

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 65	
2. CONTRACT NO.		3. SOLICITATION NO. N00189-16-R-Z005	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 22 Feb 2016	6. REQUISITION/PURCHASE NO. H912695275A020		
7. ISSUED BY NAVSUP FLC NORFOLK PHILADELPHIA OFFICE 700 ROBBINS AVENUE, BLDG. 2B PHILADELPHIA PA 19111-5083			CODE N00189	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
TEL: FAX:					TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME ADA E. DOMBROWSKI	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 215-697-9703	C. E-MAIL ADDRESS adam.dombrowski@navy.mil
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NO (Include area code)	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE		18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION		
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)
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24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY			CODE
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26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE
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IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section A - Solicitation/Contract Form

NOTICE TO OFFERORS

- A.) Proposals are due on or before close of business (3:00 PM EST) on 25 March 2016.
- B.) Proposals shall be sent to the Fleet Logistics Center (FLC) Norfolk, Contracting Department, Philadelphia Office as follows:
- FLC Norfolk, Contracting Dept., Philadelphia Office
RFP#N00189-16-R-Z005
Attn: Adam Dombrowski Code 290.2C
Philadelphia, PA 19111-5083
- C.) The point of contact for this solicitation is:
- Adam Dombrowski
(215) 697-9703
Adam.Dombrowski@navy.mil
- D.) All questions about this requirement should be submitted to Adam Dombrowski in writing to the email address listed above by 08 March 2016.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	WATSS CPF Wargaming, Analytic and Technical Supports Services (WATSS) IAW Performance Work Statement. Base Year FOB: Destination PURCHASE REQUEST NUMBER: H912695275A020		Lot		
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	WATSS FFP Wargaming, Analytic and Technical Supports Services (WATSS) Firm Fixed Price (FFP) eforts in support of CLIN 0001 - LEAVE UNPRICED Base Year FOB: Destination		Lot		
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Travel COST		Lot		
	*NTE (Not to Exceed) amount \$75,000.00				
	FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	WATSS CPFF		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS) IAW Performance Work Statement.				
	Option I				
	FOB: Destination				

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	WATSS FFP		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS)				
	Firm Fixed Price (FFP) efforts in support of CLIN 1001 - LEAVE UNPRICED				
	Option I				
	FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	Travel		Lot		
OPTION	COST				
	*NTE (Not to Exceed) amount \$77,250.00				
	FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	WATSS		Lot		
OPTION	CPFF				
	Wargaming, Analytic and Technical Supports Services (WATSS) IAW				
	Performance Work Statement.				
	Option Year II				
	FOB: Destination				

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002	WATSS		Lot		
OPTION	FFP				
	Wargaming, Analytic and Technical Supports Services (WATSS)				
	Firm Fixed Price (FFP) efforts in support of CLIN 2001 - LEAVE UNPRICED				
	Option Year II				
	FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003 OPTION	Travel COST		Lot		
	*NTE (Not to Exceed) amount \$79,567.50				
	FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	WATSS CPFF		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS) IA Performance Work Statement.				
	Option Year III				
	FOB: Destination				

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002 OPTION	WATSS FFP		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS)				
	Firm Fixed Price (FFP) efforts in support of CLIN 3001 - LEAVE UNPRICED				
	Option Year III				
	FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003 OPTION	Travel COST		Lot		
	*NTE (Not to Exceed) amount \$81,954.53				
	FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	WATSS CPFF		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS) IAW Performance Work Statement.				
	Option Year IV				
	FOB: Destination				

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	WATSS FFP		Lot		
	Wargaming, Analytic and Technical Supports Services (WATSS)				
	Firm Fixed Price (FFP) efforts in support of CLIN 4001 - LEAVE UNPRICED				
	Option Year IV				
	FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003	Travel		Lot		
OPTION	COST				
	*NTE (Not to Exceed) amount \$84,413.16				
	FOB: Destination				

ESTIMATED COST

LEVEL OF EFFORT

GENERAL INFORMATION

The Government contemplates the award of an Indefinite-Delivery Indefinite Quantity (IDIQ) contract where the Government reserves the right to issue both Cost Plus Fixed Fee and Firm Fixed Price type task orders.

This IDIQ will satisfy a total five (5) year requirement, if the four options are exercised.

LEVEL OF EFFORT (COST TYPE CONTRACT)(SINGLE AWARD)(JUN 1995)
(Variation)

The level of effort for the performance of the contract resulting from this solicitation during the period from the start of contract performance to 60 months thereafter is based upon 193,875 estimated manhours of direct labor. If all options are exercised by the Government, the level of effort for the performance of the contract resulting from this solicitation will be increased by an additional 155,100 estimated manhours of direct labor, for a total level of effort of 348,975 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

The estimated composition by labor category of the Estimated Total Hours is as follows:

Labor Category	Base	Option 1	Option 2	Option 3	Option 4
Program Manager	375	375	375	375	375
Junior Operational Research Analyst	1920	1920	1920	1920	1920
Operational Research Analyst	3840	3840	3840	3840	3840
Senior Operational Research Analyst	1920	1920	1920	1920	1920
Junior Source Analyst	1920	1920	1920	1920	1920
Source Analyst	3840	3840	3840	3840	3840
Senior Source Analyst	7680	7680	7680	7680	7680
Subject Matter Expert	15360	15360	15360	15360	15360
Analysis Assistant	1920	1920	1920	1920	1920
Total	38775	38775	38775	38775	38775

NOTE: The estimated level of effort above is based on the presumption of an average of a 40-hour work-week.

- (a) For the purposes of paragraph (e) below, the Estimated Total Hours shall be the number of hours associated with the base ordering period as increased by the number of hours associated with any exercised option ordering periods.
- (b) Use of uncompensated overtime is not encouraged. Uncompensated overtime is defined in FAR 52.237-10 as “the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.” The Estimated Total Hours identified exclude holidays, vacation days, sick days and other employee absences.
- (c) CPFF task orders resulting from task order solicitations will be primarily term type, however, the Government does reserve the right to issue completion type orders, if appropriate. The number of hours expended per month under each resulting term-type task order shall be commensurate with the pursuit of performance of the task order’s statement of work, provided that such fluctuation does not result in the utilization of the task order hours prior to the expiration of the task order. The number of hours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.
- (d) For CPFF term-type task orders, the number of hours identified in the task order level-of-effort shall be considered against the Estimated Total Hours. For CPFF completion-type task orders, the hours proposed (to include proposed subcontractor hours) shall be considered against the Estimated Total Hours. For any resultant fixed-price task orders, the hours proposed (to include proposed subcontractor hours) shall be considered against the Estimated Total Hours.
- (e) The Contracting Officer may place orders in excess of the Estimated Total Hours until the total estimated cost has been expended. The Contracting Officer may also place orders in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), place orders in excess of the Estimated Total hours if the Contracting Officer has placed orders in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), place orders in excess of the total estimated cost if the Contracting Officer has placed orders in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performances in order to place orders up to the total estimated cost and the Estimated Total Hours.
- (f) If at any time during this contract the contractor expends in excess of 85% of the available estimated man-hours of direct labor (at the individual contract and task order levels), the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled “Limitation of Cost” and/or “Limitation of Funds.”

The contract modification necessary to effect the contract pricing schedule and level of effort changes for the issuance of an FFP task order will be issued concurrent with the FFP task order. The Contracting Officer reserves the right to issue these types of contract modifications unilaterally and the modifications will cite the contract clause entitled “Level of Effort”, paragraph (g), as the authority for the modification.

*There is zero (0) overtime for this contract requirement.

LEVEL OF EFFORT - CPFF DELIVERY/TASK ORDER PERFORMANCE (OCT 1992)(Variation)

It is understood and agreed that the number of hours and the total dollar amount for each labor category specified in any CPFF delivery/task order issued under this contract are estimates only and shall not limit the use of hours or dollar amounts in any labor category which may be required and provided for under an individual CPFF delivery/task order. Accordingly, in the performance of any CPFF delivery/task order, the contractor shall be allowed

to adjust the quantity of labor hours provided for within labor categories specified in the order provided that in so performing the contractor shall not in any event exceed the ceiling price restrictions of any order, including modifications thereof.

PAYMENT OF FIXED FEE

The fixed fee for work performed under this contract is \$TBD provided that approximately 38,775 hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than 193,875 hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of \$*** per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

* Represents the fixed fee proposed/negotiated for the year specified under CLINs 0001 through 4001

** Represents the total estimated level of effort for the year specified under CLINs 0001 through 4001

*** Represents the fixed fee divided by the estimated level of effort for the year specified under CLINs 0001 through 4001

	*	**	***
CLIN 0001	To be specified at the time of award	38,775	*** / 38,775
CLIN 1001	To be specified at the time of award	38,775	*** / 38,775
CLIN 2001	To be specified at the time of award	38,775	*** / 38,775
CLIN 3001	To be specified at the time of award	38,775	*** / 38,775
CLIN 4001	To be specified at the time of award	38,775	*** / 38,775

For the purposes of tracking the contract's total fixed fee, the "fixed fee" associated with any fixed-price task order will be the product of the above rate(s) multiplied by the total hours proposed for the task order.

PROFIT UNDER FFP TASK ORDERS

Profit for FFP task orders shall be established at the task order level and will be included within the firm fixed pricing of the task order. The maximum profit percentage that the contractor can quote in response to a FFP task order solicitation that is to be issued under an exception to the fair opportunity process is the fixed fee percentage that was proposed for the award of the contract calculated in the manner used for the proposal for the contract. In response to FFP task order solicitations issued under the fair opportunity process, the contractor may propose a lower or higher profit percentage than the maximum profit percentage defined above.

DURATION OF CONTRACT PERIOD

(a) This contract shall become effective on August 25, 2016 or date of award, whichever is later, and the ordering period shall continue in effect during the period ending 60 months after date of contract unless terminated in accordance with other provisions herein. Performance under any task order may continue in effect during the period ending 12 months after the last day of the ordering period.

(b) Notwithstanding the above, the Contracting Officer may extend the contract ordering period to accommodate the issuance of task orders in accordance with paragraph (e) of the Level of Effort clause.

5252.237-9401 PERSONNEL QUALIFICATIONS (MINIMUM) (Jan 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific difference.

(b) RESERVED.

