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**PERFORMANCE WORK STATEMENT FOR  
FLEET READINESS CENTER SOUTH EAST  
Industrial Product Planning Division Support Services  
01 October 2011 through 30 September 2013  
(Base + 1 Option Year)**

## 1.0 INTRODUCTION

The Fleet Readiness Center Southeast (FRCSE) requires professional and technical support services to augment the Government workforce performing Process Engineering tasks. These tasks include Professional Engineering, Mechanical Engineering, Electrical Engineering, Electronic Engineering, Chemical Engineering, Engineering Technicians, Engineering Material Technician, Industrial Specialist and Graphic Design support services.

## 2.0 BACKGROUND

The FRCSE Industrial Product Planning Division is responsible for providing Process Engineering services support to various aircraft, engine, manufacturing and component overhaul and rework programs. These engineering services include mechanical, chemical, industrial, electrical and electronic disciplines. The engineering support tasks are widely varied as determined by facility and program needs. The Division provides equipment and facility management and maintenance. Additionally, the Division develops all work documents required to overhaul/repair/manufacture aircraft aeronautical parts and components. The Division also purchases and installs new equipment/machinery and develops maintenance schedules in support of production workload.

## 3.0 SCOPE

The contractor shall perform the functions listed below in supporting operations of the FRCSE Industrial Product Planning Division. In doing so, the contractor shall provide all the services described in this PWS to FRCSE activities, tenants, and customers located aboard Naval Air Station Jacksonville Florida at the FRCSE, Cecil Commerce Center, and Naval Station, Mayport. Current support may be required for customers located at Beaufort, SC and Oceana/Norfolk Naval Station, Norfolk, VA., during the lifetime of the contract. Unless otherwise stated in this PWS, the contractor shall provide all personnel, supervision, management, and any other resources necessary to fulfill the requirements except those specified such as non-prescription (PLANO) safety glasses and standard ear plugs.

## 4.0 APPLICABLE DIRECTIVES

- a) MRPII Process Guides
- b) Manual type directives such as IPB MIMS Structural Repair
  - a. Aircraft/Engine/Component technical manuals
- c) Manufacturer's technical drawings and specifications
- d) Local Process Specifications (LPS) and Temporary Engineering instructions (TEI)
- e) FRCSE Instructions and Standard Operating Procedures
- f) Local Engineering Specification (LES), Manual Change Request (MCR), Power Plants Change (PPC), Air Frames Change (AFC), Interim Rapid Action Change (IRAC), Power Plants Bulletin (PPB)

## 5.0 REQUIREMENTS

The contractor shall provide the services and major functional requirements described herein, as well as, all other requirements identified in the PWS. The major functional support to be performed by the contractor is as listed:

- Project Management Support
- Engineering Support (Mechanical, Industrial, Electronic, Electrical , & Chemical)
- Graphics Support (Computer Aided Design)

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- Industrial Specialist Support
- Engineering Technician Support
- Engineering Material Technician Support

The Contractor shall be ISO 9001 or AS9100 registered by an independent 3<sup>rd</sup> party American National Standards Institute – ASQ National Registration Board (ANSI-ANAB) certified registrar for the work required. AS9100 is the Quality Systems Aerospace Model for Quality Assurance in Design, Development, Production, Installation, and Servicing. The Federal Aviation Administration has determined that AS9100 is “a comprehensive quality standard containing the basic quality control/assurance elements required by the current Code of Federal Regulations, Title 14, Part21.” The U.S. Department of Defense has reviewed the standard and published guidance material on using the standard for contractual requirements.

## 6.0 Contractor Personnel - Required Knowledge, Education and Expertise

This effort requires a contractor with the unique and specialized combination of personnel who have extensive experience working at an Aviation Depot facility and are familiar with the peculiarities inherent to the operations.

**\*Key Personnel** – Resume required – Must be approved by the Industrial Production Planning Division Manager or his designee.

