

## PERFORMANCE WORK STATEMENT (PWS)

### *Robotics Systems Joint Program Office (RSJPO), Systems Engineering & Technical Assistance (SETA) Support Services*

#### **PART 1 GENERAL INFORMATION**

**1. General:** This is a non-personnel services contract to provide RSJPO the necessary SETA, logistics and maintenance services to meet its mission in support of the Joint Warfighter. The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor.

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

**1.2 Background:** The RSJPO has the requirement to provide a large spectrum of Robotic Systems to assist the Joint Warfighter. In order to successfully provide these systems, the RSJPO must maintain a fully staffed Technical, Management, and Logistics organization capable of responding to the current and future robotics systems needs of the Joint Warfighter.

**1.3 Objectives:** The objectives of this PWS are to provide RSJPO the necessary SETA, logistics, and maintenance services to meet its' global mission in support of the Joint Warfighter.

**1.4 Scope:** The scope of this effort is for the Contractor to provide the necessary personnel to support the SETA, Logistics, and Maintenance tasks set forth in this PWS for the RSJPO.

**1.4.1 Supported Systems** RSJPO Robotic Systems include:

- a. TALON family of systems,
- b. MARCbot,
- c. Packbot family of systems,
- d. Fastac,
- e. Mini-EOD and SUGV family of systems,
- f. Route Reconnaissance and Clearance Robot (R2C),
- g. Engineering Squad Robot (ESR),
- h. Man Transportable Robotic System (MTRS) Increment II,
- i. M-160 light flail,
- j. Robotic applique kits on the Husky,
- k. Robotic applique kits on the MRAP family of systems,
- l. HMMWV, Rapid Equipping Force (REF) and Joint Improvised Explosive Device Defeat Organization (JIEDDO) projects,

- m. RSJPO system and subsystem prototypes
- n. Additional programs or platforms may be supported by the RSJPO in the future.

**1.5 Period of Performance:**

- Base Year (12 months)
- Option Period I (12 months)
- Option Period II (12 months)

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, in whole or in part, for up to an additional 24 months in the form of two 12 month options, which may be exercised separately, in whole or in part, 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”.

**1.6 General Information:**

**1.6.1 Quality Control:** The Contractor shall develop and maintain an effective Quality Control (QC) Program to ensure services are performed in accordance with this PWS and Performance Standards (see Section 7, Technical Exhibit 1). The Contractor shall develop and implement procedures to identify and prevent non-recurrence of defective services. The Contractor shall, at a minimum, provide the Contracting Officer’s Representative (COR) with a written plan outlining the method of inspection in the Quality Control Plan (QCP) due within 7 days after task order award (A005) 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 QCP, 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 Task Order.

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

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

- New Year’s Day
- Martin Luther King Jr. 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.

Contractor employees performing in OCONUS locations and at Contractor facilities may be required to perform during any of the Federal Holidays listed above.

**1.6.4 Hours of Operation:** The Contractor is responsible for conducting services beginning as early as 6:00 AM and ending as late as 6:00 PM, Monday through Friday, except when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this performance work statement when the Government facility is not closed for the above reasons.

**1.6.4.1 Work Schedule:** For Contractors serving in CONUS, a standard workweek will consist of 40 hours, with the possibility of overtime for personnel to a maximum work schedule of 12 hours per day, 7 days per week, 52 weeks per year to include holidays and weekends, based on mission requirements. The Contractor shall request overtime in writing, in advance, to the COR who will provide approval. Overtime requests shall provide information that will be representative of the way overtime hours are presented in the Contractor's Monthly Report (A001) to include: place(s) where overtime will be performed, date(s) when overtime will be performed, number of employees that require overtime, overtime breakdown by employee, total number of overtime hours requested, and justification for the overtime. The Contractor shall certify that there are sufficient funds available on the task order labor contract line item number (CLIN) to cover the overtime hours/cost. After completion of the mission, the Contractor shall provide the COR with the actual overtime hours worked for verification purposes. For Contractors serving OCONUS, a standard work-day is 12 hours with a standard work week seven (7) days, Monday through Sunday.

Lunch breaks shall be unpaid and shall not be part of the 12 hour or 8 hour workday; the Contractor shall not bill the Government for any lunch periods. For Contractors in CONUS or OCONUS, only actual hours worked (productive hours) shall be billed to the task order; those hours not worked (non-productive hours) shall not be billed to the task order.

**1.6.5 Place of Performance:** The work to be performed under this Task Order will be performed at the following locations:

- TACOM Warren, MI
- Selfridge Air National Guard Base, MI
- Huntsville, AL
- Fort Irwin, CA
- 29 Palms, CA
- Fort Carson, CO
- Tyndall AFB, FL
- Fort Benning, GA
- Fort Stewart, GA
- Fort Riley, KS
- Fort Campbell, KY
- Fort Polk, LA
- Fort Leonard Wood, MO
- Camp Shelby, MS
- Fort Bragg, NC
- Fort Drum, NY
- Fort Sill, OK
- Fort Bliss, TX
- Fort Hood, TX
- Fort Lee, VA
- Quantico, VA
- Fort Eustis, VA Fort A.P. Hill, VA
- Fort Lewis, WA
- National Capital Region, Wash. DC
- Afghanistan

**1.6.6 Type of Contract/Task Order:** TBD

**1.6.7 Security Requirements:** : All Contractor personnel must possess a SECRET clearance. All Contractor personnel who do not already have a valid clearance must undergo a background investigation that turns out favorable. Then, once issued a clearance, each assigned employee must maintain that clearance during the period of performance in order to access Government databases and Local Area Network in accordance with Army Regulation AR 25-2 and AR 380-67. The security requirements are in accordance with the attached DD254 (Attachment 0019).

**1.6.7.1 Physical Security:** The Contractor shall be responsible for safeguarding all Government property provided for Contractor use.

**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 QCP (A005). 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** 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.

**1.6.7.2.2** The contractor is responsible for obtaining required identification cards, tags, and badges in accordance with AR 600-8-14.

**1.6.7.2.3** The contractor and subcontractor(s), if any, shall complete a background security check of all personnel (SF-85P) requiring a Common Access Card (CAC). Execution of SF-85P is a requirement for contractor personnel to receive a Common Access Card (CAC). This must be done prior to employees reporting for duty. Reference Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.227-7025 for further description.

**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 QCP (A005).

**1.6.7.4** All information or data developed under this task order belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO). FOUO is information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act. FOUO markings are assigned to information at the time of its creation in a DoD User Agency. It is not authorized as a substitute for a security classification marking. Control, marking, and protection of FOUO information shall be in accordance with this task order and Army Regulation 380-5, Chapter 5, para 5-1 through 5-6. The Contractor may disseminate FOUO information to their employees who have a need to know for the information in connection with this task order. All FOUO material will be destroyed by tearing or shredding to make unreadable. Electronic media will be purged with approved software or destroyed through a physical process. The Contractor shall not transmit any FOUO information electronically over the Internet unless it is encrypted by FIPS140-2 standard. Alternative dissemination methods include secure fax; US Mail; and hand carry FOUO material. FOUO Information may be disseminated by a Contractors internal computer network if it is protected with a firewall and individual access is controlled using IDs and passwords.

**1.6.7.5** The Contractor shall not release any information or data to third parties without the express written approval of the Procuring Contracting Officer (PCO).

## **1.6.8 Meetings**

**1.6.8.1 Start of Work Meeting (SOWM):** The start of work meeting shall be coordinated with the COR to a mutually agreed upon date to occur within ten (10) business days after award. The meeting shall be held at TACOM at the Detroit Arsenal in Warren, Michigan, and last no more than one, eight hour day.

The contractor shall supply an agenda to the COR five (5) business days prior to the scheduled start of work meeting for Government review and comment. A final agenda shall be submitted to the COR no later than two (2) business days prior to the start of work meeting. The contractor shall prepare and submit to the COR summary/minutes of the start of work meeting within seven business (7) days after the start of work meeting. (A003/A006)

**1.6.8.2 Program Review:** Program reviews shall be coordinated with the COR with a mutually agreed upon date to occur approximately three (3), six (6), and nine (9) months after award; and, if applicable, approximately three (3), six (6), and nine (9) months after exercise of an option period.

**1.6.8.2.1** The contractor shall supply an agenda to the COR five (5) days prior to the scheduled start of the program review for Government review and comment (A006). A final agenda shall be submitted to the COR no later than two (2) business days prior to the program review. The contractor shall prepare and submit to the COR a summary/minutes of the program review within seven (7) business days after the program review. (A003)

**1.6.9 Contracting Officer Representative (COR):** The COR is an individual designated in accordance with DFARS 201.602-2 and is authorized in writing by the contracting officer to perform specific technical functions. The Contractor will receive a copy of the COR appointment letter after task order award that will specify the extent of the CORs authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quantity, delivery or any other term or condition of this task order.

**1.6.9.1 Functional Technical Representative (FTR):** The FTR is an individual designated and authorized in writing by the Contracting Officer to perform specific technical functions. The Contractor will receive a copy of the FTR appointment letter after task order award that will specify the extent of the FTRs authority. The FTR is not authorized to make any commitments or changes that will affect price, quantity, delivery or any other term or condition of this task order.

**1.6.10 Contract Manager:** The Contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the Contract Manager is absent shall be designated in writing to the Contract Specialist and the COR. 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 1500 Eastern Time, Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons.

**1.6.10.1** All communications shall be directed through the COR and the Task Order Manger/Program Manager for contractual matters in connection with this task order. No direct communications shall occur directly with onsite contractor personnel.

**1.6.11 Identification of Contractor Employees:** All Contractor personnel attending meetings, answering Government telephones, and working in other situations where its Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government Officials. 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 and may be required to wear certain business attire.