(c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

Personnel Qualifications/Performance Requirements: The performance of this contract is for analytic, wargaming, and technical support requiring personnel with skill sets and experience gained over an extended period of time, working the full range of requirements, planning, execution, and assessment efforts. The contractor is responsible for management and for providing adequate trained personnel to accomplish the tasks within this contract. General and specific capabilities based on experience will be set forth in each labor category. The contractor shall maintain quality skill sets of personnel to meet the requirements set forth herein.

Program Manager

A Program Manager requires a Masters degree in a technical or management discipline with seven (7) years experience, to include five (5) years managing complex projects involving a large number of people in subordinate groups OR a Bachelors degree in a technical or management discipline with fifteen (15) years experience managing progressively more complex systems/projects. The Program Manager must be able to organize, direct, and coordinate planning and production of all contract activities; interface with client management including the contracting officer and the Contracting Officer's Representative (COR). They must show the ability to recruit personnel necessary to perform assigned tasks; establish and alter (as necessary) program organization to provide effective contract support; and assign, schedule, and provide configuration control and quality assurance of project team deliverables. The Program Manager must ensure conformance to task order specifications and contract provisions.

Senior Operational Research Analyst

Summary of duties and responsibilities – Applies mastery level skill in advanced analytical, mathematical, or statistical techniques related to statistical analysis, parametric and non-parametric analysis, computer modeling, simulation, decision theory, mathematical programming, regression analysis, and economic analysis. Serves as a senior analyst in an analysis cell responsible for developing analytical models and methods. Advises other operations research analysts, scientists or engineers on techniques best suited for analyzing their problems.

Education and Experience – PhD from an accredited college or university in Operations Research, OR Masters from an accredited college or university in Operations Research plus 8 to 10 years of task related experience, OR a Bachelor's degree from an accredited college in Engineering (usually Industrial Engineering), Science, Economics, Mathematics, Statistics, or Management Science with at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been

in calculus with at least 14 years of task related experience. Possesses extensive knowledge of the Joint Force, extensive experience analyzing the Joint Force, and/or extensive experience supporting the Joint Force.

Operational Research Analyst

Summary of duties and responsibilities – Applies mastery level skill in advanced analytical, mathematical, or statistical techniques related to statistical analysis, parametric and non-parametric analysis, computer modeling, simulation, decision theory, mathematical programming, regression analysis, and economic analysis. Serves as a senior analyst in an analysis cell responsible for developing analytical models and methods. Advises other operations research analysts, scientists, or engineers on techniques best suited for analyzing their problems.

Education and Experience – Masters from an accredited college or university in Operations Research plus 5 to 8 years of task related experience, OR a Bachelor's degree from an accredited college in Engineering (usually Industrial Engineering), Science, Economics, Mathematics, Statistics, or Management Science with at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus with at least 12 years of task related experience. Possesses knowledge of the Joint Force, experience analyzing forces, and/or experience supporting the U.S. Armed Forces.

Junior Operational Research Analyst

Summary of duties and responsibilities – Applies complex, up-to-date analytical, mathematical, or statistical principles and practices. Conducts background research, collecting and reducing data, displaying data for analysis, formulating mathematical expressions, and drawing conclusions. Leads a segment of a larger study or project, or responsible for overall management of smaller project.

Education and Experience – Masters from an accredited college or university in Operations Research plus 3 years of task related experience OR a Bachelor's degree from an accredited college in Engineering (usually Industrial Engineering), Science, Economics, Mathematics, Statistics, or Management Science with at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus with at least 10 years of task related experience. Possesses knowledge and experience analyzing and/or supporting the U.S. Armed Forces.

Subject Matter Expert

Summary of duties and responsibilities – Provides extremely high-level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis in a number of professions including national security, international relations, military, and Operations Research Systems Analyst (ORSA) related fields, which require doctorate level knowledge of the subject matter. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems, which requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies and related documents. Plans and prepares technical briefings. Supports all aspects of a military organization's research and development policies, objectives, and initiatives. Researches new technologies that align with the mission and goals of the military organization.

Education and Experience – Retired Field-Grade Officer with a Masters Degree from an accredited college or university in the subject matter discipline as identified in the task order, with Command and General Staff College; OR a PhD from an accredited college or university in the specific subject matter discipline as identified in the task order, OR a Masters from an accredited college or university in university in the specific subject matter discipline as identified in the task order plus 25 years of task related experience. Possesses extensive knowledge of the Joint Force as demonstrated by education and/or assignments, and/or extensive experience supporting the Joint Force.

Senior Source Analyst

Summary of duties and responsibilities – Source Analysts shall support studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying and managing areas of operational risk, determining force requirements, and developing tactics, techniques, and procedures for tactical and operational problems. Analysis is performed using widely accepted military combat models and simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results and recommendations to senior military and civilian decision makers. Source Analysts shall be responsible for employing and maintaining selected models and simulations (to include their data bases) specifically designed to analyze some aspect of military operations. Must be capable of leading and managing interdisciplinary study teams conducting studies of a scope and nature expected of a theater level command. Also must have a detailed knowledge in military doctrine, planning and operational employment of forces - combat arms, combat support, and combat service support. Applies broad understanding of military command and control and force structure at the unified and specified level (joint commands) to the joint planning process and mission analysis.

Education and Experience – Master Degree from an accredited college or university or BA/BS degree minimum with completion of MEL4 (command and general staff college service equivalent) of military schooling plus 15 years of task related experience OR a combination of 20 years of military operational experience (5 of which earned as E-8 or O-4 or above). Possesses extensive knowledge of the Joint Force as demonstrated by education and/or assignments; and/or extensive experience supporting the Joint Force. Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site's area of responsibility or functional area) and task related experience. .

Source Analyst

Summary of duties and responsibilities – Source Analysts shall support studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying and managing areas of operational risk, determining force requirements, and developing tactics, techniques, and procedures for tactical and operational problems. Analysis is performed using widely accepted military combat models and simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results and recommendations to senior military and civilian decision makers. Source Analysts shall be responsible for employing and maintaining selected models and simulations (to include their data bases) specifically designed to analyze some aspect of military operations. Under Immediate supervision, formulates and defines analysis scope and objectives.

Education and Experience – Bachelor's Degree from an accredited college or university plus 10 years of task related experience or Graduation from a military command and staff college plus 10 years of task related experience (5 of which earned as E-8 or O-4 or above) OR a combination of 15 years of military operational experience military operational experience (5 of which earned as E-8 or O-4 or above). Possesses knowledge of the Joint Force as demonstrated by education and/or assignments; and/or experience supporting the Joint Force. Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site's area of responsibility or functional area) and task related experience.

Junior Source Analyst

Summary of duties and responsibilities – Source Analysts shall support in studies of combined and joint military operations conducted across the spectrum of war, from theater campaigns to operations other than war. Study objectives include course of action analysis, operational planning, time-phased force deployment data, feasibility assessments, identifying and managing areas of operational risk, determining force requirements, and developing tactics, techniques, and procedures for tactical and operational problems. Analysis is performed using widely accepted military combat models and simulations, all source intelligence analysis as well as other appropriate operations research techniques. Source Analysts provide support to gaming activities. Source Analysts interpret, synthesize, and present results, associated products and recommendations to senior military and civilian decision makers. Source Analysts shall be responsible for employing and maintaining selected models and simulations (to include their data bases) specifically designed to analyze some aspect of military operations. Under Immediate supervision, formulates and defines analysis scope and objectives.

Education and Experience – Bachelor’s Degree from an accredited college or university plus 6 years of task related experience or 10 years of military operational experience (5 of which earned as E-8 or O-4 or above). Operational experience includes planning and executing combined and joint operations at the theater or component level, knowledge of combat arms, all source intelligence analysis, logistics, civil-military operations, and site’s area of responsibility or functional area) and task related experience.

Analysis Assistant

Summary of duties and responsibilities – Leverages the efforts of other members of an analysis team, provides a broad spectrum of analysis support services. Services include supporting acquisition, conversion, and entry of data for models and analyses; output data reduction and formatting for presentation or inclusion in documentation; data management; facilitation of collaborative activities; and provision of expertise in data reduction techniques and tools.

Education and Experience – Bachelors’ degree from an accredited college or university in a task order related area and at least 2 years of task relevant experience OR associate's degree in a task order related area and at least 4 years of task related experience.

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT**PERFORMANCE WORK STATEMENT****For****WARGAMING, ANALYTIC AND TECHNICAL SUPPORT SERVICES****PART 1****GENERAL INFORMATION****1.0 Description of Services****1.1 Background**

The Joint Staff, J8 Directorate, has a requirement to provide analytic, strategic, technical, managerial, and administrative support to enhance the Joint Staff's mission and total force readiness.

The Joint Chiefs of Staff (JCS) consists of the Chairman of the Joint Chiefs of Staff (CJCS), the Vice Chairman, the Chief of Staff of the Army, the Chief of Naval Operations, the Chief of Staff of the Air Force, the Commandant of the Marine Corps and the Chief of the National Guard Bureau. The Joint Staff (JS) supports the CJCS in executing his Title X duties to assist the President and Secretary of Defense by providing independent military advice for the strategic direction, strategic planning, contingency planning and preparedness of the Armed Forces. To assist the CJCS in his duties, the J8 performs detailed, timely and verifiable assessments of threats and capabilities to establish realistic goals for U.S. defense spending, ensuring linkage between future U.S. military force structure and national objectives. The focal point for J8's analysis of defense capabilities needs, when coupled with the potentially revolutionary impact of technology and increasingly constrained budget authority, is the Joint Requirements Oversight Council (JROC). J8 provides much of the assessment underpinnings for the council's review of defense resource policy on a myriad of items ranging from precision strike capabilities to the designation of advanced concepts technology demonstrations, and analyzes the associated service budgets and programs.

Additionally, J8 performs war fighting analysis, war gaming, interagency politico-military seminars and simulations to assess the ability of the programmed force to execute the National Military Strategy. Furthermore, J8 develops and supports quantitative analytical models used in war fighting analyses of current and future forces and supports efforts associated with the Defense Innovation Initiative to reinvigorate wargaming.

1.2 Purpose

To provide analytic, strategic, technical, managerial, and administrative support to enhance the J8's mission and total force readiness. This work performed under this contract encompasses all aspects of support services in the areas of planning, analysis, monitoring, evaluation, assessment, and documentation of programs required to satisfy JCS analytical and wargaming needs.

