractors' employees shall comply with applicable installation, facility, and area commander installation and facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce must comply with all personal identity verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.
- IV. 52.209-4022, iWATCH Training. This standard language is for contractor employees with an area of performance within an Army-controlled installation, facility, or area. The contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within [YY]\*\*\* calendar days of new employees' commencing performance, with the results reported to the COR no later than 30 calendar days after contract award.
- V. 252.225-7040, For Contractors Authorized to Accompany the Force. DFARS Clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany U.S. Armed Forces deployed outside the United States in contingency operations, humanitarian or peacekeeping operations, or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC-related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.
- VI. 252.225-7043, For Contract Requiring Performance or Delivery in a Foreign Country. DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the United States. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country. This clause applies to both contingencies and non-contingency support. The key AT requirement is for nonlocal national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight

to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.

- VII. 52.204-4021, Employees Who Require Access to Government Information Systems. All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DoD Information Assurance Awareness training prior to access to the information system and then annually thereafter.
  - I. 52.204-4022, For Contracts That Require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, *Operations Security*. This SOP/Plan will specify the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure that this individual becomes OPSEC Level II certified per AR 530-1.
  - II. 52.209-4024, Information Assurance (IA)/Information Technology (IT) Training. All contractor employees and associated subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of employment.
  - III. 252.239.7001, Information Assurance (IA)/Information Technology (IT) Certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.
  - IV. 52.209-4023, For Contracts That Require OPSEC Training. Per AR 530-1, *Operations Security*, new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training.

H. 52.237-3, Continuity of Service