- 6.1 The following are descriptions of the experience and educational characteristics identified by the Government as being necessary for the respective categories of support. Personnel must possess the appropriate security clearances specified in the qualifications requirements prior to commencement of any work associated with classified material. All personnel working under the resulting contract must provide proof of U. S. citizenship to be permitted access to Government installations. For the purpose of education requirements, one year of undergraduate study consists of 30 semester/45 quarter credit hours and one year of graduate study consist of 18 semester/27 quarter credit hours. Labor categories which require resume submissions are designated by an asterisk (\*) and are identified as key personnel.

### 6.1.1 PROJECT MANAGEMENT SUPPORT\*

**Education:** Minimum bachelor's or postgraduate degree in engineering, scientific, or technical or business management disciplines from an accredited college or university, or experience of no less than 10 years in the field of management in an industrial organization.

Bachelor's or Postgraduate degree in engineering, scientific, or technical or business management disciplines from an accredited college or university. Four (4) years of experience [in addition to years attributed, the experience requirements below] may be substituted for one (1) year of required education.

**Experience:**

- Possess a minimum of six (6) years management experience responsible for planning, scheduling, controlling, and managing projects as well as the successful completion of the project.
- Demonstrate experience supporting large industrial (depot level) operations.

A Minimum of six (6) years experience supervising/managing engineering projects and providing production support services. Demonstrated experience and ability to resolve employee complaints, administrative matters, and deal effectively with employee bargaining units. Project Manager should have working experience of depot operations and understand the organizational structure, customer/supplier relationships and support roles required to provide engineering services to production shops. Also must have a broad working experience of the industrial processes inherent to an overhaul, repair and manufacturing factory. Must also be able to identify and resolve employee safety related issues.

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## **Duties:**

- Perform all management duties associated with time and attendance, discipline, and safety.
- Act as the single point of contact to resolve personnel issues such as performance problems and employee training
- Interact with Government Representative(s) to ensure proper management focus is applied to priority workload
- Coordinate the daily productive efforts of all contract personnel to ensure compliance with FRC-SE process engineering and production support goals
- Provide written or verbal feedback to Contracting Officer Representative (COR) and/or the designated Government representative on weekly basis
- Resolve customer complaints and takes specific actions to correct/resolve customer concerns; provide written report to the COR within two business days of discovery.
- Correct employee performance problems and initiate management disciplinary actions
- Provide necessary management training/counseling/removal to either improve employee performance or remove problem employees within one day of notification.
- Coordinate employee training and provide individual or group training to ensure latest revisions and state of the art methodology is applied to engineering support actions
- Identify and resolve employee safety related issues

## **6.1.2 ENGINEERING SUPPORT\***

### **6.1.2.1 MECHANICAL ENGINEERING (Key Personnel)\***

**Education:** Minimum Bachelor's degree in Mechanical Engineering from an accredited college or university.

**Experience:** Possess a minimum of six (6) years experience in performing mechanical engineering duties

#### **Duties:**

- Apply engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate projects within the mechanical engineering discipline
- Review and prepare engineering and technical analyses, reports, and other technical documentation
- Design, develop, and review such elements as schematics, systems, equipment fixtures and other technical requirement
- Determine requirements and technical specifications for modification and or purchase of new plant equipment; provide written justification based on determination documenting current and projected workload posture, manpower availability, and space utilization
- Provide required purchase documentation, equipment specifications, sources, and funding request(s)
- Prepare detailed capacity plans; provide elements within the plan(s) that outline equipment, manpower and resource utilization, and also include production thru-put analysis and recommendations for improvement
- Review existing and/or develop new machinery and tooling calibration/maintenance procedures and schedules
- Create technical drawings to support depot operations and facility configuration both manually and utilizing Computer Aided Design System

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- Develop procedures to manufacture/rework aeronautical parts, fixtures, and tooling
- Develop and maintain procedures for maintaining complex Automated Test Equipment (ATE), new capability development, and process improvement
- Assist in Component Pilot Rework and Repair (CPR&R) programs to develop new capabilities/processes, including fixtures, dollies and support equipment necessary to perform new workload
- Perform all engineering actions in support of Airspeed/6 Sigma initiatives