1.3 Objective

The contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this Performance Work Statement (PWS); except that which is specified in Part 3 as Government Furnished Information, Facilities, and Services at the Pentagon, Washington D.C. Other places of performance may be specified within the individual task orders. The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to supervision and control by the Government.

The contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government, nor perform any inherently Government functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, contractor personnel will wear appropriate identification (in accordance with JCS policy), identifying themselves as contractor personnel. At all meetings, conferences, or sessions with the Government personnel, and in

correspondence and email, contractor personnel shall clearly identify their status as contractor employees. All reports delivered under this contract are property of the U.S. Government.

1.4 General Information

1.4.1 Period of Performance

The period of performance shall be five years, if all four options are exercised, from 25 August 2016 through 24 August 2021. The performance period for individual task orders will be specified within each order.

1.4.2 Place of Performance

The primary place of performance for this effort is the Pentagon, Washington D.C.

1.4.3 Contracting Officer's Representative (COR)

The Government will provide a COR to assist the contracting officer with the technical aspects of the contract. The COR will aid in providing guidelines clarification and provide the contractor access to technical data required to perform the individual task orders issued under this contract.

COR:

Miranda Sullivan
 Joint Staff/J8/RAMO
 Pentagon, Room 2E829
 Washington, DC 20318-8000
 Phone: (703) 695-5630
 Fax: (703) 614-6601
 E-mail: miranda.c.sullivan.civ@mail.mil

1.4.4 Technical Advisors (TAs)

The Government will identify TAs within each individual task order issued.

1.4.5 Hours of Operation

The contractor is responsible to perform work during normal business hours except Federal holidays or 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 PWS when the Government facility is not closed for the above reasons. The contractor shall consider workforce stability and continuity as essential factors when hiring personnel.

1.4.6 Travel

All travel shall be conducted in accordance with FAR 31.205-46 "Travel Costs" and the Joint Travel Regulations (JTR) and must be pre-approved by the COR in writing.

The contractor shall be required to travel as specified in each individual task orders. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated with the COR.

Estimated Travel Cost: \$400,000.00 for 5 year IDIQ period.

1.4.7 Recognized Holidays

The contractor is NOT required to perform on these days.

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

1.4.8 RESERVED

1.4.9 Security Requirements

1.4.9.1 Clearance Level

Performance of the contract requires contractor personnel to access classified information. All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years. Contractor personnel supporting the Force Planning Construct, Support Agency Review and Assessment Office (SARAO) and the Studies, Analysis and Gaming Division (SAGD) shall possess a current Top Secret (TS) Clearance based on Single Scope Background Investigation (SSBI) completed within the last 5 years with Sensitive Compartmented Information (SCI) eligibility. Personnel working off-site must qualify for a Joint Staff badge or have a Top Secret clearance. The Government may conduct war games or events up to the TS/SCI level with Focal Point/Alternative Compensatory Control Measures (FP/ACCM); therefore, the contractor shall be prepared to support these potential levels of effort at the Pentagon when directed.

1.4.9.2 Facility Clearance

The Contractor shall possess and maintain a Top Secret (TS) facility clearance from the Defense Security Service.

1.4.9.3 Physical Security

The contractor shall be responsible for safeguarding all Government information or property provided for contractor use. At the close of each work period, Government information, facilities, equipment and materials shall be secured as specified.

1.4.9.4 Key Control

The Contractor shall establish and implement methods in accordance with the National Industrial Security Program Operating Manual (DoD 5220.22-M) to ensure all keys/key 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 key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Security Officer identified on the contract DD Form 254.

The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's 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 Security Officer.

1.4.9.5 Lock Combinations

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

1.4.10 Periodic Progress Meetings

The contracting officer, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these progress meetings the contracting officer will provide feedback to the contractor on how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. The Government and the contractor shall take appropriate action to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.4.11 Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, sending email, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of the audience that they are Government employees. Contractor personnel must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.4.12 Deliverables

All deliverables become the property of the United States Government. Unless otherwise stated, all deliverables will be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel/Access/Visio/Project format. Deliverables shall be sent to the COR and TA in accordance with the task orders.

1.4.13 Training Requirements

The Joint Staff has a Joint Knowledge Online (JKO) training requirement that all contractor personnel shall adhere to. Contractor employees shall take all on line training that is listed as "required" for contractor personnel. Contractors shall not take training courses labeled as "recommended." Newly awarded contracts and task orders require the contractor employees to complete all required on line courses within six months, from the date of award, for the calendar year when the award was made. New contractor hires have six months from the date their JS LAN account is established to complete the mandatory online training applicable to the calendar year the LAN account was established. Only full-time contractor employees, with JS LAN accounts, fall under the required training mandate. Part-time-on-call, temporary hires, and those at locations providing occasional support via a reach-back capability shall not be required to take the training, nor allowed to invoice the Government for training taken while in this less-than-full time support capacity.

1.4.14 Negligent Discharge of Classified Information (NDCI)

When information is placed on or processed on an information system with insufficient security controls to appropriately protect it (e.g., classified data on an unclassified system) there is a potential for an unauthorized disclosure. Such actions will be classified as a security violation, specifically a negligent discharge of classified information or NDCI. Contractors that cause NDCIs during the course of the contract shall be held financially liable for all actual accumulated restoration costs incurred, as described below, but not less than \$2,500 per incident. Such costs will be deducted from the contract price, and are not reimbursable.

- a. Restoration costs above \$2,500 will be itemized. DISA has developed a Classified Message Incident Standard Operating Procedures (SOP) that will be followed in the event of an NDCI by the Contractor. Personally Identifiable Information (PII) incidents fall under this category. This is not an exclusive remedy (e.g., in the case of PII spillage, identity theft or other insurance may be needed to protect the individuals).
- b. NDCI Cleanup actions may include the following actions:
 - i. Server destruction
 - ii. Hard drive wipe and destruction
 - iii. Containment actions

PART 2 DEFINITIONS & ACRONYMS

Contracting Officer's Representative (COR) - A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the contractor.

CPAR – Contract Performance Assessment Review

Defective Service - A service output that does not meet the standard of performance associated with it in the PWS.

Delivery Date – The specific time of delivery and/or performance.

Metrics - A system of parameters or ways of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level required by the Government to meet the contract requirements. The standards shall be measurable and structured to permit an assessment of the contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) – A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

Quality Assurance (QA) - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Control (QC) - Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan – A document organizing the performance control processes to be applied in delivering the level of service required by the PWS.

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt for and accept supplies and services.

PART 3 GOVERNMENT FURNISHED INFORMATION, FACILITIES AND SERVICES

3.0 General

The Government will provide the information, facilities, property, equipment and services listed below.

3.1 Information

The Government will provide access to appropriate government regulations, instruction, policies, presentations, software, best practices, and lessons-learned documentation required for performance of each individual task orders. All government furnished information and government furnished software shall be returned to the Government upon completion of the task order.

The Government will provide access to information processing assets as specified to perform the individual task orders issued under the IDIQ. The Government will provide accounts on unclassified and classified automated information systems as deemed necessary for each individual task orders completion.

3.2 Government Site Facilities

The Government will furnish the necessary workspace, administrative equipment and support, communications equipment, and computer support for the contractor staff needed to provide the government site support outlined in each individual task order. This includes desk space, chair, cabinet space, telephones, computers, printers, FAX and copy machines, and other items necessary to maintain an office environment. The Government will provide access

to non-secure and secure telephone systems, equipment and supplies necessary for production/reproduction of materials.

3.3 Utilities

All utilities in the government site facility will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

PART 4

TASK DESCRIPTIONS

4.0 Task Descriptions

4.1 Schedule

4.1.1 Kick-Off Meeting

The contractor shall schedule and conduct a joint Government and contractor kick-off meeting to review PWS requirements ten business (10) days after the period of performance start date of each task order.

4.1.2 Project Schedule

The contractor shall deliver and maintain an integrated project schedule using Microsoft Project or suitable software that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables.

4.1.3 Program Management Support

The contractor shall provide technical program management support to the Government. The contractor shall provide program operational support and business operations services in support of various programs' day-to-day operations and missions. The contractor shall provide program coordination support for the development and coordination of program related assessments, studies, reports, and strategies explained within the individual task orders. The contractor shall support business operations to achieve office functionality, process, and control. This support includes schedule management support, quality control and coordination of documents, drafting business process procedures, and resource management support.

4.2 Cost Reporting

4.2.1 Expenditures

The contractor shall provide cost reporting to the COR as specified in each task order. The reporting shall provide technical, schedule, and fiscal status by comparing planned versus actual expenditures.

Specific reporting elements include, but are not limited to the following:

- Hours expended for each individual on the task, with labor categories and all hours allocated to applicable second level subtask (i.e. 4.6.1, 4.6.2, etc);
- Travel and material costs, if incurred;
- Total monthly expenditures, and total expenditures to date;
- Anticipated future expenditures, to include expected labor;
- Estimated total cost at completion;
- Comparison of remaining funds to cost proposal;
- Cost summary by CLIN (labor, travel, ODCs, etc) that shows total funds available, monthly expenditures, and end of month balance;
- Graphical representation of:
 - Total funds provided
 - Total expenditure to date
 - 75% expenditure threshold

- Cumulative expected expenditures

4.2.2 Problems and Shortfalls

The reporting shall also be used to identify potential problems. The contractor shall identify any anticipated technical or funding shortfall or irregularity during the specified period of performance, in writing, not later than four (4) months prior to the anticipated shortfall.

4.3 Quality

4.3.1 Quality Control Plan

The contractor shall implement a Quality Control Program (QCP) for this effort. The contractor shall prepare and provide a Quality Control Plan to detail and describe the contractor's framework and processes within the QCP for delivering quality products and services required by the tasks in this PWS. This quality control plan shall be provided to the Government within ten business (10) days after contract award. The contractor shall provide a briefing to the Government outlining the plan for implementation of the QCP for the contract tasks during the kick-off meeting. The contractor shall ensure all work will be performed in accordance with the contract requirements and the quality control plan. The contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The contractor shall identify in the Quality Control Plan, the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

DoD contracting activities awarding or administering contracts shall incorporate the following Enterprise-wide Contractor Manpower Reporting Application (ECMRA) standard language into all contracts which include services, provided the organization that is receiving or benefiting from the contracted service is a Department of Defense organization, including reimbursable appropriated funding sources from non-DoD executive agencies where the Defense Component requiring activity is the executive agent for the function performed. The reporting requirement does not apply to situations where a Defense Component is merely a contracting agent for another executive agency. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The Contractor shall report Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for TJS and, as appropriate, for NDU, via a secure Government data collection site.

