



**UNITED STATES TRANSPORTATION COMMAND
508 SCOTT DR
SCOTT AIR FORCE BASE IL 62225-5357**

21 February 2008

MEMORANDUM FOR SCHEDULE CONTRACTORS

FROM: USTRANSCOM, Directorate of Acquisition, DPO Support Division (TCAQ-D)

SUBJECT: Request for Quotation (RFQ): Single Mobility System (SMS) Software
Development and Operations Support

1. Attached is Request for Quotation (RFQ) number HTC711-08-Q-0066. It is our intent to award a labor hour task order against a GSA schedule (70 IT) to one contractor to successfully accomplish contract level project management, project tracking, Configuration Control Board (CCB) support; software development; software maintenance; functional support; 24x7 Tier II support; and documentation. Travel and Other Direct Costs (ODCs) will be cost reimbursable line items with a NTE/Ceiling Price established by the Government and included on the task order.
2. Quotes are to be submitted electronically no later than 1300 (CDT) on 6 March 2008. The electronic submission of your quote is considered the official copy for meeting the submission deadline. (Your e-mail submission must be checked and determined to be "virus-free" prior to submission.)
3. Quotes, and any questions regarding this RFQ, shall be submitted by e-mail to Andrea Mouser and the undersigned at andrea.mouser@ustranscom.mil and lisa.gross@ustranscom.mil respectively. You may also contact Andrea Mouser or the undersigned at (618) 256-9608 or (618) 256-6259 respectively.

A handwritten signature in black ink, reading "Lisa A. Gross", is positioned above the printed name and title.

LISA A. GROSS
Contracting Officer

Attachments:

1. Performance Work Statement (PWS) dated 20 February 2008
2. DD Form 254
3. RFQ Information Sheet
4. Quality Assurance Surveillance Plan (QASP)

1. **General:** The overall intent of this requirement is to successfully provide contract level project management, project tracking, CCB support; software development; software maintenance; functional support; 24x7 Tier II support; and documentation. The Performance Work Statement (PWS) dated 20 February 2008 (Atch 1) details the effort to be accomplished. At any time prior to award, the Government may determine it necessary to discuss aspects of a schedule contractor's proposal.

2. **Place of Performance:** USTRANSCOM, Scott AFB, IL.

3. **Schedule:** The Base Period of performance for this effort is 1 April 2008 through 30 September 2008; Option Period One is 1 October 2008 through 30 September 2009; and Option Period Two is 1 October 2009 through 30 September 2010.

4. **Security Information:** Schedule contractors shall complete Blocks 6a, 6b, and 6c of the DD Form 254 (Atch 2).

5. **Quote Evaluation:** Evaluation will be conducted in accordance with FAR 8.405-2 (d). For the purposes of this acquisition, all non-price factors, when combined, are significantly more important than price. Within the non-price factors, Understanding of the Work is more important than Past Performance. Within Understanding of Work, the subfactors of Staffing and Technical are equal in importance. Strengths and weaknesses may be assessed under the Understanding of Work factor. Price will be evaluated but not rated. Award will be made to the offeror whose quote conforms to the requirements specified in the RFQ and which provides the best value to the Government, price and non-price factors considered. This may result in an award to a higher rated, higher priced schedule contractor where the decision is consistent with the evaluation factors.

a. Past and Present Performance (shall not exceed 3 pages):

Submission Requirements: Schedule contractors shall provide no more than three examples of government or commercial work efforts which they consider relevant, which are currently being performed or were performed within the last three years, and which demonstrate their ability to perform the work identified in the past performance areas identified below. Contractors should address all five past performance areas below, but each individual example does not need to reflect performance in all five areas. Offerors are required to provide a Point of Contact for each of the samples provided below. Ensure you include the POC name, phone number, and e-mail address, if available. Contact information submitted under Past and Present Performance will not be considered in the page count.

1. Functional experience in transportation-related DoD Command Center operational activities (or similar commercial experience).

2. Experience supporting and using Command Center systems such as Single Mobility System (SMS) or Event Logbook (or similar commercial experience).

3. Experience developing ad hoc queries and analysis of the Global Defense Transportation System (DTS) (or similar commercial experience).
4. Experience providing 24-hour/7 days a week Tier II on-call and secondarily, on-site system support as defined in PWS paragraph 1.3.5.
5. Experience developing, maintaining, and administering complex software applications using Government and industry standards and approaches.