## 6.1.2.2 INDUSTRIAL ENGINEERING (Key Personnel)\*

**Education:** Minimum Bachelor's degree in Industrial Engineering from an accredited college or University.

**Experience:** Possess a minimum of (6) years of experience performing engineering duties as an Industrial Engineer

**Duties:**

- Apply Industrial engineering principles to investigate, analyze and evaluate process requirements
- Define Industrial needs, determine solutions, and perform capacity planning tasks
- Perform analysis of work processes, capability, performance, and efficiency within assigned program
- Determine shop layout, space requirements, manpower, and resource utilization and industrial needs and make recommendations to Government representative
- Prepare detailed capacity plans; provide elements within the plan(s) that outline equipment, manpower and resource utilization, and also include production thru-put analysis and recommendations for improvement

## 6.1.2.3 ELECTRONIC ENGINEERING (Key Personnel)\*

**Education:** Minimum Bachelor's degree in Electronic/Electrical Engineering from an accredited college or university.

**Experience:** Possess a minimum of (6) years of experience in performing electronic engineering duties

**Duties:**

- Apply engineering principles to investigate, analyze, plan, develop, implement, test, and evaluate projects within the electronic engineering discipline
- Review and prepare engineering and technical analysis, reports, and other technical documentation
- Design, develop, and review such elements as schematics, systems, equipment, fixtures and other technical requirements
- Provide recommendations, designs, and reports to Government representative for final actions, review and follow-up
- Determine requirements and technical specifications for modification and or purchase of new plant equipment; provide written justification based on determination documenting current and projected workload posture, manpower availability, and space utilization
- Provide required purchase documentation, equipment specifications, sources, and funding request(s)
- Review existing and/or develop new machinery and tooling calibration/maintenance procedures and schedules
- Create technical drawings to support depot operations and facility configuration both manually and utilizing Computer Aided Design System

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- Develop and maintain procedures for maintaining complex Automated Test Equipment (ATE), new capability development, and process improvement
- Assist in Component Pilot Rework and Repair (CPR&R) programs to develop new capabilities/processes, including fixtures, dollies and support equipment necessary to perform new workload
- Perform all engineering actions in support of Airspeed/6 Sigma initiatives

## 6.1.2.4 ELECTRICAL ENGINEERING (Key Personnel)\*

**Education:** Minimum Bachelor's degree in Electronic/Electrical Engineering from an accredited college or university

**Experience:** Possess a minimum of (6) years of experience in performing electrical engineering duties

**Duties:**

- Apply engineering principles to investigate, analyze, plan, develop, implement, test, and evaluate projects within the electronic engineering discipline
- Review and prepare engineering and technical analysis, reports, and other technical documentation
- Design, develop, and review such elements as schematics, systems, equipment, fixtures and other technical requirements
- Provide recommendations, designs, and reports to Government representative for final actions, review and follow-up
- Determine requirements and technical specifications for modification and or purchase of new plant equipment; provide written justification based on determination documenting current and projected workload posture, manpower availability, and space utilization
- Provide required purchase documentation, equipment specifications, sources, and funding request(s)
- Review existing and/or develop new machinery and tooling calibration/maintenance procedures and schedules
- Create technical drawings to support depot operations and facility configuration both manually and utilizing Computer Aided Design System
- Develop and maintain procedures for maintaining complex Automated Test Equipment (ATE), new capability development, and process improvement
- Assist in Component Pilot Rework and Repair (CPR&R) programs to develop new capabilities/processes, including fixtures, dollies and support equipment necessary to perform new workload
- Perform all engineering actions in support of Airspeed/6 Sigma initiatives

## 6.1.2.5 CHEMICAL ENGINEERING (Key Personnel)\*

**Education:** Minimum Bachelor's degree in Chemical Engineering from an accredited college or university:

**Experience:** Possess a minimum of six (6) years of experience in performing chemical engineering duties

**Duties:**

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- Apply engineering principles to investigate, analyze, plan design, develop, implement test or evaluate projects within the Chemical engineering discipline
- Possess knowledge of chemical engineering theories, concepts, techniques and regulations including the design, operation, evaluation and improvement of processes, waste treatment facilities for the treatment, control, handling and storage of toxicant hazardous material
- Provide recommendations, designs, and reports to Government representative for final actions, review and follow-up