The Contractor is required to completely fill in all required data fields using the following web address <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <http://www.ecmra.mil/>.

4.4 Technical

The contractor shall provide personnel who have the necessary skills and expertise to accomplish their assigned functions and ensure performance is maintained at an acceptable level.

Task orders shall provide guidelines, which assist in the interpretation of technical portions of the work described within the framework of the PWS.

4.4.1 Monthly Progress Reports

The contractor shall submit monthly progress reports delivered in a format and/or media approved by the COR. Electronic media shall be used whenever practical. First Monthly Progress Report due NLT 15 calendar days after the first full reporting month. Subsequent reports are due NLT 15 days after the last day of each calendar month. These managerial reports shall include the following elements:

- Contractor's name and address
- Contract number and SubCLIN number
- Date of report
- Period covered by report
- Man-hours expended by discipline (i.e., hours expended by task area by individual) for the reporting period including labor categories and all hours allocated to applicable second level subtask (i.e. 4.6.1, 4.6.2, etc), and cumulatively during the contract
- Description of progress made during period reported, including problem areas encountered, recommendations, if any for subsequent solution beyond the scope of this contract
- Trips and significant results to include travel and material costs, if incurred
- Cost curves portraying actual/projected conditions through the individual task orders when appropriate
- Cost incurred for the reporting period and total contractual expenditures as of report date
- Copy of task order invoices for reporting period
- Anticipated future expenditures, to include expected labor;
- Estimated total cost at completion;
- Comparison of remaining funds to cost proposal;
- Cost summary by CLIN (labor, travel, ODCs, etc) that shows total funds available, monthly expenditures, and end of month balance;
- Graphical representation of:
 - Total funds provided
 - Total expenditure to date
 - 75% expenditure threshold
 - Cumulative expected expenditures
- Plans and recommendations for activities during the following period
- Problems encountered
- Contractor performance assessment

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports.

“The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official DoD documentation.”

4.4.2 Specific Wargaming, Analytic and Technical Support Requirements

The contractor shall support the J8 by performing warfighting studies and analysis; conducting war games; assisting in the organization's role in the Defense reinvigoration of wargaming initiative; and support internal resource processes which provide the customer with guidance, advice, and recommendations to support implementation and revision of the Defense Strategy, synchronized with the Planning, Programming, Budgeting, and Execution System (PPBES) cycle. The contractor will support the forces structure assessments, the Global Force Management process, and the Global Posture process. The contractor will support assessment of: Joint Force sufficiency, force structure integration with joint strategy, deliberate planning, and current operations.

At the location specified in the task orders issued under this contract, the contractor shall provide expertise and perform the following tasks:

- Maintain familiarity with and assess identified Combatant Command (CCMD) capability shortfalls as identified by Joint Force Providers (JFPs) and the Joint Staff J-3 on an annual basis in conjunction with the Global Force Management (GFM) cycle.

- The contractor shall assess demand, inventory, and supply data, and develop recommendations for each capability shortfall, which includes analysis of multiple levels of classification up to and including TS/SCI. The contractor shall facilitate integration of efforts among the Joint Staff (JS), OSD, Services, JFPs, and CCMDs.
- The contractor shall maintain familiarity with and provide analysis and assessment of the Joint Force's historical, current and future Force Planning Constructs (FPCs). The contractor shall examine the impact of current operational force employment decisions on the program force structure and the FPC.
- The contractor shall perform and support the staffing of the assessments in conjunction with major DoD efforts related to Force Structure and Force Sizing such as Quadrennial Defense Review (QDR), annual operational availability studies, and other DoD studies.
- The contractor shall build and format force structure data sets drawn from the Current Force Data Base (CFDB) and the Future Forces Data Bases (FFDB) and other databases to provide unit inventories in support of Force Sufficiency Assessments.
- The contractor shall synchronize demand database force lists from the Joint Capability Requirements Manager (JCRM) records and other Global Force Management (GFM) products with other databases for appropriate analyses and studies. The contractor shall use Access, Excel, and other programs as necessary to build and maintain force lists.
- The contractor shall support the Global Force Management process IAW the Global Force Management Implementation Guidance (GFMIG) document and Forces For Unified Command Business Rules.
- The contractor shall support J-8 Forces Division as the J-8 lead for Global Posture Implementation. The contractor shall be knowledgeable of CCMD posture plans, and assess current posture environment and support development of recommendations to senior DoD/JS leadership on future posture requirements to meet the future security demands.
- Contractor shall develop improvements in collecting, storing, displaying and interpreting the force and posture demands of existing department plans; providing analysis, recommendations, and implementation plans to balance forces across combatant CCMD responsibilities in order to support existing plans and steady state operations. Contractor shall assess risk, cost, and benefit to proposed changes to plans and the impact across geographic regions.
- The contractor shall use Modelling and Simulation (M&S) tools to conduct studies; import and integrate databases representing the U.S. conventional force and model future forces, and participate in configuration management. The contractor will have an understanding of current force structure of all Services to ensure proper interpretation of databases.
- The contractor will provide support by organizing technical interchanges and support discussions across the Services, Joint Staff, OSD, and CCMDs on Global Force Management, Global Posture, and other general analytic and wargaming efforts, preparing meeting minutes and after action reports, coordinating and integrating study results with other organizations, and distributing materials. Contractor shall provide support in researching, assessment, coordination, and analysis of Joint Staff Action Packets.
- Develop a Time-Phased Force Deployment Data (TPFDD) and/or munitions and logistics analysis in support of Joint Theater Campaign analyses at up to the TS/SCI level of classification using appropriate models, simulations and tools.
- Support the development and assessment of Phased Threat Distributions for use in the DOD Munitions Requirements Process.
- Review and update munitions effects data, as needed, for use in the standard suite of theater-level campaign models, and mission-level models used in support of campaign analysis.
- Provide support to improving the readiness and responsiveness of the Combat Support Agencies (CSAs) and Combat Support Agency Review and Assessment Team (CSART) process. The Support Agency Review and Assessment Office (SARAO) seeks to continuously influence the CSAs to improve their readiness and responsiveness to support the combatant commanders and Services. Part of the effort requires SARAO to be able to identify and influence DoD processes and exploit opportunities to increase the CSA's readiness and responsiveness.
- Review and analyze strategic documents, Integrated Priority Lists and Functional Capability Boards (FCBs) on-going efforts, such as capability gap analysis, documents submitted via Joint Capability Integration and Development System (JCIDS), for CSA relevant issues prior to each assessment.

- Develop and execute reviews of CSA Agency Mission Essential Tasks, plans and future capabilities to be integrated into the assessments.
- Provide administrative, technical, and subject matter expert assistance to the Government in conducting assessments of the readiness and responsiveness of the CSAs to support the operating forces. The nine CSAs are Defense Information Systems Agency (DISA), Defense Threat Reduction Agency (DTRA), National Geospatial-Intelligence Agency (NGA), National Security Agency (NSA), Defense Logistics Agency (DLA), Defense Intelligence Agency (DIA), Defense Contract Management Agency (DCMA), Defense Health Agency (DHA) and Joint Improvised-Threat Defeat Agency (JIDA).
- Provide technical support to assist war game wargame planning and execution to include development, planning and facilitation of group discussions, seminars, and workshops using techniques such as active listening, position versus interest and questioning. The contractor shall also assist the government to identify and analyze complex problems and issues identified throughout facilitated discussions. The contractor shall apply and incorporate decision analysis and support, problem solving and other analysis methodologies to game and workshop design.
- Perform post-event activities to include distilling observations, findings, and decisions made during the game. The contractor shall compile data both written and electronic that is used or produced during the game. The contractor shall assemble and develop post game products. The Government sponsor or game director will determine the form and substance of the products. The contractor shall provide post-game products that include an assessment of progress toward stated game objectives.
- Prepare and conduct sequential or phased games that both capture interim results and provide a breakpoint for follow-on activities in cases where sequential or phased games are being executed.
- Provide administrative and technical support to assist the Deputy Director J-8's evolving role as a Wargaming Quad chair member, J-8 SAGD's role as a core member of the Wargaming Quad Chairs and providing direct support to the Defense Wargaming Alignment Group (DWAG)
- Provide administrative and technical support to assist J-8's oversight, alignment, and coordination of wargaming within the near-term (N/T) time horizon and synthesis and integration of wargame findings across three time horizons (near-, mid-, and long-term).

Deliverable: All efforts applied to the functions listed above shall be documented in a detailed Monthly Technical Report. Supporting briefs, recommendations, and database updates shall be provided to the Government and documented in the technical report. The technical report shall contain enough detail so it will stand alone as a useful tool for the Government to utilize in the acquisition process, while also fully documenting the value added by the contractor's efforts.

The contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet standards and will include, but not be limited to:

- A summary description of the work performed by task and subtask description that provides enough fidelity to correlate the work described to the hours invoiced.
- Technical reports, data compilations, program master schedule, evaluations, and analyses
- Testing procedures, requirements, assessments, calibrations, and schedules
- Specifications, tabulations, engineering drawings, multi-media graphics, designs, concepts, diagrams, and circuits
- Life-cycle maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc.
- Conference agenda, conference minutes, and presentation materials
- Purchase descriptions, proposals, equipment illustrations, program planning, support, and budget documentation and funding plans

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports.

“The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official DoD documentation.”

**PART 5
APPLICABLE DOCUMENTS**

5.0 Applicable Documents

5.1 Specific Regulation or Guidance

Unless otherwise specified, the following documents listed form a part of the PWS and are to be used for general guidance only.