**1.6.12 Contractor Travel:**

Contractor personnel may be required to travel in order to perform this task order. The Government COR must authorize all travel in advance. Authorized travel shall be payable as a direct cost and vouchers for reimbursement of travel shall be included with the monthly invoice and approved by the COR prior to payment. There will be no reimbursement for local travel in and around contractors place of performance (within 50 mile radius). The contractor shall provide a written certification, prior to travel, that funds are available on the travel CLIN to complete the travel. Contractor shall use the lowest available airfare and accommodations available during normal business hours. Reimbursement for lodging and incidental expenses will be considered reasonable and allowable to the extent the costs do not exceed the rates allowed by the Joint Travel Regulation. In the event a hotels daily rate is above the allowed per diem rate, the contractor shall request approval to submit actual expenses from the COR prior to traveling.

Within seven (7) days from return from travel, the Contractor shall submit a travel report summarizing the trip and provide to the FTR or COR, if no FTR has been appointed, including the purpose, discussions, resolutions, actions, and the cost of the trip (A007).

**1.6.13 Government Approval of Individual Purchases of Other Direct Costs (ODCs):**

1.6.13.1 If the contractor has a DCMA-approved purchasing system, the contractor shall obtain the advance written approval of the PCO for each ODC purchase it makes in excess of \$2,000.

1.6.13.2 If the contractor does not have, or does not maintain, a DCMA-approved purchasing system, the contractor shall obtain the advance written approval of the PCO for each ODC purchase it makes in excess of \$1,000.

1.6.13.3 As part of each request it makes for advance PCO approval, as per 1.6.13.1 or 1.6.13.2 above, the contractor shall summarize the steps it has taken to solicit, evaluate, and price the proposed purchase, sufficient for the PCO to verify the fairness and reasonableness of the proposed price.

**1.6.14 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 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.

**1.6.15 Requirements to be Met by Contractor Personnel:** The Contractor's assigned personnel must be able to read, write, and speak English; must be U.S. citizens; must hold a valid U.S. "Secret" security clearance; the Contractor's assigned personnel who will be accessing U.S. 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 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.

**1.6.15.1 Equivalent Personnel.** The personnel specified in this Task Order are considered to be essential to work performance. At least 30 days prior to diverting any of the specified individuals to other programs or contracts (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employ of the Contractor), the Contractor shall notify the Contracting Officer and shall submit comprehensive justification for the diversion or replacement request (including proposed substitutions for personnel). The Contractor shall only propose use of replacement personnel that meet the minimum degree and experience for the position being filled. The Contractor shall not divert or otherwise replace any personnel without the written consent of the Contracting Officer. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee the Contracting Officer deems incompetent, careless, or otherwise objectionable.

**1.6.16 Inherently Governmental Functions:** The Contractor shall certify, at the SOWM, 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 the contractor 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 stating that they have read and will comply with FAR 7.5.

**1.6.17 Phase In/Phase Out Period:** To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall provide a phase-in and phase-out period as follows:

**1.6.17.1 Phase-in:**

**1.6.17.1.1 Phase In Plan:** The Contractor shall submit as part of its' proposal a detailed description of the procedures it will employ during the Phase-In period (which shall be the initial 60 days after task-order award) to meet full mission and operational capability. These procedures shall describe the steps the contractor will take and processes it will use in order to be prepared to assume complete responsibility for performance of this PWS no later than the end of the Phase-In period. These procedures shall include a detailed milestone chart and narrative describing the chronological sequence of events that will be accomplished during the Phase-In. Additionally, the Contractor shall include with the Phase-In plan a detailed staffing and recruitment strategy the Contractor proposes to utilize in order to meet the PWS requirements. Particular emphasis shall be placed on the phase-in period. This ramp up staffing plan shall include a schedule for implementation of Full-Time Equivalents (FTEs) by labor category. The Contractor shall provide to the COR the qualifications and experience of proposed personnel. The Contractor is required to reach full mission and operational capability within this 60 calendar day Phase-In period. (A002)

**1.6.17.1.2 -- Transfer of Property Accountability**

The Contractor shall become accountable for GFP when the Administrative Contracting Officer (ACO) transfers it from the Government Accountable records to the Contractor via Department of Army (DA) Form 3161 or Department of Defense (DD) Form 1149.

**1.6.17.1.3. Initial Inventory Procedures**

a. Initial Inventory

No later than 30 working days after Task Order award, the Contractor shall conduct a phase-in 100 percent joint inventory in accordance with AR 71-32, AR 710-2, DA Pam 710-2-1 and AR 735-5. The Contractor shall inventory on-hand supplies at a summary level (A002). This provision does not preclude prior inspection of Government Furnished Property/Equipment/Materials (GFP) by the Contractor. The operational or conditional status of all GFP/E/M shall be determined by the Contractor.

b. Contractor Custody

The Contractor shall establish and implement property management plans, systems, and procedures in accordance with FAR 52.245-1 and accept stewardship responsibilities upon receipt of Government Property. The Contractor shall document receipt of Government property and information necessary to meet the records requirements of FAR 52.245-1. The Contractor shall prepare, certify, and submit a detailed final Government Property Inventory Report (A002). The ACO will be the approving official of the Government Property Inventory Report. The Contractor shall maintain property custody records in a current status.

**1.6.17.2 Phase-out**

**1.6.17.2.1 Phase-out Requirements**

Sixty calendar days prior to the completion of this Task Order (to include option periods), an observation period shall occur, at which time management personnel of the incoming workforce may observe operations and performance methods of the incumbent Contractor. This will allow for orderly turnover of facilities, equipment, and records and will help to ensure continuity of service. The Contractor shall not

defer any requirements for the purpose of avoiding responsibility or of transferring such responsibility to the succeeding Contractor. The Contractor shall fully cooperate with the succeeding Contractor and the Government so as not to interfere with their work or duties.

#### **1.6.17.2.2 Phase-Out Plan**

The Contractor shall establish and implement plans for an orderly phase-out of the contracted operations at the expiration of this Task Order. The Contractor shall submit a Phase-out Plan (A003). The Contractor's phase-out procedures shall not disrupt or adversely affect the day-to-day conduct of Government business. The Contractor shall provide the ACO with copies of changes and revisions for review and approval prior to implementation.

#### **1.6.17.2.3 Phase-out - Transfer of Property Accountability Final Inventory**

One month prior to expiration of the Task Order or upon notification of Task Order termination, an inventory of all GFP shall be conducted by the Contractor and observed by the Government. The Contractor shall prepare, certify, and submit a detailed final inventory report (to be approved by the Government and the Contractor) (A002). The inventory shall include the same information called for in the initial inventory. During the final inventory, all GFP shall be jointly inspected. All discrepancies shall be disclosed and shall be corrected as determined by PCO. At the completion of the Task Order, the Contractor shall return all Government property, inclusive of all addition and minus transfers or dispositions. Returned Government property shall be in the same condition as it was when it was originally furnished, less normal wear and tear.

1.6.17.2.3.1 Final Report: Within 30 calendar days of Task Order completion, the contractor shall deliver a Final Report (A003).

#### **1.6.18 Deployment**

1.6.18.1 The Contractor shall be a U.S. citizen. The Contractor must possess appropriate documentation (i.e. passports, visa, etc.) prior to deployment to enter the task areas and perform this mission.

1.6.18.1.1 Weapons: Contractor employees are not authorized to carry a Government furnished weapon for self defense purposes in the Area of Responsibility (AOR). Contractor employees will not possess personally owned firearms in the Area of Responsibility (AOR).

1.6.18.1.2 Hazardous/War Zone: When and if entrance into a war zone area is required, the Government shall immediately notify the Contractor.

1.6.18.2 The Contractor, at their own expense, may rotate or replace personnel in OCONUS locations provided the rotating employees have received Individual Replacement Deployment Operation (IRDO) training, obtained a Common Access Card (CAC) through the Contractor Verification System (CVS), and have a valid Letter Of Authorization (LOA) in the Synchronized Predeployment Operational Tracker (SPOT) system, equivalent personnel notifications as cited in 1.6.15.1 have been completed and there is no degradation in mission results.

1.6.18.3 Personnel deployed to OCONUS locations shall be entitled to one (1) rest and relaxation (R&R) after having worked for a period of ninety (90) consecutive calendar days within twelve (12) months of continuous service. This R&R shall not exceed twenty-one (21) consecutive calendar days. The time for R&R begins when the employee leaves or is considered in a non-working status and ends when (s)he returns to base or a working status. The Government will only reimburse for airfare not to exceed (NTE) \$3,000.00 (USD)/trip. This airfare will be reimbursed based on actual cost NTE \$2,000.00. Hourly wages or per diem are not allowable costs for R&R. (Joint Travel Regulations (JTR) found: <http://www.defensetravel.dod.mil/site/travelreg.cfm>)

#### 1.6.18.4 Deployment Processing

1.6.18.4.1 Contractor personnel deploying to SWA must attend Individual Replacement Deployment Operation (IRDO) training at Camp Atterbury for deployment processing prior to deployment.

1.6.18.4.2 IRDO is a six (6) day process. It starts on Sunday and ends the following Friday.

1.6.18.4.3 The Government must make an appointment for processing for each Contractor deploying personnel no more than 6 weeks prior to deployment. Appointments are made by visiting the SCHEDULING section of the IRDO website at <http://www.campatterbury.in.ng.mil/CivilianContractorDeploymentRedeploymentInfo/tabid/1101/Default.aspx>; additional IRDO information can be obtained from this website, also.

1.6.18.4.4 Upon arrival at Camp Atterbury, Contractor personnel shall report to the 138th Regional Training Institute Professional Education Center, Building 5, Camp Atterbury, Edinburgh, IN.

1.6.18.4.5 The Contractor shall coordinate all IRDO enrollments with the COR.

1.6.18.4.6 Contractor personnel attending IRDO must bring copies of their medical and dental records that are valid for the deployment period (Note: Physicals are valid for 1 year; Medical Validations are good for 30 days).