## 6.1.2 INDUSTRIAL ENGINEERING TECHNICIAN SUPPORT (Key Personnel)\*

**Education:** Minimum High School graduate or GED equivalent

**Experience:**

- Possess a minimum of six (6) years of experience performing mechanical, industrial, or electrical engineering technician duties including document development, Industrial processes, Airspeed and 6 Sigma methodology, MRPII software, and FRC operations
- Possess a minimum of four (4) years experience directly relating to aircraft, Components and/or engine overhaul/repair processes and industrial trades (may be substituted for two years engineering technician experience)

**Duties:**

- Perform full range of technical work in support of development, installation, test, design, and operate non-routine and complex systems involving responsibility for planning and conducting a complete project of a broad scope
- Develop new work documents and maintains accurate of existing documents
- Work with other engineering entities and personnel in related activities to resolve problems and integrates the technical work of others
- Develop designs, constructs major units, devices or equipment, conduct tests or experiments, analyzes results and redesigns or modify equipment to improve performance and reports results
- Review, update, and develop work plans and routing sequence operations within the current FRCSE Production Control System, i.e. MRPII. Incorporate Airspeed/6 Sigma methodology and resource kitting information into the Work Plans and Routers
- Develop and apply appropriate capacity coding requirements (lead time/lead time off-set) to the work plans (routers and Bill of Material (BOMS)) within required time frames
- Review Technical data packages (TDP) to determine feasibility to establish depot capabilities and perform CPR&R; ensure all logistic elements are in place to support full capability declaration
- Analyze/compare production shop processes with Airspeed/6 Sigma goals to determine actions necessary to improve efficiencies and increase thru-put. Provide technical support to implement LEAN/6 Sigma initiatives
- Develop Standard Work processes to reduce process variability, increase first time yield, and ensure customer cost and schedule requirements are met

## 6.1.3 GRAPHICS SUPPORT (COMPUTER AIDED DESIGN)

**Education:** Minimum: Associates Degree in either computer drafting, Computer Aided Design, Engineering Technology, or pre-engineering from a trade school, vocational school, or college

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**Experience:** Possess a minimum of four (4) years of experience in preparation of complex drawing duties, which includes: experience in mechanical, electrical, industrial or electronics graphic design. Allowable substitution: An additional four (4) years of experience in the above areas can be substituted for the educational requirements.

**Duties:**

- Work with design originator to prepare drawings of unusual, complex, or original designs requiring a high degree of precision
- Perform assignments requiring a high degree of initiative and innovation; assure problems in manufacture, assembly, installation and operation are resolved by CAD or other appropriate drawing method.
- Select and interpret data based on knowledge of the design intent
- Utilize CAD Software to develop, design, and update facility drawings to maintain accurate footprint of FRC database
- Provide Computer Aided Design services to modify and update existing FRCSE Jacksonville building layout drawings as required, supporting a rapidly changing environment; create technical drawings to support depot operations and facility configuration changes

## 6.1.4 INDUSTRIAL SPECIALIST SUPPORT (Key Personnel)\*

**Education:** Bachelor's degree in Industrial Engineering from an accredited college or University Education may be substituted by experience (see below)

**Experience:** Minimum of two years of experience working in an Industrial/manufacturing environment utilizing machinery. Completion of a trades school or apprentice training can also be substituted for two years of education.

**Duties:**

- Perform full range of technical work in support of development, installation, test, design, and operate non-routine and complex systems involving responsibility for planning and conducting a complete project of a broad scope
- Provide Industrial Engineering services to support aircraft, engine, manufacturing, component overhaul and repair programs
- Plan industrial projects to improve throughput and increase velocity
- Analyze performance to ensure FRCSE goals are met
- Review management information reports and makes recommendations to management to improve, add, or delete reports to increase information flow for the Process Engineering Division
- Work with Government Engineers and management personnel to plan project resources, manpower utilization and participates as a team member on Airspeed Teams projects
- Provide CNC programming engineering services to support manufacturing of aforementioned.