DI-MGMT-80227	Contractors Progress, Status and Management Report
DI-MISC-80508B	Technical Reports – Study/Services
DI-MISC-80711A	Scientific and Technical Report
DI-ADMN-81250A	Conference Minutes

**TECHNICAL EXHIBIT 1
PERFORMANCE REQUIREMENTS SUMMARY**

Task Paragraph	Tasks	Delivery Date	Performance Standard
4.1	Schedule		
4.1.1	Schedule and conduct a contract kick-off meeting (Applicable for each individual task order).	PoP start + 10 calendar days. Details provided in individual task orders.	One Time. Details provided in individual task orders.
4.1.2	Deliver and maintain an integrated project schedule using MS Project; include resource loaded tasks, durations, dependencies & deliverables	PoP start date + 30 calendar days (initial). Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.2	Cost Reporting		
4.2.1	Compare planned versus actual contract cost expenditures to include separate breakout for ODC burn-rate. (Applicable for each individual task order).	By the 15 th day of each month. Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.2.2	Identify and outline potential problems and funding shortfalls. (Applicable for each individual task order).	By the 15 th day of each month. Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.3	Quality		
4.3.1	Prepare and provide a Quality Control Plan (Applicable for each individual task order).	PoP start date + 10 days. Details provided in individual task orders.	One Time. Details provided in individual task orders.
4.4	Technical (The deliverables required for the successful completion of the stated TO objective will be listed in each individual task orders.)		

4.1.3 4.4.1	Monthly Progress Reports To include all Technical Tasks required by the individual task orders.	By the 15 th day of each month. Details provided in individual task orders.	Updated monthly. Details provided in individual task orders.
4.4.2	Technical Reports To include all efforts applied to the required by the task orders. Supporting briefs, recommendations, and database updates shall be provided to the Government POC and documented in detail in this monthly technical report. The technical report shall contain enough detail so it will stand alone as a useful tool for the Government to utilize.	By the 15 th day of each month. Details provided in individual task orders.	Updated monthly. Details provided in individual task orders.
4.4.2	Analytical Assessment – A written draft assessment of assigned topic.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	In-Progress Review – Briefing to Government identifying progress to date, potential issues needing resolution, and proposed solutions for review/approval.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Draft Assessment Briefing – A written draft assessment of analytical briefings.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Final Documentation of Assessments – A written summary of assessment results generated at the completion of a topic's assessment for historical reference.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Coordination of Meetings – Written notification to participants and coordination of meetings.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Coordination of Issues – Post topics, documents, schedules, points of contact, meeting minutes, events, and calendar of events.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Documentation of Meetings and Briefings – Provide documentation of management of meetings, discuss pertinent topics for Government review, and discuss the development of interim and final briefings and reports.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Analytical and Technical Products – Products include point papers; memoranda; position papers; issues analyses; briefings; and research and analysis products.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Briefing of Analysis Results – Briefing to update the Government on the status of on-going analysis.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Assumptions Briefing – Briefing on analysis assumptions.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Reports, Summaries, Status Reports, and Briefings – Prepare draft reports, study summaries, formal briefings, and supporting graphic material.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Trip Reports	Details provided in individual task orders.	Details provided in individual task orders.

Quality Assurance Surveillance Plan (QASP)

1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to ensure systematic quality assurance methods are used in this performance based service task order. The Contractor shall perform in accordance with the QASP performance metrics, and the Government shall receive the quality of services identified in the task order. A properly executed QASP will assist the Government in achieving the objectives of this acquisition.

2. AUTHORITY

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspection and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative.

3. SCOPE

The QASP is put in place to provide Government surveillance and oversight of the Contractor's efforts to assure that they are timely, effective and are delivering the results specified in the task order.

The contractor's performance on this requirement will be evaluated by the Government as described below. The first evaluation will cover the period ending 12 months after date of contract award with successive evaluations being performed for each 12 month period thereafter until the contractor completes performance under this requirement. For the first period and each subsequent 12 month period, the government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the 12 month period but will not include cumulative information from prior reports. For each period, the Contractor will complete a self-assessment of the performance provided, to be delivered to the COR and Contract Specialist NLT 60 days prior to the end of the period of performance. The self-assessment shall cover all areas of the Government QASP. Based on the evaluation results, the Contracting Officer will assign an overall performance rating. If the Contracting Officer assigns an "Unsatisfactory" performance rating for the period evaluated, the next option period will not be exercised.

4. GOVERNMENT RESOURCES AND RESPONSIBILITIES

The following Government resources shall have responsibility for the implementation of this QASP:

Procurement Contracting Officer – The Procurement Contracting Officer (PCO) ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interest of the United States in the contractual relationship. It is the PCO that assures the Contractor receives impartial, fair and equitable treatment under the task order. The PCO is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The PCO for this task order is identified in Section G.

Contract Administrator – An individual assigned by the PCO to assist in the daily administration of the task order. The Contract Administrator also provides input to the PCO and the COR as to the quality of performance for areas addressed in this QASP. The Contract Administrator for this task order is identified in Section G.

Contracting Officer's Representative – The Contracting Officer's Representative (COR) is responsible for technical administration of the task order and assures proper Government surveillance of the Contractor's

performance. The COR is not empowered to make any contractual commitments or to authorize any changes on the Government’s behalf. Any changes that the Contractor deems may affect task order price, terms or conditions shall be referred to the PCO for action.

Government TA – The COR designates individual Government TAs to assist in administering specific projects under the task order. The Government TA is responsible for assisting in administering a specific project under the task order. A Government TA cannot, in any manner, alter the scope of the task order, make commitments or authorize any changes on the Government’s behalf.

5. METHODS OF QA SURVEILLANCE

- a. **QASP** – The below listed methods of surveillance shall be used by the COR in the technical administration and the PCO/Contract Administrator in non-technical administration of this QASP. The QASP will be the prime determinant in exercising the option.
- b. **Contractor Performance Assessment Report System (CPARS)** – The market place for information technology, engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this task order. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. This evaluation will be one determinant in exercising an option. For this procurement, the Government will address the quality of product or service, schedule, cost control, business relations, management, and other important areas. As this information may affect future source selections throughout DoD, and the continuation of the task order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

6. DOCUMENTATION

In addition to providing annual reports to the Contracting Officer, the COR will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government’s performance of the quality assurance function. The COR shall forward these records to the Contracting Officer at termination or completion of the task order.

7. SURVEILLANCE

The tables below set forth the performance ratings, standards, outcome and surveillance methods to document the results of the surveillance on an annual basis, as well as interim and informal reviews (i.e., In-Process Reviews (IPRs)) on a more frequent basis.

- (a) **Performance Ratings:** The Government will evaluate the Contractor’s performance of the Performance Work Statement (PWS) and the Contracting Officer will assign one of the following ratings:

- (1) Excellent
- (2) Satisfactory
- (3) Unsatisfactory

The standards associated with these ratings are given in the following Table 1:

Table 1: Overall Performance Ratings

Overall Performance Rating	Standard
Excellent	“Excellent” ratings for all performance

	evaluation criteria.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(b) Objectives/Determination

1. Interim/Informal

Interim/Informal performance evaluations will be provided to assess performance at each IPR.

2. Annual

The PCO will make a performance determination at the end of each task order period of performance. The determination will be based upon the COR’s recommendations, the Contractor’s comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the COR’s recommendations and the Contractor’s comments/report regarding the evaluation. The PCO’s performance determination is unilateral and final. The PCO will document the determination and provide a copy to the Contractor within 30 days of receipt of the Contractor’s self-assessment.

- (c) Performance Evaluation Criteria. The Contractor’s performance will be evaluated using the criteria and standards provided for each objective and identified in Tables 3 through 5 of this task order QASP.
- (d) Organization. The performance evaluation organization consists of the PCO, who will serve as the Determining Official and the COR. In some instances, a Technical Assistant (TA) will be assigned to the task order in addition to the COR.
- (e) This performance evaluation does not replace any other requirement for evaluating Contractor performance that may be required by this task order such as a Contractor Performance Assessment Reporting System (CPARS) report or other required reports.

Table 3: Task Performance Evaluation Criteria and Standards

Criterion	Unsatisfactory	Satisfactory	Excellent
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (4).	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table 4.	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table 4.
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per individual task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per task order policy. Contractor ensures staff training remains current.

Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations.	Meets customer expectations.	Exceeds customer expectations to the benefit of the overall tasking.

(f)

Table 4: Performance Requirements Summary Table

Task Paragraph	Tasks	Delivery Date	Performance Standard
4.1	Schedule		
4.1.1	Schedule and conduct a contract kick-off meeting (Applicable for each individual task order).	PoP start + 10 calendar days. Details provided in individual task orders.	One Time. Details provided in individual task orders.
4.1.2	Deliver and maintain an integrated project schedule using MS Project; include resource loaded tasks, durations, dependencies & deliverables (Applicable for each individual task order).	PoP start date + 30 days (initial). Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.2	Cost Reporting		
4.2.1	Compare planned versus actual contract cost expenditures to include separate breakout for ODC burn-rate. (Applicable for each individual task order).	By the 15 th day of each month. Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.2.2	Identify and outline potential problems and funding shortfalls. (Applicable for each individual task order).	By the 15 th day of each month. Details provided in individual task orders.	Monthly (updated with each monthly report). Details provided in individual task orders.
4.3	Quality		
4.3.1	Prepare and provide a Quality Control Plan (Applicable for each individual task order).	PoP start date + 10 days. Details provided in individual task orders.	One Time. Details provided in individual task orders.
4.4	Technical (The deliverables required for the successful completion of the stated TO objective will be listed in each individual task orders.)		
4.1.3 4.4.1	Monthly Progress Reports To include all Technical Tasks required by the individual task orders.	By the 15 th day of each month. Details provided in individual task orders.	Updated monthly. Details provided in individual task orders.

4.4.2	Technical Reports To include all efforts applied to the required by the task orders. Supporting briefs, recommendations, and database updates shall be provided to the Government POC and documented in detail in this monthly technical report. The technical report shall contain enough detail so it will stand alone as a useful tool for the Government to utilize.	By the 15 th day of each month. Details provided in individual task orders.	Updated monthly. Details provided in individual task orders.
4.4.2	Analytical Assessment – A written draft assessment of assigned topic.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	In-Progress Review – Briefing to Government identifying progress to date, potential issues needing resolution, and proposed solutions for review/approval.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Draft Assessment Briefing – A written draft assessment of analytical briefings.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Final Documentation of Assessments – A written summary of assessment results generated at the completion of a topic’s assessment for historical reference.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Coordination of Meetings – Written notification to participants and coordination of meetings.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Coordination of Issues – Post topics, documents, schedules, points of contact, meeting minutes, events, and calendar of events.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Documentation of Meetings and Briefings – Provide documentation of management of meetings, discuss pertinent topics for Government review, and discuss the development of interim and final briefings and reports.	Details provided in individual task orders.	Details provided in individual task orders.
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4.4.2	Reports, Summaries, Status Reports, and Briefings – Prepare draft reports, study summaries, formal briefings, and supporting graphic material.	Details provided in individual task orders.	Details provided in individual task orders.
4.4.2	Trip Reports	Details provided in individual task orders.	Details provided in individual task orders.