1.6.18.4.7 The Contractor shall pay for shots, physicals, and any other needed medical evaluations required in order for its designated employees to be medically cleared for deployment. The Contractor shall be prepared to go off-post to complete any additional medical requirements identified during the IRDO medical clearance process.

1.6.18.4.8 If the Contractor is deploying personnel hereunder who have deployed through CRC/IRDO before, such personnel shall bring any and all previously issued equipment (examples: Kevlar vest, Kevlar helmets, and sleeping bags) with them when they report to IRDO. If the Contractor personnel do not have the equipment issued by CRC/IRDO from prior deployment, the Contractor shall be held responsible for any previously issued equipment before new equipment is issued.

1.6.18.4.9 Personnel Support/Letter of Authorization (LOA). Every deploying contractor employee must obtain a Common Access Card (CAC) and a letter of authorization (LOA) from the Synchronized Predeployment & Operational Tracker (SPOT) system, prior to deploying to Afghanistan. The Contractor shall provide information to enable the Government to develop a LOA containing all the information that is needed to request a Call Forward and IRDO request. The Contractor shall provide transportation for their personnel from point of origin to IRDO and return.

1.6.18.4.10 The Common Access Card (CAC) will be issued to Contractor personnel at the IRDO (see paragraph 1.6.18.4.1 above).

1.6.18.4.11 The COR will validate each Contractor request for an LOA. The Contracting Officer will, if appropriate, approve the LOA for each deploying Contractor employee in the SPOT system authorizing the following privileges and support: Army Post Office, CAAF, billeting, commissary, Government furnished meals, dining facility, excess baggage, military issued protective equipment, resuscitative care and emergency medical/dental, military air, transportation, military exchange, military banking, I.D. card/CAC as identified in clause 952.225-0011. In addition, to the privileges and support listed in the clause, for Afghanistan only LAUNDRY IS AUTHORIZED: The Government will provide contractor personnel/employees the equivalent no-cost laundry service available to Government employees and military personnel. The Contractor shall use the Synchronized Predeployment & Operational Tracker (SPOT) data base before traveling to IRDO for processing. The following is the SPOT internet address: <https://spot.altess.army.mil/privacy.aspx>.

1.6.18.4.12 The Contractor shall review and familiarize its employees with DA PAM 715-16, Contractor Deployment Code. The Contractor shall bring up any outstanding questions or issues due to this guide at the Start of Work meeting, prior to deployment of personnel. At any point during the performance of work on this task order the Contractor shall notify the COR in writing if there are any issues or violations of DA PAM 715-16 requirements.

1.6.18.5 The Government will provide transportation to the AOR from CONUS and then for their return to CONUS under a standard tour of twelve months (12) for the Base Period and twelve (12) months for each Option Period, if exercised. If for any reason an employee must be removed from AOR OCONUS, per Sections 2.6.11 the employee removal must be coordinated with the Contracting Officer, but that employees transportation is considered a rotation and at the expense of the contractor under Section 1.6.18.2. This would be from the nearest major airport that has flights to Southwest Asia. Excess baggage is only authorized consistent with military travel policies in effect. The Government shall provide transportation into and out of AOR sites. The flights into and out of AOR sites shall be by military aircraft. The Government will furnish on-site transportation for contractor employees located in AOR.

1.6.18.6 Living Conditions.

1.6.18.6.1 Depending on the AOR, the Government will provide housing for the contractor employees in AOR, meals, billeting, Resuscitative Care (emergency medical care, emergency dental care), use of APO/FPO, and access to base exchange, commissary, on- post bank, morale and welfare activities and

available chaplains. If subsistence changes during deployment (e.g. the Combatant Commander or subordinate Commander changes the authorizations), the Contractor must notify the Contracting Officer. AFGHANISTAN: Emergency care will be available in accordance with DFARS 252.225-7040, paragraph (c)(2)(i).

Reimbursable emergency medical services are billable to the Defense Base Act (DBA) Insurance carrier. Therefore, each LOA shall include the policy number, address, and POC information for the DBA insurance carrier. The DBA insurance is not required until after award; however, contractors shall provide the information prior to deploying personnel.

1.6.18.6.2 The contractor employees accompanying the force are not authorized to wear military uniform, except for specific items required for safety and security. The Combatant Commander, subordinate Joint Force Commander (JFC), or Army Force (ARFOR) Commander may require that Contractor employees be issued and be prepared to wear Organizational Clothing and Individual Equipment (OCIE), to include Chemical, Biological, and Radiological Element (CBRE) and High-Yield Explosive defensive equipment, necessary to ensure Contractor personnel safety and security.

1.6.18.6.3 The contractor employees shall sign for all issued OCIE to acknowledge receipt and acceptance of responsibility for the proper maintenance and accountability of the OCIE. The Contractor employees shall return all issued OCIE to the Government at the place of issue unless directed otherwise by the Contracting Officer. The Contracting Officer shall require the Contractor to reimburse the Government for OCIE lost, stolen, or damaged due to Contractor negligence or misconduct.

1.6.18.6.4 While performing duties in accordance with the terms and conditions of the task order, the Service Theater Commander will provide force protection to the contractor employee(s) commensurate with that given to Service/Agency (e.g. Army, Navy) civilians in the operations area. As required by the operational situation, the Government may at its discretion relocate contractor employees (who are citizens of the United States, aliens in resident in the United States, or third country nationals, not residents in the host nation) to a safe area or evacuate them from the area of operations. The U.S. State Department has responsibility for evacuation of non-essential personnel.

1.6.18.6.5 The Contractor shall ensure that each employee who is hired by or for the Contractor (including subcontractors) and who may be required to deploy in support of military operations acknowledges in writing that they understand the danger, stress, physical hardships, and field living conditions that are possible if the employee deploys in such support. The Contractor shall ensure that contents of this paragraph are included in all subcontracts. Due to further force security issues and concerns in theater, many commands are asking for verification of the status of our Contractors security background. As a result, the Contractor must maintain a completed background check on file for each employee that will be deployed.

1.6.19 Deployment Information. The below is intended to supplement and clarify DFARS 252.225-7040 Contractor Personnel Authorized to Accompany US Armed forces Deployed Outside the United States (Jul 2009). In the event of a conflict or ambiguity between this Section and DFARS 252.225-7040, the DFARS provisions shall control.

1.6.19.1 Prior to deployment, the Contractor shall ensure that all deployable personnel are medically and physically fit to endure the rigors of deployment in support of a military operation IAW 952.225-0003. Employees who fail to meet medical or fitness standards, or who become unfit through their own actions, will be removed from the area of operations and replaced at the Contractors expense. Deploying contractor employees shall carry with them a minimum of a 180 day supply of any medication they require. Military facilities will not be able to replace many medications required for routine treatment of chronic medical conditions such as high blood pressure, heart conditions, asthma, and arthritis. Contractor employees will review both the amount of the medication and its suitability in the foreign area with their personal physician and make any necessary adjustments prior to deployment. See 952.225-0003

1.6.19.2 If glasses are required, contractor employees will deploy with two pairs of glasses and a current prescription. Copies of the prescription will be provided by the employee to the CRC/IRDO so that eyeglass inserts for use in a compatible chemical protective mask can be prepared.

1.6.19.3 The Government requires a medical screening at the IRDO for FDA approved immunizations, which shall include DNA sampling. The Government shall provide the contractor employees with Chemical Defensive Equipment (CDE) familiarization training commensurate with the training provided to Department of Defense civilian employees. The training and equipment will be provided at the IRDO for employees traveling from CONUS.

1.6.19.4 The Government shall provide the contractor employees with the necessary Isolated Personnel Report (ISOPREP) and Survival Evasion Resistance Escape (FPI/SERE) training. This training will be conducted at the IRDO.

1.6.19.5 The Contractor shall ensure that their employees obtain any appropriate passports and VISAs before they will be allowed to enter IRDO. The Contractor shall ensure that all deploying individuals have the required identification tags and cards prior to deployment. In addition to the DD FM 489 (Geneva Convention Card) issued at the point of deployment, all Contractor employees will be issued personal identification tags and a CAC, if available before deployment. Personal identification tags will include the following information: full name, social security number, blood type, and religious preference. Contractor employees will maintain all issued cards and tags on their person at all times while OCONUS. These cards and tags shall be obtained through CRC/IRDO, and shall be promptly returned to the Government upon redeployment.

1.6.19.6 Before deployment, the Contractor shall ensure that each contractor employee completes at least three (3) DD Forms 93 (Record of Emergency Data Card). One completed form is for the CRC/IRDO, one copy for the Armys Casualty & Memorial Affairs Operations Center (CMAOC), and one copy for the Army Materiel Command (AMC) Logistics Support Element (LSE) Contractor Coordination Cell (CCC) or other designated liaison.

1.6.19.7 As Executive Agent for mortuary affairs, the Army will facilitate the notification of Next of Kin (NOK) in the event that a U.S. citizen contractor employee accompanying the force OCONUS dies, requires evacuation due to injury, or is reported missing. The Department of the Army will ensure that the

Contractor notifies the employees primary and secondary NOK. In some cases, an Army notification officer may accompany the employers representative. Notification support by the Army is dependent upon each contractor employee completing and updating as necessary, the DD Form 93 (Record of Emergency Data Card).

1.6.19.8 The Contractor is responsible for the evacuation of contractor employee remains from AOR. The Contractor shall ensure that health and life insurance benefits provided to its deploying employees are in effect in the theater of operations and allow traveling in military vehicles.

1.6.19.9 Unless prohibited by international agreement, the Contracting Officer shall provide a Letter of Authorization (LOA) for deployed Contractor personnel. See DFARS 252.225-7040 (c) (4). This is the document contractor employees must carry with them as authorization for use of Government transportation, medical facilities, billeting, and other entitlements.