## 6.1 ENGINEERING TECHNICIAN SUPPORT (Level I)

**Education:** Minimum: Enrolled in an accredited college working toward an Engineering degree

**Experience:** Possess entry level engineering performing tasks associated to the many disciplines in the Industrial Engineering field such as Mechanical Engineering, Industrial Engineering, Electrical Engineering, or Electronic Engineering.

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**Duties:**

- Assist Full Level Performance Engineers in the performance of their duties
- Research Technical Manuals, Manufactures specifications, building codes, National Fire Protection Standards, and other pertinent technical requirements for senior level engineers
- Assist in producing simple engineering sketches for engineers to put into larger drawings projects

## 6.1.6 ENGINEERING TECHNICIAN SUPPORT (Level II)

**Education:** Minimum: Enrolled in an accredited college working toward an Engineering degree.

**Experience:** Possess entry level engineer technician performing tasks associated to the many disciplines in the Industrial Engineering field such as Mechanical Engineering, Industrial Engineering, Electrical Engineering, or Electronic Engineering

**Duties:**

- Assist Full Level Performance Engineers in the performance of their duties
- Research Technical Manuals, Manufactures specifications, building codes, National Fire Protection Standards, and other pertinent technical requirements for senior level engineers
- Provide more complex and detailed drawings using AutoCAD or other drafting software

## 6.1.7 ENGINEERING MATERIAL TECHNICIAN SUPPORT

**Education:** Minimum: High School graduate or GED equivalent

**Experience:**

- Possess a minimum of six (6) years of experience in word document development, industrial processes, MRPII software, and FRC operations
- Possess a minimum of four (4) years experience directly relating to aircraft, Components and/or engine overhaul repair processes

**Duties:**

- Support initiatives of the Process Engineering Division, Production Support Competency
- Develop and maintain the material data in the Manufacturing Resource Planning II (MRP II) system (BOM Building); inputs include Product Structures, Item Masters, Bill of Materials (BOM), Bill of Labor (BOL), Manufactured Part, Repair Factors, Purchase Parts, and Lead Times, Lead time Offset, National Item Identification Number (NIIN), and Local Stock Number (LSN) for specific programs including Performance Based Logistic Programs in accordance with shop operating procedures, directives and contractual agreements
- Obtain and analyze applicable data from various technical manuals, local engineering directive, and engineered drawings to maintain data integrity with in MRP II
- Analyze differing and unrelated data from other competency personnel to determine applicable material requirements and articulate verbally and/or in writing findings or actions taken
- Interview production artisans, production controllers, equipment specialist, examiners & evaluators, Performance Base Logistic (PBL) representatives, and other personnel as required to effectively resolve technical directive and/or contractual requirements
- Provide supporting data for make or purchase decisions and maintain various types of material kitting data within MRP II

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- This position requires moderate supervisory assistance and the work will be reviewed by an Industrial Engineering Technician (IET) for soundness of techniques used and accuracy of results achieved; will work independently and/or as a team member in performing duties

## 7.0 REPORTS

Monthly report will list the name of each contractor employee, area assigned and assigned hours worked based on daily schedule. Changes in contractor employee staffing shall be coordinated with and reported to the COR. The contractor shall inform the COR, prior to action, of any dismissals, transfers and new hires. Monthly Status Report: Provide monthly status reports on projected and completed tasks, actual problems/concerns/issues, accomplishments and any recommendations that would enhance FRCSE.

## 8.0 STANDARDS OF CONDUCT

The contractor shall not employ any person whose employment under this contract could in any way result in a conflict of interest with the mission of the FRCSE. All personnel employed by the contractor in the performance of this contract, or any agent of the contractor entering the Government installation shall obey all regulations of the NAS and FRCSE.

The contractor shall be responsible for employee competency and conduct and for taking disciplinary actions with respect to their employees. The removal from the job site of contractor personnel shall not relieve the contractor of the requirement to provide personnel to perform the specified tasks outlined in this PWS.