TABLE 5: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Cost Management	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below task order estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
Cost Reporting	Reports are generally late, inaccurate, incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	Reports are clear, accurate, and proactive. Problems and/or trends are addressed thoroughly, and the Contractor's recommendations and/or corrective plans are implemented and effective.

REIMBURSEMENT OF TRAVEL COSTS

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End of Provision)

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 25-AUG-2016 TO 24-AUG-2017	N/A	N/A FOB: Destination	
0002	POP 25-AUG-2016 TO 24-AUG-2017	N/A	N/A FOB: Destination	
0003	POP 25-AUG-2016 TO 24-AUG-2017	N/A	N/A FOB: Destination	
1001	POP 25-AUG-2017 TO 24-AUG-2018	N/A	N/A FOB: Destination	
1002	POP 25-AUG-2017 TO 24-AUG-2018	N/A	N/A FOB: Destination	
1003	POP 25-AUG-2017 TO 24-AUG-2018	N/A	N/A FOB: Destination	
2001	POP 25-AUG-2018 TO 24-AUG-2019	N/A	N/A FOB: Destination	
2002	POP 25-AUG-2018 TO 24-AUG-2019	N/A	N/A FOB: Destination	
2003	POP 25-AUG-2018 TO 24-AUG-2019	N/A	N/A FOB: Destination	
3001	POP 25-AUG-2019 TO 24-AUG-2020	N/A	N/A FOB: Destination	
3002	POP 25-AUG-2019 TO 24-AUG-2020	N/A	N/A FOB: Destination	
3003	POP 25-AUG-2019 TO 24-AUG-2020	N/A	N/A FOB: Destination	
4001	POP 25-AUG-2020 TO 24-AUG-2021	N/A	N/A FOB: Destination	
4002	POP 25-AUG-2020 TO 24-AUG-2021	N/A	N/A FOB: Destination	
4003	POP 25-AUG-2020 TO 24-AUG-2021	N/A	N/A FOB: Destination	

Section H - Special Contract Requirements

MINIMUM AND MAXIMUM

MINIMUM AND MAXIMUM QUANTITIES (SINGLE AWARD CPFF IDIQ)

As referred to in paragraph (b) of the “Indefinite Quantities” clause of this contract, this contract has a total contract minimum quantity of \$25,000 worth of orders. The contract maximum for this contract is a total of \$* worth of orders and 193,875 hours of effort.

The maximum value of the contract is \$**; however, the Contracting Officer may issue orders beyond this value in accordance with paragraph (e) of the Level of Effort clause, provided the total hours ordered do not exceed the hours of effort shown above. Similarly, the Contracting Officer may issue orders beyond the maximum hours of effort shown in paragraph (a) above in accordance with paragraph (e) of the Level of Effort clause, provided the contract value does not exceed the maximum dollar values shown in this paragraph (b).

	*	**
	Contract Maximum Amount	Contract Maximum Hours
Base Period	\$x,xxx,xxx	xx,xxx
If Option 1 is exercised	\$x,xxx,xxx	xx,xxx
If Option 2 is exercised	\$x,xxx,xxx	xx,xxx
If Option 3 is exercised	\$x,xxx,xxx	xx,xxx
If Option 4 is exercised	\$x,xxx,xxx	xx,xxx

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2007
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	System for Award Management	JUL 2013
52.204-8	Annual Representations and Certifications	JAN 2016
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2015
52.209-5	Certification Regarding Responsibility Matters	OCT 2015
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-2 Alt I	Audit and Records--Negotiation (Oct 2010) Alternate I	MAR 2009
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data-- Modifications	AUG 2011
52.215-12	Subcontractor Certified Cost or Pricing Data	OCT 2010
52.215-13	Subcontractor Certified Cost or Pricing Data--Modifications	OCT 2010
52.219-1	Small Business Program Representations	OCT 2014
52.219-1	Small Business Program Representations	OCT 2014
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-9	Small Business Subcontracting Plan	OCT 2015
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-19	Child Labor -- Cooperation with Authorities and Remedies	JAN 2016
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-25	Affirmative Action Compliance	APR 1984
52.222-26	Equal Opportunity	APR 2015

52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	OCT 2015
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	OCT 2015
52.227-1	Authorization and Consent	DEC 2007
52.230-2	Cost Accounting Standards	OCT 2015
52.230-4	Disclosure and Consistency of Cost Accounting Practices -- Foreign Concerns	OCT 2015
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23	Assignment Of Claims	MAY 2014
52.232-23 Alt I	Assignment of Claims (May 2014) - Alternate I	APR 1984
52.232-25	Prompt Payment	JUL 2013
52.232-25 Alt I	Prompt Payment (July 2013) Alternate I	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.233-1	Disputes	MAY 2014
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2014
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-13	Bankruptcy	JUL 1995
52.242-14	Suspension of Work	APR 1984
52.242-15	Stop-Work Order	AUG 1989
52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.243-1	Changes--Fixed Price	AUG 1987
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.243-4	Changes	JUN 2007

52.243-5	Changes and Changed Conditions	APR 1984
52.243-6	Change Order Accounting	APR 1984
52.243-7	Notification Of Changes	APR 1984
52.244-2	Subcontracts	OCT 2010
52.244-2 Alt I	Subcontracts (Oct 2010) - Alternate I	JUN 2007
52.244-5	Competition In Subcontracting	DEC 1996
52.245-1	Government Property	APR 2012
52.245-9	Use And Charges	APR 2012
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.246-25	Limitation Of Liability--Services	FEB 1997
52.247-63	Preference For U.S. Flag Air Carriers	JUN 2003
52.248-1	Value Engineering	OCT 2010
52.249-1	Termination For Convenience Of The Government (Fixed Price) (Short Form)	APR 1984
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.203-7998 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements - Representation. (DEVIATION 2015-O0010)	FEB 2015
252.203-7999 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements. (DEVIATION 2015-O0010)	FEB 2015
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7006	Billing Instructions	OCT 2005
252.204-7008	Compliance With Safeguarding Covered Defense Information Controls	DEC 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	DEC 2015
252.209-7002	Disclosure Of Ownership Or Control By A Foreign Government	JUN 2010
252.209-7992 (Dev)	Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law - Fiscal Year 2015 Appropriations	DEC 2014
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.215-7008	Only One Offer	OCT 2013
252.222-7007	Representation Regarding Combating Trafficking in Persons	JAN 2015
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014

252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JAN 2011
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	MAY 2013
252.231-7000	Supplemental Cost Principles	DEC 1991
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7006	Wide Area WorkFlow Payment Instructions	MAY 2013
252.232-7007	Limitation Of Government's Obligation	APR 2014
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7001	Compliance With Audit Standards	MAY 2000
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.242-7004	Material Management And Accounting System	MAY 2011
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	MAR 2015
252.246-7000	Material Inspection And Receiving Report	MAR 2008

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other-----

(f) Common parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

___ Name and TIN of common parent:

Name-----

TIN-----

(End of provision)

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a single award, Indefinite Delivery Indefinite Quantity type contract resulting from this solicitation.

(End of provision)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$5,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$10,000,000;

(2) Any order for a combination of items in excess of \$10,000,000; or

(3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons.

Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract 12 months after the last day of the ordering period.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 1 day.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days in advance. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

(End of clause)

52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (OCT 2015)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement -- Cost Accounting Practices and Certification

(a) Any contract in excess of \$750,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

* (1) *Certificate of Concurrent Submission of Disclosure Statement.* The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: ____ Name and Address of Cognizant ACO or Federal Official Where Filed: ____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

* (2) *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: ____ Name and Address of Cognizant ACO or Federal Official Where Filed: ____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

* (3) *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

* (4) *Certificate of Interim Exemption.* The offeror hereby certifies that

(i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and

(ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form

specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards -- Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

* The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

() yes() no

(End of Provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from: Mr. James Swizewski
700 Robbins Avenue, Building 2B
Philadelphia, PA 19111-5083

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (MAR 2015)

(a) Definitions. As used in this provision--

Adjusted hourly rate (including uncompensated overtime) is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week which includes uncompensated overtime hours over and above the standard 40-hour work week. For example, 45 hours proposed on a 40-

hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour (\$20.00 x 40 divided by 45 = \$17.78).

Uncompensated overtime means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

(b)(1) Whenever there is uncompensated overtime, the adjusted hourly rate (including uncompensated overtime), rather than the hourly rate, shall be applied to all proposed hours, whether regular or overtime hours.

(2) All proposed labor hours subject to the adjusted hourly rate (including uncompensated overtime) shall be identified as either regular or overtime hours, by labor categories, and described at the same level of detail. This is applicable to all proposals whether the labor hours are at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS—REPRESENTATION (DEVIATION 2016-O0003)(OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003)(OCT 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

252.204-0004 LINE ITEM SPECIFIC: BY FISCAL YEAR. (SEP 2009)

The payment office shall make payment using the oldest fiscal year appropriations first, exhausting all funds in the previous fiscal year before disbursing from the next fiscal year. In the event there is more than one ACRN associated with the same fiscal year, the payment amount shall be disbursed from each ACRN within a fiscal year in the same proportion as the amount of funding obligated for each ACRN within the fiscal year.

(End of clause)

252.209-7004 SUBCONTRACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A COUNTRY THAT IS A STATE SPONSOR OF TERRORISM (OCT 2015)

(a) Unless the Government determines that there is a compelling reason to do so, the Contractor shall not enter into any subcontract in excess of \$35,000 with a firm, or a subsidiary of a firm, that is identified in the Exclusions section of the System for Award Management System (SAM Exclusions) as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a country that is a state sponsor of terrorism.

(b) A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is identified, in SAM Exclusions, as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a country that is a state sponsor of terrorism. The notice must include the name of the proposed subcontractor and the compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in SAM Exclusions.