Evaluation: Past performance will be evaluated as a measure of the Government's confidence in the schedule contractor's ability to successfully perform based on previous and current contracts and work efforts. Current performance will have greater impact than less recent performance. A confidence assessment rating will be assigned to each schedule contractor as follows:

High Confidence – Based on the schedule contractor's performance record, essentially no doubt exists that the schedule contractor will successfully perform the required effort.

Significant Confidence - Based on the schedule contractor's performance record, little doubt exists that the schedule contractor will successfully perform the required effort.

Satisfactory Confidence - Based on the schedule contractor's performance record, some doubt exists that the schedule contractor will successfully perform the required effort.

Neutral/Unknown Confidence – No performance record is identifiable.

Little Confidence - Based on the schedule contractor's performance record, substantial doubt exists that the schedule contractor will successfully perform the required effort. Changes to the schedule contractor's existing processes may be necessary in order to achieve contract requirements.

No Confidence – Based on the schedule contractor's performance record, extreme doubt exists that the schedule contractor will successfully perform the required effort.

The following ratings will be used in evaluating the relevancy of the schedule contractor's past performance. To be considered relevant experience the work must be recent (within the last 3 years) and demonstrate ability to perform the work outlined in the PWS. Within the 3-year performance period, current performance will have greater impact than less recent performance. The Government reserves the right to obtain information relative to past and present performance on its own, in addition to that provided by the contractor.

Very Highly Relevant (VHR) –Present/past performance efforts involved the same magnitude of effort and complexities as those identified in the performance areas above.

Highly Relevant (HR) – Present/Past Performance efforts involved much of the magnitude of effort and complexities as those identified in the performance areas above.

Relevant (R) –Present/past performance efforts involved some of the magnitude of effort and complexities as those identified in the performance areas above.

Somewhat Relevant (SR) –Present/past performance involved significantly less magnitude of effort and complexities than those identified in the performance areas above.

Not Relevant (NR) – No relevant experience as described above has been identified.

b. Understanding of Work (shall not exceed 10 pages):

Submission Requirements, Staffing: Schedule contractors are required to submit their staffing approach as reflected in a personnel matrix which identifies the personnel resources given the schedule contractor's approach to performing the PWS tasks. The matrix shall correlate positions by labor category to the PWS tasks. The quote shall provide evidence of capability to effectively recruit, train, and retain adequate personnel resources to support the Deployment Distribution Operations Center's (DDOC's) existing operational requirements. The quote shall also provide evidence of the schedule contractor's ability to provide qualified personnel with the capability of training DDOC systems users in the use of these systems. Schedule contractors shall identify the necessary positions and generic resumes that demonstrate requisite education, experience, security, or special skills needed to perform the intended PWS tasks. Specific skills include: knowledge of Command Center operational requirements, knowledge of Command Center systems such as Single Mobility System and Event Logbook (or similar commercial systems), and knowledge of ad hoc query development and analysis of the deployment distribution system. A generic resume is defined as a resume identifying the education, experience, security or special skill requirements of any person filling that job (not a specific individual by name) at any time during the contract period.

Submission Requirements, Technical: Schedule contractors shall submit a sound plan for accomplishing the requirements of the PWS. The plan should provide a logical approach that ensures timely support for all tasks as described in the PWS. The plan should adequately identify all major project activities in logical order and realistic milestone dates, should provide evidence and examples of the technical documentation that is required to meet the requirements of the PWS, and should include: plans for managing, measuring, reporting on, and improving the contractor's performance with regard to the tasks assigned under this contract; evidence of the contractor's ability to develop, implement, maintain, and administer complex software applications using Government and industry standards and approaches; plans for providing systematic and professional system user training; plans for accomplishing the project within the required period of performance; and evidence of existing knowledge management capabilities implemented and institutionalized within their company. Schedule contractors shall demonstrate these capabilities in accordance with the procedures outlined in the PWS. The plan shall adequately identify all major project activities in logical order and realistic milestone dates, and shall include quality checks to ensure the final deliverables meet all PWS requirements and include proposed actions for correction of any defects.