1.6.19.10 Depending on the AOR, the LOA shall authorize the following privileges: APO/FPA; Billeting; CAC/ID Card; Commissary; DFACs; Excess Baggage; Fuel Authorized; Govt furnished meals; Military Banking; Military Exchange; Military Issued Equipment; Milair; MWR; Resuscitative Care; and Transportation.

1.6.19.11 Contractor employees are not authorized to use Invitational Travel Orders.

1.6.19.12 Contractor personnel may be required to travel to other countries within the SWA AOR on a temporary basis to provide assistance.

1.6.19.13 The following is additional information that the Government will need to process personnel going to SWA AOR. See DFARS 252.225-7040 (c) (4).

**SPOT Information**

Deployees Information: Last Name:

First Name: Middle Initial: Gender:

SSN:

Work Information: Company/Organization:

Contract# /Location of Company/Organization: Email Address:

Native Organization: Position:

Work Phone: Admin POC: Name:

Office Phone Number: Email Address: Supervisors Information:

For All: Deployees Government Point of Contact Information (24 hrs, 7 days/week): Name: Government will add in following at award of task order

Title:

Organization or Company:

Office Phone Number: DSN: COM: Home Phone Number:

Cell Phone Number: Email Address:

If Contractor, Companys Point of Contact Information (24 hrs, 7 days/week): Name:

Title:

Organization or Company: Office Phone Number:

Home Phone Number: Cell Phone Number: Email Address:

Personal Information: DOB (Date of Birth):

POB (City, State, Country): Home Address:

Cell Phone Number: Home Phone Number:

Next of Kin Name/Relationship: Next of Kin Address:

Next of Kin Phone # (H, W, & Cell): Passport # / Expiration Date: Location & Date Passport Issued:

If Contractor, Visa Number / Expiration Date:

If DOD Civilian/Military, Have You Initiated Form 1297 Request for Country Clearance? (Y/N): Blood Type: Security Clearance:

CRC/IRDO or SRP\*: (\*SRP is alternate training with a unit when deploying with it)

Requested Date/Location: / ex. Ft. Benning

MILAIR (Y/N): Y OCONUS Information: Arrival Date: Country Arriving:

Theater Location (City / Camp): Supporting Organization for this Trip: Person Replacing (or None):

Anticipated Departure (Return) Date:

Contractor Doha/Arifjan Badge If Staying Longer than 14 days (Need Y/N): CFLCC Security Badge / Expected Duration (From-to):

If Military, Weapon Type and Serial # (if taking): Laptop Model and Serial # (if taking):

CAC Card Expiration Date: Started Anthrax\* Shots (Y/N):

For Personnel Staying in Kuwait ONLY:

Housing Accommodation Required (Y/N) / How Long? Vehicle Required (Y/N):

If Yes, Provide copy of Drivers License.

Sponsorship required, if staying more than 180 days (Y/N):

## **PART 2 DEFINITIONS**

### **2. Definitions:**

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

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

2.3. Contracting Officer's Representative (COR). An employee of the U.S. Government appointed by the contracting officer to 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.

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

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

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

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

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

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

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

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

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

2.13 Cross-Functional Integrated Product Team (IPT). Non-reoccurring IPT established to research, troubleshoot, brainstorm, investigate, or solve issues pertaining to any of the systems or subsystems cited in 1.4.1. A Cross-Functional IPT may be short or long in duration and comprised of any mixture of expertise from Task Areas 1-4 as described in section 5 below.

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**PART 3**  
**GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, INFORMATION AND SERVICES**

**3. Government-Furnished Items and Services:**

**3.1 Government-Furnished Information** (QA Checklists, Templates, drawings, blueprints and user guides) shall be provided by the applicable FTR in performance of this task order. All Government-Furnished Information shall be used in performance of this task order and shall be returned to the Government upon completion of this task order.

**3.2 Utilities.** All utilities in the facilities will be available for the contractors use in performance of duties outlined in this PWS on Government Installations. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

**3.3 Facilities.** Most of the work to be performed must occur on-site in the offices of the Robotics Systems Joint Project Office (sites cited in 1.5). Each contractor employee assigned to work on-site will be provided equipment, supplies, and computer resources adequate to accomplish their assigned tasks. The government will provide office space, office supplies, computer equipment, internet and web access, telephone and reproductions facilities as required. Each contractor employee will have the responsibility to ensure safekeeping of Government-Furnished Equipment (GFE) while it is in their possession. In the event that GFE is lost, damaged, or destroyed, while in the contractors possession, a determination will be made if the employee is at fault. If the employee is determined to be at fault, the contractor will be responsible for the cost of repairing or replacing the GFE. In assigning office space, special attention will be given to recognize the nature of services performed by the contractor.

**3.4 Interagency Fleet Management System Vehicles:** Usage of Interagency Fleet Management System Vehicles, Government Leased Vehicles, Government Vehicles, or Government transportation equipment may be required under this task order.

The contractor shall obtain insurance, in the minimum amounts specified below, and shall maintain the insurance for the duration of performance under this task order, in accordance with Federal Acquisition Regulation (FAR) 52.228-5, Insurance Work on a Government Installation and FAR 52.228-8, Liability and Insurance Leased Motor Vehicles. This shall be charged as an allowable expense under Other Direct Costs.

a. Workers compensation and employers liability. The contractor shall provide employers liability insurance of at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers compensation to be written by private carries. (See FAR 28.305(c) for treatment of contracts subject to the Defense Base Act.).

b. General Liability. The contractor shall provide bodily injury liability insurance, written on the comprehensive form of the policy, of at least \$500,000 per occurrence.

c. Automobile Liability. The contractor shall provide automobile liability insurance, written on the comprehensive form of the policy. The policy shall provide and maintain insurance covering the contractors liabilities as stated in FAR 52.228-8.

**3.4.1 Written Notification of Insurance Required:** Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained in accordance with FAR 52.228-5.

**3.5 Driver Certification.** The provisions of Army Regulation (AR) 600-55, Chapters 2-7, apply to this task order. Contract employees shall be certified at the contractors expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The contractor shall provide written certification to the COR for all qualified and certified individuals performing work under this task order to operate of Interagency Fleet Management System Vehicles, Government Leased Vehicles, Government Vehicles, or Government transportation equipment by location. Certification requirements may vary based on the location of performance; therefore, the contractor shall comply with the certification requirements for each location of performance listed in section 1.5. The contractor shall verify local certification requirements with the transportation office at each place of performance.

**3.6** The Contractor shall return to the Government all GFE/M/I, as defined above, furnished to the Contractor for performance of this Task Order at the end of the period of performance.

**PART 4**  
**CONTRACTOR ACQUIRED ITEMS AND SERVICES**

**4. Contractor Acquired Items and Responsibilities:**

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

**4.2 Secret Facility Clearance:** 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 Task Order shall have been granted a Secret security. The DD 254 is provided as Attachment 0019.

**4.3 Non-Disclosure Agreement.** The Contractor and all of its employees shall sign a non-disclosure agreement (NDA) with RSJPO to ensure compliance and protection of vendor sensitive data throughout the Agile Process and NIE events. 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 Contractor's expense, IAW Operations Security requirements when assigned and utilizing GFE (i.e. computers, BlackBerries). Mandatory training also includes OPSEC, Annual Security, Threat Awareness and Reporting, and DOD Information Assurance Awareness Training, all of which are to be performed at the Contractor's expense.

## **PART 5**

### **SPECIFIC TASKS**

5.0 The Contractor shall provide program Engineering and Technical Management support, Logistics support, Product Assurance, Test, and Configuration Management (PATCM) support, and Program Management and Administrative Support, as described in this PWS in support of the RSJPO global mission in 4 task areas, as set forth below:

#### 5.1 Task Area 1. Engineering and Technical Management

##### 5.1.1 Systems Engineering

5.1.1.1 The contractor shall provide the following Systems Engineering services for the Integrated Defense Acquisition, Technology, and Logistics Lifecycle Management System and acquisition milestone framework IAW references defined in 6.1.

5.1.1.1.1 The contractor shall:

- a. Create systems engineering plans with Deputy Under Secretary of Defense, US Army PEO Ground Combat Systems (PEO GCS), and Marine Corps Systems Command (MARCORSYSCOM) guidance, provided by the Functional Technical Representative (FTR), as identified by the cross-functional Integrated Product Team (IPT) (A002).
- b. Produce Performance Specifications, Product Descriptions, and/or Performance Work Specifications in accordance with SD-15, Guide for Performance Specifications for new and modified systems and subsystems, as identified by the cross-functional IPT (A002).
- c. Provide systems engineering recommendations for technical reviews (Initial Technical Review (ITR), Alternative System Review (ASR), System Functional Review (SFR), Systems Requirements Review (SRR), Software Specification Review (SSR), Preliminary Design Review (PDR), Critical Design Review (CDR), Test Readiness Review (TRR), Functional Configuration Audit (FCA), Physical Configuration Audit (PCA), Production Readiness Review (PRR), and In-Service Review (ISR)) for robotic systems and subsystems identified in 1.4.1, and as identified by the cross-functional IPT, to the FTR (A002).
- d. Provide recommendations for the development of a Requirements Traceability Matrix (RTM) for documenting traceability for robotic systems to ensure bi-lateral traceability from user capabilities (Initial Capabilities Document (ICD), Capabilities Development Document (CDD), or Capabilities Production Document (CPD)) to performance specifications and materiel solutions, and ensure materiel solutions can be traced back to user requirements as identified by the cross-functional IPT (A002).
- e. Attend and provide recommendations in weekly interoperability IPT and cross-functional IPTs and provide to the FTR (A002).