The Government reserves the rights to deny access to any contractor employee to enter the FRC if his or her presence would be detrimental to the FRCSE's mission or performance of work in this PWS.

The Government reserves the right to require removal of any contractor employee from the job site who endangers persons or property or whose continued employment is inconsistent with the FRC's mission. In such cases, the COR will advise the contractor of the reason for requesting an employee's removal or withdrawing his authorization to enter the installation.

## 9.0 DRESS CODE AND GROOMING STANDARDS

The contractor shall ensure that all personnel assigned to the FRCSE maintain a standard of grooming and personal appearance that is in keeping with their positions in a Government facility and shall be appropriate to traditional Government industrial complex. All contractor employees shall wear shirts or other appropriate outer garments displaying their employer name or logo to clearly identify themselves as contractor employees.

## 10.0 USE OF DRUGS AND ALCOHOL

The contractor shall establish a Drug Free Workplace Program in accordance with (IAW) applicable clauses within the contract. DFARS 223.570-1

## 11.0 SECURITY

The security requirements specified herein shall apply to the contractor and all subcontractors. The contractor shall comply with applicable on-site security regulations related to facility access and building access. The contractor shall safeguard all sensitive information/Controlled Unclassified Information in accordance with the contractor's locally established security plan (if the contractor already has an established local security plan). The contractor shall enforce these safeguards throughout the life of the contract including the transport and delivery phases and the disposition/storage of controlled unclassified information at contract completion. If the contractor does not have an established security plan that addresses the protection of classified, proprietary,

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sensitive, or controlled unclassified information, the government contracting authority shall provide an OPSEC Plan template for development.

## 12.0 BADGES AND PASSES

The Common Access Card (CAC) shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces. A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Check with Local Agency Checks including Credit Check (NACLIC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent. Access to restricted areas, controlled unclassified information (sensitive information), or government equipment by contractor personnel shall be limited to those individuals who have been determined trustworthy as a result of the favorable completion of a NACI/equivalent or who are under the escort of appropriately cleared personnel. Where escorting such persons is not feasible, a NACI/equivalent shall be conducted and favorably reviewed by the appropriate DOD Component Agency or activity prior to permitting such access. The contractor shall use the Standard Form 85P (Questionnaire for Public Trust Positions) in order to obtain the CAC *and* access to controlled unclassified information. Contractors shall submit the Standard Form 85P and DD1172 to FRCSE Security Office for processing. Each contractor staff must have a Government-issued employee badge and a vehicle pass (i.e., a temporary day pass or base decal) to access the NAS and FRCSE. The FRCSE Security Division will provide contractor personnel employees required badges. The FRCSE will provide Key Cards for entry into the FRCSE through turnstiles and all gates. The FRCSE will issue through the COR and Security office the CAC Card for access to the Computer Network System. The NAS will provide vehicle passes. In addition to a vehicle pass, contractor employee's vehicle will have a valid registration and license tag and have adequate liability insurance coverage as required by *FRCSEINST 5500.5 Security Manual*.

Contractor personnel shall display their badge at all times when entering and leaving a NAS Jacksonville gate and while inside any FRCSE installation. Contractor personnel shall wear the badge over the front and above the waist of outer clothing. The FRCSE will not allow contractor employees to work in the facility if the employees do not display their Government issued badge appropriately.

The Government shall exercise full and complete control over granting or denying employee badges and passes. The contractor shall account for all Government passes and security identification badges issued to contractor personnel. The contractor shall ensure that all departing contractor personnel turn in passes and employee badges to FRCSE Security Division by close of business on the employee's last day of work. In the event this does not occur, the contractor shall notify the COR within 24 hours in order for badges to be deactivated

Certain contractor personnel will be required by the FRCSE to obtain secret clearances due to the sensitive nature of the Government workload in avionics and/or electronic programs. The investigation will be initiated by the Government when the task requires a security clearance.

## 13.0 NETWORK SECURITY REQUIREMENTS

Contractor personnel will be required to complete and provide the following documents, OPNAV5239/14 (SAAR-N) Processing Instructions. Noncompliance could result in the individual's account being disabled. Digital, digitized or stamped signatures are not authorized and all signatures need to be in blue ink. Return the completed form to your supervisor/Government sponsor must sign and date blocks 18a & 18b (blue ink) on page 1. A valid CAC card will be needed for network access.