Evaluation: The Government will evaluate the offeror's proposed staffing and technical approach to determine: (1) the adequacy of their unique approach to accomplishing the

required effort, ensuring a quality service will be provided; (2) that the offeror reasonably communicates an understanding of the effort that is consistent with the PWS requirements and (3) that the unique approach proposed is adequately reflected in the price. The Government will accomplish this evaluation by assessing strengths and weaknesses based on the offeror's unique staffing and technical approach.

c. Price Proposal (not including Atch 3, shall not exceed 5 pages):

Submission Requirements: Schedule contractors shall price the base period and all option periods using the rates in their existing GSA 70 IT schedule contract. Schedule contractors shall use the format at Atch 3 to submit this information. In addition to Atch 3, schedule contractors shall provide a breakout of each proposed labor category and hours for the personnel proposed. If your schedule does not include rates through 30 September 2010, you must quote your last approved rates (as discounted) for the period through current schedule expiration. These quoted rates must be guaranteed through the contract period or projected rates must be quoted for the period beyond current schedule expiration through task order completion. An explanation regarding the inflation or deflation rates applied is required to support the Government's price reasonableness analysis. Schedule contractors who choose to discount current schedule labor rates should also provide an explanation to assist the Government's price reasonableness analysis, in terms of ensuring the Government has confidence that the schedule contractor understands the requirement.

Evaluation: Detailed price breakdown is provided as described and prices are determined to be fair and reasonable.

6. **Organizational Conflict of Interest:** Potential impact on other orders placed with the schedule contractor.

Submission Requirements: PWS requirements may or may not be perceived as providing the winning schedule contractor a competitive advantage for future contracts with USTRANSCOM or other DOD organizations. Future contracting with the Government shall be restricted as outlined in FAR Subpart 9.5, Organizational Conflicts of Interest. Schedule contractors shall submit a mitigation plan that addresses actual or perceived conflicts of interest with schedule contractor effort related to these services, as appropriate. If the schedule contractor believes there is no OCI, a statement as such will be included.

The Government will review the contractor's OCI Mitigation Plan to determine if any actual or perceived OCI exists. Additionally, the Government will monitor contract performance for emerging areas of conflict of interest and take action considered necessary to avoid, neutralize, or mitigate any conflicts.

7. The following clauses will be included in the task order at time of award:

52.204-7--Central Contractor Registration (Jul 2006)

52.232-18--Availability of Funds (Apr 1984)

52.232-33--Payment by Electronic Funds Transfer--Central Contractor Registration (Oct 2003)

52.245-1--Government Property (Jun 2007)
252.204-7004--Alternate A (Sep 2007) (CCR)
252.232-7003--Electronic Submission of Payment Requests (Mar 2007)
5552.204-9000--Notification of Government Security Activity and Visitor Group
Security Agreements (Apr 2007)
5552.204-9001--Facility Clearance (Apr 2007)
5552.223-9001--Health and Safety on Government Installations (Apr 2007)
5552.242-9000--Common Access Cards (CACs) for Contractor Personnel (Apr 2007)

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 no later than 15 days before the contract expires.

(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 no later than 15 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. 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 2 years and 6 months.

(End of clause)

5352.237-9001--Requirements Affecting Contractor Personnel Performing Mission Essential Services (Oct 2004)

(a) The Contracting Officer has identified all or a portion of the services performed under this contract as "Essential DoD Contractor Services" as defined and described in DoD Instruction ([DoDI](#) 3020.37, "Continuation of Essential DoD Contractor Services During Crises." Hereafter, the personnel identified by the contractor to perform these services shall be referred to as "Mission Essential Contractor Personnel."

(b) Within 30 days after contract award or incorporation of this clause into a contract by modification, the Contractor shall provide a written list of all "Mission Essential Contractor Personnel" to the Contracting Officer or designee. The list shall identify names and country(ies) where each employee will perform work under this contract.

(c) As required to comply with or perform pursuant to DoD or Air Force requirements, the contracting officer shall direct the contractor to comply with requirements intended to safeguard the safety and health of Mission Essential Contractor Personnel. The Contracting Officer may communicate the requirements through a letter of notification or other means, and subsequently modify the contract to incorporate the requirements via full text or by reference. The Contractor may file a proposal for cost or other impacts under the Changes clause or a Request for Equitable Adjustment.

(d) This clause shall be inserted in all subcontracts meeting the criteria in paragraph (a) of this clause.