- f. Develop, document, and maintain the system and subsystem architecture diagram and related products for systems and subsystems listed in 1.4.1 IAW DoD Architecture Framework as cited in 6.1, as identified by the cross-functional IPT (A002).
- g. Review, evaluate, and provide recommendations to Engineering Change Proposals (ECPs) for robotic systems and subsystems regarding technical and design-related impacts and provide the results of the evaluation to the FTR (A002).
- h. Conduct market research to assess current industry and government technologies, as identified by the cross-functional IPT and provide evaluations of Technical Readiness Levels for integration into RSJPO systems to the FTR (A002).
- i. Research and provide recommendations on ways to maximize the use of standard/common parts and technologies to find commonalities across the systems cited in 1.4.1, as identified by the cross-functional IPT, and provide the results to the FTR (A002).
- j. Research and provide recommendations of alternate sources for components of systems and subsystems cited in 1.4.1, as identified by the cross-functional IPT, and provide the results to the FTR (A002).
- k. Conduct failure analysis on systems and subsystems cited in 1.4.1 when failures occur in test, training, operational use, and operational assessment, and present findings of each failure analysis to the FTR (A002).
- l. Provide recommendations for the integration of technologies and components into systems and subsystems cited in 1.4.1 to improve performance, reduce costs, and improve sustainability. These recommendations shall include defining the degree of integration efforts, evaluating performance of systems and sub-systems, defining and documenting technical interfaces, evaluating test plans and procedures, and the validation of final design and product, as identified by the cross-functional IPT (A002).
- m. Provide recommendations for establishing and conducting Reliability, Availability, and Maintainability (RAM) Requirements/Assessments for Robotic Systems and Parts, as identified by the cross-functional IPT, to the FTR (A002).

## 5.1.2 Software Engineering

### 5.1.2.1 The contractor shall:

- a. Review, analyze and provide recommendations regarding software and software safety documentation provided by developers of the systems and subsystems cited in 1.4.1, as identified by the cross-functional IPT, and provide the results to the FTR (A002).

- b. Identify software related system hazards and analyze the test requirements for safety critical and safety related software systems, as identified by the cross-functional IPT, and provide the findings to the FTR (A002).
- c. Perform software quality assurance audits IAW requirements developed and provided by the cross-functional IPT and provide the results to the FTR (A002).
- d. Provide recommendations regarding the preparation of software test plans, software safety assessments, software requirements analysis and traceability, software requirements for system performance specifications, software schedule and cost estimates, software design analysis, software problem report analysis, analysis of developer software documentation, and system software safety management plans, as identified by the cross-functional IPT, and provide to the FTR (A002).
- e. Attend meetings and communicate with DoD Joint Services to identify system software requirements. The contractor shall create and update briefing charts and provide the charts to the FTR ( A004).
- f. Attend weekly cross-functional IPTs and provide recommendations to the FTR regarding software system safety, system/software development, product development inspections/peer reviews, formal and informal reviews, technical status meetings, configuration management activities, and integration and testing activities to improve operability of systems and subsystems listed in 1.4.1 (A002).

### 5.1.3 Safety Engineering

#### 5.1.3.1 The contractor shall:

- a. Attend weekly system platforms IPTs and cross-functional IPTs and provide recommendations regarding safety engineering for all systems and subsystems cited in paragraph 1.4.1 to the FTR (A002).
- b. Provide recommendations regarding the RSJPO safety program, IAW AR 70-1, AR 385-10, MIL STD 882, and MARCORSYSCOM Environmental, Safety, and Occupational Health (ESOH) Handbook, as identified by the cross-functional IPT, to the FTR/Technical POC (A002).
- c. Serve as a liaison with DoD Joint Services to identify safety requirements IAW AR 70-1, AR 385-10, MIL STD 882, and MARCORSYSCOM ESOH Handbook, and create and update safety documentation, and provide to the FTR ( A004).
- d. Review, analyze, and provide recommendations regarding safety documentation provided by developers of the systems and subsystems cited in 1.4.1, as identified by the cross-functional IPT, and provide the results to the FTR (A002).
- e. Identify safety related system hazards, analyze the test requirements for safety critical and safety related systems, and recommend testing to validate system safety as identified by the cross-functional IPT, and provide the findings to the FTR (A002).

- f. Conduct analysis for system design including safety devices, warning devices, procedures and training as a result of failures that occur in test, training, operational use, or operational assessment of systems and subsystems cited in 1.4.1 and provide recommendations to the FTR (A002).
- g. Create supporting safety/data packages IAW AR 70-1, AR 385-10, MIL STD 882, and MARCORSYSCOM ESOH Handbook and provide recommendations for the safety review/certification processes of DoD Joint Services, as identified by the cross-functional IPT, to the FTR (A002).
- h. Track safety actions IAW MIL-STD 882 and update the Hazard Tracking System (HTS) database for each system in RSJPO. Includes maintaining the HTS through either the PEO GCS or RSJPO Knowledge Center (PEO Portal) website or other internally accessible database as identified by the FTR (A001).
- i. Provide recommendations in the development of a System Safety Program Plan(s) and for System Safety Working Group(s), as identified by the cross-functional IPT, and provide to the FTR (A002).

#### 5.1.4 Engineering Technical

##### 5.1.4.1 The contractor shall:

- a. Monitor Technical Management robotic asset inventory, conduct quarterly inventories, and report shortages to the FTR (A002).
- b. Provide Field Service Representative (FSR) services of monitoring testing and repairing test assets during developmental testing on RSJPO Robotic systems and subsystems cited in paragraph 1.4.1 (A001).
- c. Perform troubleshooting, fault isolation, calibrations, and the configuring of radio frequencies in electronic, mechanical, electro mechanical and electro hydraulic components on robots during testing and provide results of the investigation to the FTR (A002).
- d. Manage static displays and robotic demonstrations/conferences. This shall consist of demonstrating robotic operations and explaining capabilities to conference attendees (A001).
- e. Attend weekly cross-functional IPTs and provide recommendations regarding improving system development to the FTR (A002).
- f. Provide recommendations to the FTR on the operation and maintenance of robotic systems and subsystems cited in 1.4.1, including: computer programming, analysis of malfunction reports, trouble shooting, and repair (A002).
- g. Before and after usage, perform maintenance and repairs of Technical Management robotic systems and subsystems cited in 1.4.1 IAW government quality assurance (QA) checklists provided by the FTR (A001).

- h. After maintenance and repairs are performed, update records utilizing the Catalog Ordering Logistics Tracking System (COLTS) (A001).
- i. Attend and successfully complete initial maintenance and repair training and attend refresher training (provided by the government) as technical changes occur on the systems and subsystems cited in 1.4.1 (A001).
- j. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

#### 5.1.5 Risk Management

##### 5.1.5.1 The contractor shall:

- a. Perform risk management assessment IAW the Risk Management Plan of systems and subsystems cited in 1.4.1 and provide recommendations to the FTR (A002).
- b. Track, monitor, and report potential risk for the systems and subsystems utilizing the Risk Recon software tool located on the PEO GCS Knowledge Center (PEO Portal) website, IAW the Risk Management Plan and provide to the FTR (A002).
- c. Create briefings and summaries of risk management status for Program Management Reviews and risk updates and provide to the FTR (A004).

#### 5.1.6 Radio Frequency Engineering

##### 5.1.6.1 The contractor shall:

- a. Provide Radio Frequency (RF) engineering for all systems and subsystems cited in 1.4.1, as identified by the cross-functional IPTs (A001).
- b. Monitor and investigate RF regulatory requirements, recommend courses of action for compliance with regulatory requirements, and provide recommended courses of action and notice of regulatory changes to the FTR (A002).
- c. Prepare the DD1494, Application For Equipment Frequency Allocation, for new radio applications and any modifications to the radio, system, or radio frequency and provide it to the FTR (A002).
- d. Assemble radios and related communications hardware prototypes, test radio and related communications hardware in a Government laboratory, unless otherwise identified by the FTR, and test radio and related communication hardware in a field setting, as identified by the cross-functional IPT, and provide results to the FTR (A002).

- e. Troubleshoot communication systems and recommend corrective actions to the FTR in the event of radio or communication concerns regarding failures, performance limitations, and deviations from expected performance, as identified by the cross-functional IPT (A002).
- f. Obtain communications data from test results, vendors, and other government agencies for evaluation, as identified by the cross-functional IPT, and provide to the FTR (A002).
- g. Provide recommendations on compatibility of equipment and frequency spectrum associated with systems and subsystems cited in 1.4.1, as identified by the cross-functional IPT, to the FTR (A002).
- h. Conduct market research to assess current industry and government technologies and provide evaluations of Technical Readiness Levels for integration into RSJPO systems to the FTR (A002).
- i. Create and review test plans for communications systems performance associated with systems and subsystems cited in 1.4.1, as identified by the cross-functional IPT, and provide to the FTR (A002).
- j. Attend and gather information from the spectrum allocation planning IPTs of external agencies, to include the National Telecommunications Information Agency (NTIA), Army Spectrum Management Office (ASMO), Army Frequency Management Office (AFMO), Joint Spectrum Center (JSC), and special IPTs led by other Executive Branch departments. The contractor shall maintain visibility of pieces of the spectrum being reallocated or auctioned to the Federal Communications Commission (FCC), and provide cost/impact information recommendations on how loss of those pieces of the spectrum will impact the RSJPO to the FTR (A002).