(End of clause)

252.209-7991 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2016 APPROPRIATIONS (DEVIATION 2016-O0002) (OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in sections 744 and 745 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [____] is not [____] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [____] is not [____] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from date of award through 60 months, if all options are exercised.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered ``issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered ``issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as

National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for

completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS

Attachment I: DD Form 254: DoD Contract Security Classification Specification

Attachment II: Contract Administration Plan (CAP) FFP

Attachment III: Contract Administration Plan (CAP): CPFF

Section L - Instructions, Conditions and Notices to Bidders

SUBMISSION OF PROPOSALS

I. GENERAL

In addition to instructions to offerors contained elsewhere in this solicitation, the following instructions are provided.

Initial proposals and any modifications thereto are to be submitted to the Contracting Officer on or before the closing date and time cited elsewhere in this Request for Proposals. Faxes, e-mails, and/or responses through NECO or any method other than Hard Copy format are not acceptable.

Hand-carried proposals are not encouraged. The Contracting Office is located on a secured compound. Only personnel with current DoD Common Access Cards (CACs) or appropriate military credentials will be able to access the compound. There will be no ability to drop off the proposals outside the compound.

Overnight packages or packages through the USPS are the only acceptable means of delivering a proposal. Please furnish proposals to the following address:

NAVSUP FLC Norfolk Contracting – Philadelphia Office
ATTN: Adam Dombrowski
700 Robbins Avenue, Building 2B
Philadelphia, PA 19111

Offerors shall submit their proposals in two separate volumes as follows:

Volume I	Non-price Cost Proposal	Original and 3 copies
Volume II	Cost Proposal	Original and 3 copies

In addition to the Cost Proposal, offerors shall include the following items as part of Volume II:

- Solicitation cover sheet with appropriate block completed by the offeror
- Solicitation pricing pages completed by the offeror
- Acknowledgement of solicitation amendments pursuant to FAR 52.215-1 (if not previously acknowledged)
- Representations and Certifications completed by the offeror in accordance with instructions contained elsewhere in this solicitation. If the offeror has completed all of the representations and certifications required by this solicitation on www.SAM.gov in accordance with FAR 52.204-8 and DFARS 252.204-7007 ALT A, then the offeror need not submit the hardcopy Representations and Certifications.
- The offeror's small business subcontracting plan.

The completion and submission of the above items will constitute a proposal and will be considered the offerors unconditional assent to the terms and conditions of this solicitation and any attachments and/or exhibits hereto. Offerors shall respond to all requirements of the solicitation document. Offerors are cautioned not to alter the solicitation. Any affirmative exception to the material terms and conditions of the solicitation will render the offer ineligible for award. Alternate proposals are not authorized. In the

event any person who is not a bona fide employee of the offeror participated in the creation, formulation, or writing of any portion of the Proposal, a certificate to this effect shall be included in the Proposal which shall be signed by an officer of the offeror. Such certificate shall identify the name of the person who is not a bona fide employee, that person's employment capacity, the name of the person's firm, the relationship of that firm to the offeror, and the portion of the Proposal in which the person participated.

II. REQUIREMENTS FOR PROPOSAL CONTENT

(1) Please do not include CLASSIFIED data in your proposal.

(2) Introduction and Purpose - This section specifies the format that offerors should use in Proposals submitted in response to this solicitation. The intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the Proposals for evaluation purposes.

(3) Each volume should contain the following items in addition to the other information required by this solicitation:

Cover:

The cover should indicate the following:

Title of the Proposal

Volume Number (I or II) Solicitation number

Name and address of offerors

DUNS and CAGE of Offeror

Table of Contents:

The table of contents should provide detail sufficient to allow the important elements to be easily located. The use of dividers is encouraged.

(4) Requirements for Style: Each offeror shall submit a Proposal that clearly and concisely sets forth the contractor's response to the requirements of the solicitation. Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective Proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork and expensive visual or other presentation aids are neither necessary nor desired. The Proposal shall contain all the pertinent information in sufficient detail in the one area of the Proposal where it contributes most critically to the discussion. When necessary, the offeror shall refer to the initial discussion and identify its location within its Proposal.

(5) Page Limitations:

Volume I, "Non-cost Proposal," is limited to a maximum of 30 pages in length inclusive of any charts, diagrams, and/or other graphics. Each "page" is defined as one sheet, 8 ½" x 11", with at least one inch margins on all sides, using a font with a point size of 12 or greater (e.g., "Times New Roman" style with 12 point font). Lines shall, at a minimum, be single-spaced. Pages shall be consecutively numbered. Multiple pages, double pages, two-sided pages, or foldouts will count as an equivalent number of 8 ½" x 11" pages. The cover sheet, table of contents (not to exceed one page per volume), tabs, and dividers will

not count toward the page limit. The one exception to the font size requirement shown above is that the "corporate experience and past performance information forms" may be completed with a point size of 10 or greater. Pages submitted in excess of the page limitations described above will not be evaluated.

Volume II, "Cost Proposal," is not page limited.

III. PROPOSAL CONTENT

Volume I Non-cost Proposal

This volume shall include all information required for the evaluation of the offerors Non-Cost Proposal, except for the information required to be provided under the Socio-Economic Plan factor, this volume of the Proposal shall exclude any cost information. Each page of the each copy should include the following legend:

Source Selection Information - See FAR 2.101 and 3.104

The Non-cost evaluation factors are listed below in descending order of importance, with Performance Approach, Management Approach and Past Performance significantly more important than the Socio-Economic Plan. The non-cost evaluation factors are further detailed below:

Performance Approach
Management Approach
Past Performance
Socio-Economic Plan

(a) Performance Approach:

The offeror shall provide in detail a performance approach that will successfully accomplish the requirements of the solicitation, including the PWS. The offeror shall describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the offerors performance, describe any techniques and/or actions to mitigate such risks, and explain whether the techniques and actions identified for risk mitigation have been successfully used previously by the offeror.

The offeror should provide any other information considered to be relevant to this solicitation.

(b) Management Approach:

The offeror shall provide in detail a management approach that will successfully accomplish the requirements of the solicitation, including the PWS. The offeror's proposal must demonstrate the ability to provide qualified personnel in a timely manner, and a management plan for execution of all of the tasks in the PWS, with the ability to execute all tasks within the specified timeframes. The offeror's proposal must describe a management approach to oversee tasks to ensure quality deliverables. The offeror's proposal must demonstrate proven sound business practices, including stable fiscal control, work breakdown structure knowledge, and cost and schedule compliance. Offeror's must demonstrate a commitment to assign appropriately skilled and experienced individuals to the tasks. The offeror must

also demonstrate that they have assessed the potential risks associated with its technical approach and management plans, and will provide a plan to mitigate identified risks. Lastly, the offeror shall be evaluated on the ability to provide personnel with required security clearances at the start of contract performance.

(c) Past Performance:

The offeror shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years that is the same as, or similar to, the scope, magnitude, and complexity of the work described by this solicitation.

To demonstrate its past performance, the offeror shall identify up to 3 of its most relevant contracts or efforts within the past five (5) years. Offerors should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of 3 of its most relevant contracts or efforts, the subcontractor past performance will be given weight relative to the scope, magnitude and complexity of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's proposal should detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The offeror should complete a "Past Performance Information Form" for each reference submitted. The form is an attachment to the solicitation. The forms will count toward the Volume I page limit described above. For additional information regarding a particular reference beyond that which will fit on the form, the offeror may continue onto additional sheets of paper. Such continuation sheet(s) for submitted references will count toward the Volume I page limit.

The offeror should address its past performance in complying with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan."

(d) Socio-Economic Plan:

The offeror shall address the extent of participation of small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in performance of any resultant contract. The solicitation, however, does not require participation by such entities. The offeror shall provide targets, expressed as dollars and percentages of total contract value, for small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in any of the North American Industry Classification System (NAICS) Major Groups as determined by the Department of Commerce. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor. Targets will be incorporated into and become part of any resultant contract.

If the offeror fails to provide targets for the contract and/or any of the seven socio-economic factors, the offerors Proposal will be evaluated at zero percent and/or zero dollars for the contract and/or any socio-economic factor for which a target is not provided. However, a offeror that provides no socio-economic plan in response to this factor may be considered ineligible for award.

Note: The Socio-Economic Plan is a non-cost evaluation factor and is separate and distinct from the separate requirement, set forth elsewhere in the solicitation, for the offeror to submit a “Small Business Subcontracting Plan.” While obtaining approval of the offeror’s Small Business Subcontracting Plan is required prior to any contract award, the Small Business Subcontracting Plan is not a component of the comparative evaluation of Proposals; rather, it will be treated as a matter of contractor responsibility.

Volume II Cost Proposal

This volume shall include the completed solicitation documents and a complete and detailed cost breakdown with all supporting information. Each page of each copy should include the following legend:

Source Selection Information - See FAR 2.101 and 3.104

The Cost Proposal in Volume II shall include the completed solicitation documents and a complete and detailed breakdown of the offeror’s cost plus fixed fee (CPFF) with all supporting documentation. The cost Proposal shall support the non-cost Proposal. If the cost Proposal does not support the non-price Proposal, the offeror's rating may be downgraded. The price/cost Proposal shall include all elements of cost and such other cost information as considered appropriate to support the Proposal. The cost and pricing information shall be completed in accordance with the following:

- (a) Separate cost and pricing information shall be submitted for each time period specified in the Solicitation Section B – Services and Prices.
- (b) Supporting data including labor rates and hours, burden rates, travel charges, and “other direct costs” used in developing the cost breakdown shall be furnished. The supporting data for “other direct costs” shall include an itemization of those costs and an explanation and justification for each cost so itemized.

Offerors shall comply with FAR 52.222-46 “Evaluation of Compensation for Professional Employees”, which is set forth in Section L. Offerors shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the Contract. Supporting information should include data such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing the total compensation structure. The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulties. Offerors are cautioned that lower compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor’s ability to attract and retain professional service employees, may be viewed as evidence of failure to comprehend the complexities of the contract requirements. Failure to comply with these provisions may constitute sufficient cause to justify rejection of a Proposal.