(End of clause)

8. The following provision is provided in full text:

52.217-5 -- Evaluation of Options (Jul 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s). (End of Provision)

**SINGLE MOBILITY SYSTEM
SOFTWARE DEVELOPMENT AND OPERATIONS SUPPORT
PERFORMANCE WORK STATEMENT (PWS)
20 FEBRUARY 2008**

1. DESCRIPTION OF SERVICES

1.1. Background

The US Transportation Command (USTRANSCOM) Deployment Distribution Operations Center (DDOC) mission is to determine transportation feasibility to meet customer requirements, collaborate with and appropriately task subordinate transportation component commands (TCC), and monitor transportation execution. DDOC personnel accomplish this mission through means of numerous command and control (C2) systems. The primary system used to view requirements, plan mission information, and track execution is the Single Mobility System (SMS). SMS provides the user with information from such systems as: the Air Mobility Command (AMC) Global Decision Support System (GDSS) and Consolidated Air Mobility Planning System (CAMPS); the Air National Guard (ANG) Management Utility (ANGMU); the Global Transportation Network (GTN); the Joint Operations Planning and Execution System (JOPES); and numerous other feeder systems. USTRANSCOM requires contractor-provided information technology (IT) services and related support to keep SMS as a viable C2 tool.

1.2. Scope

The contractor shall provide specialized systems engineering and technical services in support of SMS improvements and upgrades that increase its capability and operating efficiency. The specific tasks are:

- Task Area 1, Contract Level Project Management, Project Tracking and Configuration Control Board (CCB) Support
- Task Area 2, Software Development
- Task Area 3, Software Maintenance
- Task Area 4, Operations Support and Training
- Task Area 5, 24x7 Tier II Support
- Task Area 6, Documentation

1.3. Specific Tasks

Although fielded and in operation, SMS is still under development. Additional capabilities need to be added and current functions modified to meet customer requirements. Additionally, interfaces must remain current, the system keep compliant with USTRANSCOM architecture and security standards, and the operating

environment must meet DOD standards. Additionally, support is necessary to build and maintain user accounts, train customers, and build or modify SMS filters and reports. The contractor shall provide the IT services listed below.

1.3.1. Task Area 1 – Program Management.

1.3.1.1. Subtask 1 – Contract Level Project Management

Provide project management support to ensure the efficient accounting of all relevant project tasks and the capability to report on the status of work performed. The contractor shall submit monthly status reports no later than the 10th calendar day of the following month. Reports shall include personnel status. The monthly status report shall include, but is not limited to, a narrative review of work accomplished during the reporting period and/or significant events, deliverables processed, problem areas, anticipated activity for the next reporting period, description of any travel or unique services provided, and monies expended on the contract, by task and month.

1.3.1.2. Subtask 2 – Project Tracking

Develop a project-tracking plan for each project identified by the USTRANSCOM program manager. Individual subtask leaders shall be selected for the respective tasks based on the specific management and technical skills required. The contractor shall participate in project working groups and configuration control boards when called, and develop agendas and meeting minutes for each meeting. Technical interchange meetings shall be scheduled as needed to define projects and progress. The contractor shall work with USTRANSCOM program and functional managers to identify milestones that may impact a given project plan.

1.3.1.3 Subtask 3 – Configuration Control Board (CCB) Support

The contractor shall participate in CCB meetings and project working groups when called; developing agendas and preparing meeting minutes for each meeting. Contractor shall develop draft Engineering Change Proposals (ECP) for new requirements being considered by the CCB. The ECP shall provide a description of the requirement and proposed technical solution, along with the proposed cost and schedule. Technical interchange meetings shall be scheduled as needed to define projects and present progress.

1.3.2. Task Area 2 – Software Development.

The contractor shall develop SMS software in support of user-requested and SMS Configuration Control Board (CCB) approved enhancements to existing functionality. Software development will include implementation of (1) the capability to pull transportation requirements into the SMS relational database and manipulate the data to produce customer reports, queries, and graphs in either individual, detailed views or aggregated views; (2) command control (C2) current operations capabilities to track movements for contingencies or exercises; (3) sealift capability to track force

sustainment movements and pull, aggregate and report on sealift activities; and (4) provide executive-level summary information of movements both graphically and textually. The contractor shall ensure all software utilized or developed in support of this task is compliant with Common Operating Environment standards, meets federal laws and regulations that affect information systems, and complies with USTRANSCOM architecture requirements. Upon completion, all software developed will become the exclusive property of the Government with unlimited distribution rights. The contractor shall meet with USTRANSCOM staff and component commands to receive detailed requirements in support of the broad functionality defined within the scope of the SMS program. There will be one major software release in the base year and three major software releases in each option period; these major releases will incorporate software developed under this task and will be governed as directed by the SMS CCB.