## 5.2 Task Area 2. Logistics

### 5.2.1 Program Logistics

#### 5.2.1.1 The contractor shall:

- a. Serve as a Logistics Support Manager for a Foreign Military Sales (FMS) program procuring robots and support equipment for foreign military customers. This involves answering questions from other RSJPO or FMS personnel working with the FMS Program. Ensures the FMS program personnel and foreign military customers have all the necessary logistics information required for the purchase and sustainment of robots.
- b. Develop and integrate all elements of logistic support for the life cycle of the robotic systems. Monitor and provide technical assistance to the cross-functional IPT in developing integrated logistics support plans and addressing all of the principal elements of support related to the total system life cycle. The elements include: the maintenance plan, support and test equipment, supply support, depot maintenance, transportation and handling, technical data retrieval, identification of system peculiar facilities requirement, personnel and training, logistics support resource funding and logistics support management information. (A002)

- c. Analyze Materiel Fielding Agreements, Mission Support Plans, Materiel Requirement Lists, and Materiel Fielding Plans for acquisitions and provide updated information, when systems or subsystems cited in 1.4.1 are modified or upgraded to the FTR (A002).
- d. Develop Core Logistics Analysis Plan, Core Depot Assessment Plan, and Source of Repair Analysis Plan in accordance with AR 700-127 for acquisitions or when systems or subsystems cited in 1.4.1 are modified or upgraded and provide to the FTR (A002).
- e. Assemble RSJPO Type Classification documentation and Materiel Release packages for acquisitions or when systems or subsystems cited in 1.4.1 are modified or upgraded and provide to the FTR (A002).
- f. Attend all weekly Non-Standard Equipment (NSE) meetings, retrograde meetings/Video Tele Conferences (VTCs), robotic program IPT meetings, Capability Development for Rapid Transition (CDRT) meetings/VTCs, take minutes and provide feedback to the FTR. Meetings are held at Warren, MI or Selfridge ANGB, MI.(A003)

## 5.2.2 Logistics - OCONUS

### 5.2.2.1 The contractor shall:

- a. Review and provide recommendations to the FTR to update RSJPO/JRRF logistics policies, procedures, and practices IAW DoD 5000.1 and 5000.2, AR 700-127, AR 700-142, and AR 70-1 (A002).
- b. Update COLTS database daily for asset visibility and accountability, parts ordering, parts receipting, inventory management, and shipping management (A001).
- c. Update the Officer-In-Charge (OIC) daily via email of logistics operations (A002).
- d. Provide recommendations to the FTR for resolving logistical and supply issues (A002).
- e. Perform daily warehouse duties: onloading and offloading of inbound and outbound shipments, shipping items to CONUS and OCONUS locations, receipt of items into COLTS, and updating the Property Book (A001).
- f. Perform examination of receipted materials when received and report damages to the FTR (A002).
- g. Perform quarterly physical equipment and property inventory assessments and update COLTS to reflect current levels (A002).
- h. Monitor inventory of stock located at the Joint Robotics Repair and Fielding Activity (JRRF) and Detachments (JRRD) and process ordering requirements for parts to all training systems and subsystems in performance of this task order (A001).

i. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

### 5.2.3 Maintenance - OCONUS

5.2.3.1 The contractor shall:

- a. Review and provide recommendations to the FTR to update RSJPO/JRRF maintenance policies, procedures, and practices (A002).
- b. Review work orders daily for completeness and accuracy, provide on the job training for technicians, and manage workload based on readiness requirements and priorities (A001).
- c. Update the Officer In Charge (OIC) daily via email of maintenance operations, including status of robot repair, open and closed work order status and number of systems ready for issue (A001).
- d. Based on performance, i.e. low productivity, incorrect work orders, quality control failures, excessive parts usage, conduct site inspections in accordance with RSJPO Checklist, provided by the FTR, to validate work order repair procedures are being followed by contractor personnel and report results to the FTR (A002).
- e. Maintain readiness and accountability of support equipment (shop tools, hand tools, work tables, shop equipment) utilizing COLTS (A001).
- f. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

### 5.2.4 ROBOTICS

5.2.4.1 Robotics Training. The contractor shall:

- a. Provide recommendations in the analysis, design, development, and facilitation of RSJPO training materials for acquisitions and when systems or subsystems cited in 1.4.1 are modified or upgraded and provide to the FTR (A002).
- b. Provide after action training reports summarizing the outcome of all training provided to the FTR (A001).
- c. Based on Unit requests, provide training of systems and subsystems cited in 1.4.1 via Maintenance and Repair Course (RMRC), Mobile Training Teams (MTTs), and New Equipment Training (NET) to Marine Corps, Air Force, Army, Army National Guard (ANG), and Marine and Army Reserve units (A001).
- d. Provide recommendations to the FTR for improving the following events: Robot Maintenance and Repair Course (RMRC), Mobile Training Teams (MTTs), and New Equipment Training (NET) (A002).

- e. Update training materials when modifications or upgrades are made to systems and subsystems cited 1.4.1, and distribute training materials to users and the FTR at CONUS and OCONUS sites listed in 1.5 (A001/A002).
- f. Manage static displays and robotic demonstrations/conferences. This shall consist of demonstrating robotic operations and explaining capabilities (A001).
- g. Attend weekly cross-functional IPT meetings and provide recommendations for improving training curriculum, repair techniques, and operator usage and provide to the FTR (A002).
- h. Develop detailed lesson plans, programs of instruction, training aids for operation and maintenance procedures through review of publications, charts, drawings, reports, and blueprints, provided by the FTR, for acquisitions and when systems or subsystems cited in 1.4.1 are modified or upgraded, IAW with TRADOC standards (AR 350-1, 350-7, FM 25100) and provide to the FTR (A002).
- i. Create and develop PowerPoint training presentations for acquisitions and when systems or subsystems cited in 1.4.1 are modified or upgraded and provide to the FTR (A004).
- j. Perform maintenance, repairs, and functional tests of RSJPO robotic training systems and subsystems cited in 1.4.1 after each training class (A001).
- k. Submit work orders, document repair time, and request parts required to repair robotic training systems via COLTS daily (A001).
- l. Maintain accountability of all training equipment and systems in COLTS and Property Book Unit Supply Enhanced (PBUSE) (A001).
- m. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

5.2.4.2 Robotics Repair. The contractor shall:

- a. Perform daily maintenance and repairs of RSJPO robotic systems and subsystems cited in 1.4.1 (A001).
- b. Perform daily troubleshooting, fault isolation, calibrations, and the configuring of radio frequencies in electronic, electro mechanical and electro hydraulic components on robots and software programming, analysis of malfunction reports, and removing and replacing of subsystems and parts on systems and subsystems cited in 1.4.1 (A001).
- c. Submit work orders, document repair time, and request parts required to repair robots via COLTS daily (A001).
- d. Perform daily Quality Assurance (QA) checks on new or repaired systems and subsystems cited in 1.4.1 IAW government QA checklists provided by FTR (A002).

- e. Develop and maintain repair procedures and repair training aids for current robotic platforms and as modifications are fielded to systems and subsystems cited in 1.4.1 (A001).
- f. Maintain accountability and readiness of tools and shop supplies for robotic repairs of systems and subsystems cited in 1.4.1.
- g. Upon system fielding, conduct operator/maintainer training and provide technical assistance/training in the operation/maintenance of systems and subsystems cited in 1.4.1, including: software programming, analysis of malfunction reports, trouble shooting, and repair on RSJPO robotic platforms (A001).
- h. Attend weekly Tech Conference Call, weekly JRRF Staff Call, and cross-functional IPT meetings and provide recommendations regarding repair, maintenance, and technical matters to the FTR (A002).
- i. Manage static displays and robotic demonstrations/conferences for community outreach events, educational events, and to communicate with industry partners throughout CONUS and OCONUS. This shall consist of demonstrating robotic operations and explaining capabilities (A001).
- j. Travel to backfill robotic repair duties at CONUS sites cited in 1.6.5.
- k. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

5.2.4.2.1 For Robotics Repair in support of FORSCOM, the contractor shall perform the following duties as outlined in 5.2.4.2: a through c, f and k; and duties as outlined in 5.2.4.1: a through c and j through m.

## 5.2.5 SUPPLY SUPPORT

5.2.5.1 Warehouse. The contractor shall:

- a. Perform general, routine warehouse duties daily to include: onloading and offloading of inbound and outbound trucks, shipping items to CONUS and OCONUS locations, and receipting of items into COLTS (A001).
- b. Update COLTS daily by inputting the receipt of inbound shipments, processing shipping documents, and conducting inventories (A001).
- c. Perform monthly examinations of receipted materials and report damages to the FTR (A002).
- d. The Contractor shall be able to lift, move, and transport the robotic systems listed in 1.4.1.

5.2.5.1.1 Use of Government Forklift

a. Contractor forklift operators shall be OSHA certified and possess a Government Operators Permit (OF 346), in accordance with AR 600-55.

b. The provisions of Chapter 2, paragraph 2-5 of AR 600-55, will apply to contractor vehicular operations. AR 600-55 can be [viewed at the following Web address: http://www.apd.army.mil/pdf/r600\\_55.pdf](http://www.apd.army.mil/pdf/r600_55.pdf)

c. The Government will review contractor employees state licenses and certifications, and issue the OF 346 with the appropriate permissions.

5.2.5.2 General Supply. The contractor shall:

a. Perform daily warehouse duties: onloading and offloading of inbound and outbound shipments, shipping items to CONUS and OCONUS locations, and receipting of items into COLTS and updating the Property Book (A001).

b. Update COLTS daily by inputting the receipt of inbound shipments, processing shipping documents, and conducting inventories (A001).

5.2.5.2.1 For General Supply in support of the JRRF, the contractor shall perform the following duties as outlined in 5.2.5.1: a and d; duties as outlined in 5.2.5.2: a and b; and the following duties:

a. Review daily and respond to approved customers requisitions within 48 hours (A002).

b. Generate the daily COLTS inventory shipping requirement list and provide to warehouse technicians to prepare shipments to customers.

c. Obtain transportation cost estimates from government and commercial transportation sources and provide warehouse estimated shipping costs to the FTR monthly (A002).

d. Provide notification of shipment arrival to customers, via telephone or email, within 24 hours of outbound shipment (A002).

e. Participate as the lead contractor for mandatory government inventory counts, weekly, monthly, quarterly, bi-annually or yearly.

f. Ensure the applicable shipping documentation is generated for Hazardous Material and Customs and coordinate universal waste that is generated from the Inventory Control Point with Selfridge Air National Guard Base (SANGB) Hazmat personnel.

g. Process Return Maintenance Authorization (RMAs) with the original equipment manufacturers (OEM) to include tracking and receipt of material to the OEM. If discrepancies are found, the contractor will notify the FTR within 24 hours (A002).

h. Participate in meetings as a Subject Matter Expert for retrograde shipping efforts from OCONUS/OCONUS and FORSCOM shipments. Notify the FTR of any pending issues within 24 hours relative to shipments inbound and outbound (A003).

i. Ensure that the warehouse is kept clean and organized.