The contractor shall allow 7 calendar days from time all appropriate paperwork has been completed and turned in to the Information Security Office/Information Systems Security Manager via the COR to determine whether access will be granted prior to starting a new employee. This will allow the Government time to provide required computer network access and passwords.

## 14.0 PLACE OF PERFORMANCE

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Work will be performed aboard Naval Air Station Jacksonville Florida at The Fleet Readiness Center Southeast, Cecil Commerce Center, Naval Station, Mayport, Beaufort, SC and Oceana/Norfolk, VA.

The Contractor must provide a local point of contact within the Jacksonville commuting area.

## 15.0 PERIOD OF PERFORMANCE

Base Year: 1 October 2011 through 30 September 2012  
Option Period One: 1 October 2012 through 30 September 2013

## 16.0 TRAVEL & PER DIEM

The Government anticipates that contractor provided travel expenses may be incurred under the resulting contract. It is anticipated that 1-2 trips per year may be required to another Government facility or to an Original Equipment Manufacturers (OEM) Facility outside of the Jacksonville, FL commuting area. The Government will reimburse the contractor for authorized travel in accordance with the Joint Travel Regulations (JTR) in effect at the time of travel. The JTR may be accessed at <http://www.dtic.mil/perdiem/trvlregs.html>. Cost is estimated not to exceed \$3,500 per year.

## 17.0 WORK SCHEDULES

Employees shall work the work schedule of the unit they support unless otherwise directed, as contractor employees will be working alongside Government employees. Normal work hours are based on a 40-hour work week and do not normally include weekends. Work during federal holidays is not required.

## 18.0 INSPECTION AND ACCEPTANCE CRITERIA

The Contracting Officers Representative (COR) has the responsibility for the Government Inspection and Acceptance at places of performance. Inspection shall be conducted randomly throughout the life of the task order.

## 19.0 ADMINISTRATIVE CONSIDERATIONS

All invoices shall be submitted to the Certifying Official/COR for review and acceptance.

To allow for timely acceptance and payment, each monthly invoice shall provide task specific detailed cost data. The detailed cost data shall at minimum include: Task title, period being billed, the labor category (ies) used, number of hours worked, site in which work was completed, a subtotal for all labor hours and expenditures for the task during the invoice period, cumulative subtotal of hours and labor for the task and an itemized list of any other direct costs billed for the task during the billing period.

## 20.0 GOVERNMENT POINTS OF CONTACT

*Information to be provided upon award of the contract.*

## 21.0 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR)

The Contracting Officer's Representative under this Task Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination is:

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## 21.1 *Information to be provided upon award of the contract.*

The COR/Accepting Official is responsible for:

- Identifying and reporting contractor deficiencies.
- Reviewing, accepting and/or rejecting deliverables.
- Identifying contractor noncompliance of reporting requirement.
- Evaluating contractor proposals and identifying areas of concern affecting negotiations.
- Reviewing invoices for appropriateness of costs and providing recommendations to facilitate timely and efficient processing of the monthly invoice.
- Providing timely input regarding the SOW and recommending corrective actions to the responsible Contract Specialist/Officer and timely technical direction to the contractor.
- Working with Certifying Official to facilitate timely Delivery Order close-out.

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## HISTORICAL RESOURCE TOOL

The below table illustrates the historical labor mix utilized and is provided only as a tool to assist in establishing resources. It is the contractor's sole responsibility to determine appropriate resources needed to accomplish work required by the performance work statement.

<b>POSITION</b>	<b>NUMBER OF PERSONNEL</b>
Project Manager	1
Industrial Engineering Technician	13
Graphics Specialist	1
Industrial Specialist	2
Engineering Material Technician	4
Chemical Engineer	0
Engineering Technician Level I	0
Engineering Technician Level II	0
Mechanical Engineer	0
Industrial Engineer	0
Electronic Engineer	0
Electrical Engineer	0