Uncompensated overtime is discouraged as work schedules averaging more than 40 hours per week can, over a period of time, lead to degradation of performance. Accordingly, a proposed approach to performance that relies on individual work schedules in excess of an average 40 hours per week for any contractor or subcontractor employees may, in the evaluation process, be viewed as creating risk of unsuccessful performance.

In order to verify the realism of the offeror's proposed direct labor rates, all offerors shall submit, as part of their Cost Proposal, documentation substantiating the accuracy of their proposed direct labor rates. To the extent that a offeror is proposing a subcontractor on a cost-reimbursement basis, the documentation substantiating the accuracy of the subcontractor's proposed direct labor rates is also required. Acceptable documentation may include the following:

- (1) Payroll data (if proposing current, named employees)
- (2) Copies of signed Letters of Intent that indicate agreed upon annual salary (if proposing named, new hires)
- (3) Copies of current or prior fiscal year DCMA Forward Pricing Rate Agreement (FPRA), Forward Pricing Rate Recommendation (FPRR), Provisional Billing Rate Approval or Provisional Billing Rate Submission, whichever is most recent.
- (4) If labor category averages are used as consistent with the offeror's accounting practice and approved by DCAA, provide a detailed narrative and include the calculation used to establish the category average. For example, provide a list of the current salaries for all employees working in that labor category, divided by the number of current employees in that labor category.
- (5) If proposing rates that do not fall within one of the above criteria, provide a detailed, comprehensive description of the methodology used to establish the proposed direct rate. The description shall include both the source where the rate was obtained and a description of how the resulting rate was calculated. Merely stating that a "salary survey" or "market survey" was used is not sufficient.

In addition to the foregoing, the offeror shall explain why it's proposed direct labor rates are realistic for the requirements to be performed, considering the technical and experiential qualifications necessary to accomplish the taskings.

In order to verify the realism of the offeror's proposed indirect rates, all offerors shall submit, as part of their Cost Proposal, documentation substantiating the accuracy of their proposed indirect rates. To the extent that a offeror is proposing a subcontractor on a cost-reimbursement basis, the documentation substantiating the accuracy of the subcontractor's proposed indirect rates is also required. Acceptable documentation may include the following:

- (1) Copies of the most current DCMA FPRA, FPRR or DCAA audit of the offerors indirect rates.
- (2) If the most current FPRA, FPRR or DCAA audit of the offerors indirect rates are not available, historical indirect data, to include provisional rates, actual incurred rates, and annual incurred cost claims (if submitted), shall be provided for the three years prior to the offerors current fiscal year. This data shall include the all of the offerors indirect rates as applicable to the offerors accounting system. If proposing indirect rates significantly different from recent incurred rates, offerors shall include a detailed explanation and supporting cost data (including budget information).

If the offeror is proposing subcontracts on other than a CPFF basis, the offeror shall submit information as to whether the rates for the subcontractors are fixed based on a firm bilateral agreement with the subcontractor or merely proposed. In addition, the offeror shall explain why it believes the subcontractor can perform at those rates.

The burden of proof for establishing the realism of all proposed costs rests with the offeror.

(c) For pricing purposes, the following ratios of Contractor facility and Government facility labor performance are established for all labor categories:

Contractor facility: 0%

Government facility: 100%

(d) Offerors shall use the following estimated costs for travel and material amounts for Proposal purposes. Those estimated amounts will be used as common evaluation amounts in all offerors Proposals; the amounts specified below include no associated indirect costs. Offerors shall include the estimated travel and materials costs specified below in their cost Proposals, and load the costs appropriately with indirect costs. The estimated amounts below, plus indirect costs, as determined cost realistic by the Government, will be used in the evaluation of Proposals, and will be included in resultant contracts as “not-to exceed” amounts under which offerors will be permitted to invoice their actual costs.

Travel: \$75,000.00 Base Year

\$77,250.00 Option I

\$79,567.50 Option II

\$81,954.53 Option III

\$84,413.16 Option IV

(i) Travel estimated above is for travel and subsistence associated with performance under any resultant order which will be reimbursed in accordance with the clause entitled “Reimbursement of Travel Costs.”

(ii) Any offeror having an accounting system which includes, within overhead or G&A, travel and/or material shall specifically state this fact within the cost Proposal.

(f) Any and all subcontracts identified in the Non-Cost Proposal shall be identified and priced in the Cost Proposal. Subcontracts (regardless of dollar value) shall be adequately documented. Subcontractor cost breakdown may be submitted separately if needed.

(g) If the offeror is currently being audited, or has recently been audited, by the Defense Contract Audit Agency, the name and location of the assigned DCAA office should be furnished with the Cost Proposal.

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52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

Section M - Evaluation Factors for Award

SECTION M**EVALUATION CRITERIA AND THE BASIS FOR AWARD**

Proposals will be evaluated in accordance with the instructions set forth in Section L, as well as the evaluation criteria contained in this section.

(1) The Government intends to award a contract resulting from this solicitation to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors in the solicitation. The proposal shall be in the form prescribed by, and shall contain a response to each of the areas identified in the Section L solicitation provision entitled "Submission of Proposals." The offerors responses to the Instructions to Offerors in Section L of the solicitation will form the basis of the evaluation of proposals as follows. A less-than-acceptable rating in any non-price evaluation factor will render a proposal ineligible for award consideration as submitted.

The evaluation of proposals will consider the offerors non-cost proposal more important than the offerors cost proposal.

(2) The non-cost evaluation factors are listed below in descending order of importance, with Performance Approach, Management Approach and Past Performance significantly more important than the Socio-Economic Plan.:

Performance Approach
Management Approach
Past Performance
Socio-Economic

The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. Offerors lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the proposal of a offeror with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous proposal to the Government and thus, may be an unsuccessful proposal when compared to the proposals of other offerors. If a offeror fails to provide any past performance information which is similar in scope, magnitude and complexity to that which is detailed in the RFP or fails to affirmatively state that it possesses no relevant directly related or similar past performance, the offer may not be awardable. When a offeror is determined to have relevant past performance, the quality of its past performance will be evaluated. The evaluation of Past Performance is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror and other competitors to successfully meet the requirements of the RFP. In determining the rating for the Past Performance evaluation factor, the Government will give greater consideration to the contracts or efforts which are determined to be most relevant to the RFP, a offeror whose past performance demonstrates either a low expectation or no expectation that the offeror will be able to successfully perform the required effort will be considered ineligible for award.

For all non-cost factors, other than Past Performance, a offeror's proposal must be determined to be acceptable or better in order to be eligible for award.

The Government reserves the right to award the order to other proposals with the lowest evaluated CPFF. No deviations from the estimated Level of Effort provided in Section B are permitted.

Note: The Socio-Economic Plan is a non-cost evaluation factor and is separate and distinct from the separate requirement, set forth elsewhere in the solicitation, for the offeror to submit a "Small Business Subcontracting Plan." The Small Business Subcontracting Plan is a matter of contractor responsibility and not a component of the comparative evaluation of proposals.

(3) Cost Proposals

The cost proposal shall be based upon the government's estimated level of effort and labor categories in Section B of the solicitation. The FFP line items are not to be priced and will not be included as part of the total evaluated price.

Costs will be evaluated on the basis of cost realism. Cost realism pertains to the offeror's ability to project costs which are realistic and reasonable and which indicate that the offeror understands the nature and scope of work to be performed. The probable cost represents the Government's best estimate of the cost of any contract that is likely to result from a offerors proposal and may differ from the proposed cost. The probable cost, determined through the cost realism analysis will be used for purposes of the best value analysis. The method of analysis to be used is at the discretion of the Contracting Officer.

Evaluation of personnel compensation will be part of the cost realism evaluation. Unrealistic rates, as determined by the Contracting Officer, may also be considered in risk assessment and the offerors overall proposal may be downgraded.

NOTE: In accordance with FAR 52.222-46 "Evaluation of Compensation for Professional Employees, the Government will evaluate the offerors total compensation plan for professional employees to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offerors ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Additionally, proposals envisioning professional employee compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

Evaluation of Uncompensated Overtime:

As indicated in Section B, Level of Effort, the Government does not estimate a work week in excess of an average of 40 hours. Pursuant to FAR 37.115, the use of uncompensated overtime is not encouraged

by the Government and may present a risk to contract performance. The use of uncompensated overtime may result in unrealistically low labor rates and quality or service shortfalls and may degrade the level of technical expertise required to fulfill the Government's requirements. Proposals submitted that are based on the use of uncompensated overtime will be evaluated to ensure that the use of uncompensated overtime will not degrade the level of technical expertise required to fulfill the Government's requirements. Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

Offerors shall comply with FAR 52.237-10 Identification of Uncompensated Overtime (MAR 2015), which is set forth in full text in Section L. All proposed labor hours subject to the adjusted hourly rate (including uncompensated overtime) shall be identified as either regular or overtime hours, by labor categories, and described at the same level of detail. This is applicable to all proposals whether the labor hours are at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct. The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal. The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours. Each offeror proposing on the basis of uncompensated overtime shall explain how its accounting practices used to estimate uncompensated overtime are consistent with its cost accounting practices used to accumulate and report uncompensated overtime. Each offeror proposing on the basis of uncompensated overtime is required to explain why the use of uncompensated overtime will not degrade the level of technical expertise or cause quality or service shortfalls in fulfilling the Government's requirements.

To the extent that an offeror's proposed Compensation for Professional Employees and/or proposed Uncompensated Overtime is evaluated as presenting a high risk to successful performance, the offeror's proposal will be considered unawardable.

For the purpose of preparing a cost proposal, the offeror shall assume that the basic period of performance will be from August 25, 2016 through August 24, 2017 with four one-year option periods as follows:

Option I Period of Performance: August 25, 2017 through August 24, 2018

Option II Period of Performance: August 25, 2018 through August 24, 2019

Option III Period of Performance: August 25, 2019 through August 24, 2020

Option IV Period of Performance: August 25, 2020 through August 24, 2021

The Government has estimated travel costs to be approximately \$75,000.00 per year, as shown in Section L (plus applicable burden), and shall be used for the purpose of evaluating the cost proposal. Therefore, offerors shall use these estimates in preparing their cost proposal. Application of material handling charges and/or G&A rates, as appropriate, will be allowed only if the contractor maintains separate accounts for such costs and will be in addition to the common evaluation amounts.

The Government will evaluate proposals for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a proposal is unacceptable

if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).