#### 5.2.6 Liaison Integration Management

##### 5.2.6.1 The contractor shall:

a. Provide New Equipment Training (NET) of robotic systems and subsystems cited in 1.4.1 to Marine Corps, Air Force, Army, Army National Guard (ANG), and Marine and Army Reserve units (A001).

b. Provide recommendations to improve training and feedback provided by the students to the FTR following NET (A002).

c. Provide recommendations to the FTR weekly for developing and refining sustainment strategies, establishing new repair or training sites, and piloting new course content (A001/A002).

d. Maintain inventory for all RSJPO support equipment procured by the Government (e.g. robotic platforms, tools, work benches) and provide a monthly report to the FTR (A002).

e. Provide weekly summary of activities report, based on tasks listed in 5.2.6.1, to the COR (A002).

#### 5.2.7 Web Based Supply Chain Management

##### 5.2.7.1 Web Based Supply Chain Management System Analysis

###### 5.2.7.1.1 The contractor shall:

a. Provide COLTS technical assistance (troubleshooting, user assistance, log in assistance, and issuing user IDs when users submit a request) within a 24 hour turn around period of request (A001).

b. Create COLTS user accounts, when employees request network access, within a 24 hour turn around period of request (A001).

c. Attend weekly COLTS IPT meetings and weekly battle calls and provide recommendations regarding repair, maintenance, and technical matters to the FTR (A001).

d. Maintain the data integrity of COLTS by monitoring entered data weekly for accuracy. Provide report to the FTR (A002).

e. Based on establishment of new sites and locations, update data element fields in COLTS (A001).

- f. Provide weekly logistics metrics reports regarding COLTS data (customer wait time, on time delivery, logistics response time, work orders, shipments, open requisitions, meantime to repair, meantime between failures, stock availability, cost drivers and logistics delay time) to the FTR (A002).
- g. Maintain and update COLTS desktop user guide provided by the FTR (A001).
- h. Provide monthly user training classes with user manuals/aids for the purpose of instructing personnel on the operation and maneuverability of the COLTS system (A001).
- i. Provide configuration management for acquisitions and when systems or subsystems cited in 1.4.1 are modified or upgraded (A002).
- j. Provide recommendations for Item Unique Identification (IUID) requirements for acquisitions and when systems or subsystems cited in 1.4.1 are modified or upgraded and provide to the FTR. Upload the IUID registry IAW DoD Instruction 8320.04 and MIL-STD-130N and provide reports to the FTR (A002).
- k. Based on acquisitions and modifications or upgrades of systems and subsystems cited in 1.4.1, upload updated files (system manuals, operator manuals, diagrams, pictures, ECPs, technical bulletins, modification work orders) to COLTS and update system configurations in COLTS (A001).

#### 5.2.7.2 Web Based Supply Chain Management System Administration

##### 5.2.7.2.1 The contractor shall:

- a. Provide 24 hour technical assistance to users for COLTS and provide a solution within a 24 hour turn around period of request (A001)
- b. Develop, maintain, and update user training manuals and user desktop guides for acquisitions and modifications and upgrades to systems and subsystems cited in 1.4.1 and provide to the FTR (A002).
- c. Conduct user training classes with Government provided user manuals/aids for the purposes of instructing personnel on the operation and maneuverability of the robotic systems cited in 1.4.1 (A001).
- d. Create COLTS user accounts, when employees request network access, within a 24 hour turn around period of request (A001).
- e. Perform daily data extractions and administrative functions (security access, database planning, replication/backups and recoverability) from COLTS (A001).
- f. Perform feasibility studies and cost/benefit analyses on COLTS data relative to the systems and subsystems cited in 1.4.1 (A002).

g. Evaluate COLTS software changes daily and provide recommendations of software change impacts to the FTR (A002).

h. Maintain and update COLTS test database by monitoring and resolving server warnings and refreshing test database (A002).

### 5.3 Task Area 3. Product Assurance, Test and Configuration Management (PATCM)

5.3.1 The contractor shall provide recommendations IAW with:

- a. Product Quality Deficiency Reporting support IAW AR 702-7,
- b. Quality support IAW AR 702-11,
- c. Quality Improvement and Product Nonconformance Reduction IAW AR 702-17,
- d. Process Development Support in accordance with the tenets of Capability Maturity,
- e. Model Integration (CMMI) and ISO-9000,
- f. DA PAM 385-16,
- g. Configuration Management IAW MIL-HDBK-61A and EIA-649-A,
- h. Army Modification Program IAW AR 750-10,
- i. SecNavInst 5000.2E, and
- j. US Marine Corps Integrated Test & Evaluation Handbook

5.3.1.1 The contractor shall:

- a. Create, update, and present briefing charts for Milestone Reviews, PEO Briefings, Program Reviews, Weekly IPTs, and RSJPO Briefings and provide briefing charts to the FTR ( A004).
- b. Attend and provide recommendations regarding technical matters at weekly technical support, test, and cross-functional IPT meetings, twice weekly PATCM staff meetings, monthly program reviews, and RSJPO meetings, and provide to the FTR (A001).
- c. Update cross-functional and PATCM IPT Task Matrices electronically through the PEO GCS Knowledge Center (PEO Portal) website weekly. (A002).

### 5.3.2 Product Assurance, Test, and Configuration Management Engineering

5.3.2.1 The contractor shall:

- a. Provide recommendations in the development and revision of Acceptance Test Procedures (ATP) on systems and subsystems listed in 1.4.1 for acquisitions, quality issues, and engineering changes and provide to the FTR (A002).

- b. Provide recommendations in the development and revision of Quality Assurance Letters of Instruction (QALIs) for acquisitions, reviews, POC changes, and Defense Contract Management Agency (DCMA) administrative requirements changes, and provide to the FTR (A002).
- c. Conduct on-site inspections at OEM engineering and manufacturing facilities to perform acceptance testing and review corrective actions for failure to meet performance specifications and provide report to the FTR (A002).
- d. Review, evaluate, and provide recommendations to the FTR on Failure Analysis and Corrective Action Reports (FACARs) from the OEM due to failure to meet performance specifications (A002).
- e. Prepare Engineering Change Requests (ECRs) and Proposals (ECPs) as a result of proposed system changes IAW MIL-STD 61A and provide to the FTR (A002).
- f. Upon preparation of the ECRs or ECPs, review and provide recommendations on Quality Impacts to the ECRs and ECPs and provide to the FTR (A002).
- g. Develop, monitor, and brief quality performance metrics quarterly for systems and subsystems cited in 1.4.1 using data available in COLTs and the Acceptance Test database and provide to the FTR (A002).
- h. Update the Acceptance Test Database on the PEO GCS Knowledge Center (PEO Portal) website for systems presented by the OEM for acceptance for systems and subsystems cited in 1.4.1 (A001).
- i. Prepare and revise Quality Assurance (QA) checklists for systems and subsystems cited in 1.4.1 due to new acquisitions, failure to meet performance specifications, and for ECRs and ECPs and provide to the FTR (A002).
- j. Perform Quality Assurance (QA) checks on systems and subsystems cited in 1.4.1, in accordance with QA checklists referenced in 5.3.2.1.i, provided by the FTR, and provide the results to the FTR (A002).
- k. Prepare and revise test documentation (Test and Evaluation Strategy (TES), Test and Evaluation Master Plans (TEMPs), test and evaluation concepts, and test reports due to acquisitions, failure to meet performance specifications, issues reported by users, program milestones, and for ECRs and ECPs) and provide to the FTR IAW the Integrated Master Schedule (IMS) available on the PEO GCS Knowledge Center (PEO Portal) website (A002).
- l. Implement test plans, Test and Evaluation Strategy (TES), Test and Evaluation Master Plans (TEMPs), and test and evaluation concepts IAW the IMS at commercial, DoD and RSJPO test sites (A001).
- m. Review and evaluate Test Incident Reports (TIRs) received from the test facility, and provide a summary of the results and recommendations to the FTR (A002).

- n. Attend and provide recommendations for RAM Scoring Conferences scheduled IAW the IMS to the FTR (A002).
- o. Provide recommendations regarding the testability of performance specifications to the FTR (A002).
- p. Prior to RAM Testing provide recommendations for Failure Definition/Scoring Criteria (FDSC) to the FTR (A002).
- q. Attend and provide recommendations in weekly Test and Evaluation Working Integrated Product Teams (WIPTs) to the FTR (A002).
- r. Obtain safety confirmation reports, capability and limitations reports, test reports, evaluation reports, and safety releases, from DoD test sites and safety offices and provide to the FTR (A002).
- s. Provide recommendations to the FTR for the assembling of Weapons System Explosive Safety Review Board (WSESRB) data packages and briefing slides IAW NAVSEAINST 8020.6e (A002).
- t. Attend WSESRB meetings and interpret data from the data packages and briefing slides IAW NAVSEAINST 8020.6e and provide recommendations to the FTR (A002).
- u. Attend Test Readiness Review meetings and provide recommendations as to the test readiness of systems and subsystems cited in 1.4.1 to the FTR (A002).
- v. Implement test plans and conduct tests at government facilities on systems and subsystems cited in 1.4.1 and report results to the FTR (A002).
- w. Provide recommendations to modify the IMS due to program schedule conflicts to the FTR (A002).
- x. Provide recommendations in the development of Statements Of Work (SOW) for PATCM requirements (Test and Evaluation, Quality, and Configuration Management) due to system developments and modification to systems and subsystems cited in 1.4.1 and provide to the FTR (A002).
- y. Provide recommendations for RSJPO internal processes, procedures, forms, templates, and reporting strategies for the Quality Management System, as identified by the Process Excellence Program (PEP) IPT, to the FTR (A002).
- z. Perform audits of government procedures IAW the internal audit schedule provided by the FTR IAW the Organization Inspection Programs, ISO9000, Capability Maturity Model Integration (CMMI), and The Malcolm Baldrige National Quality Award. Prepare reports of findings and provide recommendations for improvement to the FTR (A002).
- aa. Maintain the Configuration Management Process: control document flow of ECRs, ECPs, and Engineering Change Notices (ECN) within the Multi-User ECP Automated Review System (MEARS) database; review documentation submitted for accuracy and completeness; organize meetings for the

Configuration Control Board; and report on the status of configuration management process to the FTR (A002).

bb. Maintain a corrective action program incorporating the Product Deficiency Reporting and Evaluation Program/Product Quality Deficiency Report (PDREP/PQDR) process and provide to the FTR (A002).

cc. Develop process improvement initiatives using Lean Six Sigma (LSS), value engineering, and continuous process improvement, as identified by the cross functional IPT, and provide results to the FTR (A002).

dd. Attend weekly technical support, test, and cross functional IPT meetings, Lean Six Sigma initiatives, twice weekly PATCM staff meetings, monthly program reviews and RSJPO meetings and provide recommendations regarding technical matters from the meetings to the FTR (A002).

### 5.3.3. Data Management

#### 5.3.3.1 The contractor shall:

a. Update and maintain internal quality management system documents residing on the PEO GCS Knowledge Center (PEO Portal) website for control and distribution (A001).

b. Perform administrative functions for the Configuration Control Board, IAW MEARS database (coordinating schedules, reserving meeting rooms, notifying attendees, and recording and posting meeting minutes and agendas) (A001).

c. Maintain the processing hierarchy for engineering changes in MEARS to accommodate personnel and program changes (A001).

d. Provide administrative functions for key functional events of test and evaluation conferences, IPTs, and other quality system activities, to include coordinating schedules, reserving meeting rooms, notifying attendees, and recording and posting meeting minutes and agendas (A001/A003).

### 5.4 Task Area 4. Program Management and Administrative

#### 5.4.1 The Contractor shall:

a. Create view graphs for presentations, video productions, briefing drafts, and brochures and develop both hardcopy and softcopy presentations for Program Management Reviews, decision briefings, RSJPO meetings, All-Hands meetings and training classes, with data provided by the FTR, and provide the completed materials to the FTR ( A004).

b. Provide COLTS data for the development of Program Life Cycle Cost Estimates and Economic Analyses IAW Army costing guidelines and procedures to the FTR (A002).

- c. Provide recommendations for cost benefit analysis and earned value management for systems and sub-systems cited in 1.4.1, as identified by the cross functional IPT, to the FTR (A002).
- d. Identify, prepare, update, and review draft programmatic documentation, IAW DoD 5000.2, to assist in the development of Milestone documentation (Acquisition Strategy, Acquisition Plan, Test and Evaluation Master Plan (TEMP), Integrated Master Schedule (IMS) and the Systems Engineering Plan (SEP)) and provide to the FTR (A002).
- e. Develop and maintain a milestone and document tracking/status report on the PEO GCS Knowledge Center (PEO Portal) website to monitor milestone events, documents, dates, action items, key personnel, and program status IAW the IMS for systems and subsystems cited in 1.4.1 (A001).

#### 5.4.2 Liaison

5.4.2.1 The contractor shall provide support to the US Army and USMC robotic materiel system requirements within the framework of:

- a. Joint Capabilities Integration and Development System (JCIDS),
- b. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170,
- c. Army Capabilities Development System (CIDS),
- d. Training and Doctrine Command (TRADOC) Regulation 71-20, and
- e. DoD Life Cycle System for Materiel Management

5.4.2.2 The contractor shall:

- a. Provide recommendations for courses of action pertaining to materiel needs of robotic systems and subsystems cited in 1.4.1 and their payloads, as identified by the cross-functional Integrated Product Team (IPT), to the FTR (A002).
- b. Provide recommendations regarding acquisitions and modified or upgraded systems and subsystems cited in 1.4.1 for the purposes of long range planning, safety, cost effectiveness, environmental impacts, and Integrated Logistics Support (ILS), as identified by the cross-functional Integrated Product Team (IPT), to the FTR (A002).
- c. Perform daily communication with: TRADOC integrating centers, Fort Benning, GA, Fort Leonard Wood, MO, Fort Bragg, NC, Fort Hood, TX, Fort Lee, VA, Quantico, VA (Headquarters USMC), Fort Monroe, VA (Headquarters TRADOC), and the National Capital Region, Wash. DC (Headquarters Department of the Army, JIEDDO, and REF) and provide recommendations based upon the communication regarding equipment performance characteristics

#### 5.5 Meetings

5.5.1 Meetings include ASA(ALT) Briefings, General Staff Meetings/Briefings, and PEO/PM subject specific meetings, and system/subsystem meetings. The Contractor shall attend these meetings during performance of this task order and prepare agendas, meeting minutes, and briefings, as identified by the cross-functional IPT (A003, A004).

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**PART 6**  
**APPLICABLE PUBLICATIONS**

**6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1 The following publicly available publications are applicable:

- a. DoD 5000.1 & 5000.2;
- b. DoD Architecture Framework, Volumes 1-3, Ver 1.5;
- c. NAVSUPINST 5000.20;
- d. NAVAIRINST 5000.21B;
- e. NAVSEAINST 5000.8;
- f. MARCORSYSCOM Order MCSC 06;
- g. SECNAVINST 5400.15C;
- h. MIL-HDBK-237; Joint Capabilities Integration and Development System CVJCSI 3170.01 G;
- i. System Engineering Plan Preparation Guide V 2.01 April 2008;
- j. Systems Engineering Plan (SEP) Outline Version 1.0 04/20/2011;
- k. NAVAL SYSCOM Risk Management Policy;
- l. Risk Management Guide for DOD Acquisition;
- m. MARCORSYSCOM ESOH Handbook;
- n. MIL-STD-882D, Standard Practice for System Safety;
- o. OPNAVINST 5100.24B, Navy System Safety Program Policy;
- p. OPNAVINST 8020.14/Marine Corps Order P8020.11;
- q. NAVSEAINST 8020.6E, Department of the Navy Weapon Systems Explosives Safety Review Board;
- r. System Engineering Fundamentals DAU;
- s. DoD Joint Software Systems Safety Engineering Handbook;
- t. DoD 5200.39;
- u. IEEE 12207;
- v. IEEE 1471;
- w. Unmanned Systems Safety Guide for DoD Acquisition;
- x. DoD SD-15, Guide for Performance Specifications;
- y. AR (Army Regulation)73-1;
- z. DTC Pam 73-1;
- aa. AR 385-10
- ab. SAE ARP5580, Potential Failure Mode and Effects Analysis (FMEA), AIAG, 4th Edition, June 2008
- ac. AR 70-1,
- ad. DA Pam 70-3
- ae. The Defense Acquisition Guidebook; and
- af. MIL-STD 61A

6.1.1 In addition to the regulations identified in 6.1 above, the Contractor shall work within the framework of the Joint Capabilities Integration and Development System (JCIDS), the Chairman of the

Joint Chiefs of Staff Instruction (CJCSI) 3170, the Army Capabilities Development System (CIDS), the Training and Doctrine Command (TRADOC) Regulation 71-20, and the DoD Life Cycle System for Materiel Management.

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**PART 7**  
**TECHNICAL EXHIBIT/ATTACHMENT LISTING**

**7. Attachment/Technical Exhibit List:**

**7.1 Technical Exhibit 1 – Performance Requirements Summary**

**7.2 Attachments:**

This PWS incorporates the following attachments, which are attachments to the TS3 solicitation W56HZV-13-R-0095:

**Attachment**

- 0014 – Non-Disclosure Agreement (NDA)
- 0019 – DD 254 – Security Classification Form

**7.3 CDRLs / Deliverables:**

The Contractor shall provide the following:

<b><u>TOPIC</u></b>	<b><u>CDRL</u></b>
Monthly Status Report	A001
Technical Report	A002
Meeting Minutes	A003
Presentation material	A004
Quality Control Plan (QCP)	A005
Meeting Agenda	A006
Travel Report	A007
RESERVED	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 Objective	Performance Indicator	Performance Threshold	Method of Surveillance
<b>PRS # 1. Monthly Progress Reports</b>  (A001, PWS Para 5.1.3, 5.1.4, 5.1.6, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.3.3, 5.4.1, 5.4.2, 5.5.3, 5.6.5)	Progress Report is thorough, accurate, complete and accepted in accordance with the Data Item Description (DID) and the Government schedule.	95% accuracy and completeness with first draft.  100% accuracy with one correction/rewrite.	100% inspection of deliverables
<b>PRS #2 Meetings</b>  (PWS Para. 5.1.1; 5.1.2; 5.1.3; 5.1.4; 5.1.5; 5.1.6; 5.2.1; 5.2.2; 5.2.3; 5.2.4; 5.2.5; 5.2.6; 5.3.1; 5.3.2; 5.3.3 5.4.1; 5.4.2)	Attendees are on time and prepared to discuss findings and recommendations.	95% of the time	Periodic Inspection  Customer Comments
<b>PRS #3 Technical &amp; Travel Reports</b>  (PWS Para. 5.5.2 & 5.5.4)	Reports are submitted in a timely manner, IAW the PWS. They are thorough, accurate, complete and accepted in accordance with the Data Item Description (DID) and the Government schedule.	95% accuracy and completeness with first draft.  100% accuracy with one correction/rewrite.	100% inspection of deliverables
<b>PRS #4 Training</b>  (PWS 5.2.4.1)	Training is timely and conducted with no more than 2 negative comments per training event.	100% of the time	Random Sampling  Customer Comments