1.3.2.1. Subtask 1 - Situational Displays

The contractor shall develop SMS software in support of senior level decision makers. The contractor shall consolidate situational display requirements using Events Logbook incident reports for the SMS CCB. The contractor, with Government assistance in coordination, shall develop means to pull data from various source systems as determined during requirements gathering. The contractor shall fuse this data into an operational display that is geared to exception reporting, and provide drill-down capabilities on areas of interest to decision-makers. Situational display screens should be permissions-based and tailored to the appropriate executive-level customer.

1.3.2.2 Subtask 2 – USEUCOM Air Mission Report Phase II

The contractor shall make suggestions, attend meetings, conferences and provide advisory services to the government in support of developing a recommended methodology that will provide a data flow capability that moves GDSS data from SMS to a system such as Effective Visible Execution (EVE) that meets USEUCOM/USCENTCOM's data requirements to support the Afghanistan AOR. ***This task expires 30 September 2008.***

1.3.2.3 Subtask 3 – USEUCOM Air Mission Report Phase III

The contractor shall provide a data flow capability that moves USEUCOM data into SMS to meet USEUCOM's requirement to view Strategic Airlift Capability (SAC) C-17 flow into the European AOR. ***This task expires 30 September 2008.***

1.3.2.4 Subtask 4 – SMS JOPES Write-Back

The contractor shall provide a data flow capability that moves SDDC cargo vessel deployment and redeployment scheduling (Horseblanket) data in SMS to JOPES through GTN Ocean SMINT. ***This task expires 30 September 2008.***

1.3.2.5 Subtask 5 – Sealift Tracker Phase I

The contractor shall provide a graphical Sealift Deployment/Redeployment Tracker (Fruit Loops) within SMS that provides a Common Operating Picture (COP) to the enterprise. This visual display shall provide significant analysis, reporting and tracking information which will give USTRANSCOM J3/Headquarters an automated system to monitor and manage the sealift process. ***This task expires 30 September 2008.***

1.3.2.6 Subtask 6 – GATES 3.01 Integration

The contractor shall modify the existing SMS/GATES interface to allow the import, storage, display, analysis and reporting of all required GATES data. ***This task expires 30 September 2008.***

1.3.2.7 Subtask 7 - CMS Mission Visualization in Low-side SMS Phase I

The contractor shall provide a capability to visualize Coalition Mobility System (CMS) test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA). ***This task expires 30 September 2008.***

1.3.2.8 Subtask 8 – Continued JOPES Visibility in SMS Phase I

The contractor shall participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connect with a JDNETS/DEX interface. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2008.***

1.3.2.9 Subtask 9 – CMS Mission Visualization in High-side SMS Phase I

The contractor shall provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within SMS as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

1.3.2.10 Subtask 10 – USEUCOM Force Movements Report to Mirror Functionality of the USTRANSCOM Major Moves Force Movements Report Phase I

The contractor shall provide a EUCOM Force Movements report that mirrors the functionality of the USTRANSCOM Major Moves Force Movements Report. This capability is to allow the ECJ4-EDDOC to brief the TCJ4 Director utilizing their EUCOM Force Movements Report. ***This task expires 30 September 2009.***

1.3.2.11 Subtask 11 - Upgrade Legacy GDSS Feed To Modernized GDSS

The contractor shall work with USTRANSCOM to plan, field and test a transition from the legacy SMS/GDSS interfaces to the “Modernized GDSS.” This shall include modification or creation of new data transfer and receipt capabilities as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

1.3.2.12 Subtask 12 – Sealift Tracker Phase II

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I. ***This task expires 30 September 2009.***

1.3.2.13 Subtask 13 - CMS Mission Visualization in Low-side SMS Phase II

The contractor shall continue to provide a capability to visualize CMS test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA). ***This task expires 30 September 2009.***

1.3.2.14 Subtask 14 – Continued JOPES Visibility in SMS Phase II

The contractor shall continue to participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connect with a JDNETS/DEX interface. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

1.3.2.15 Subtask 15 – CMS Mission Visualization in High-side SMS Phase II

The contractor shall continue to provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within SMS as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

1.3.2.16 Subtask 16 – ICG Interfaces Phase I

The contractor shall participate in and provide technical support in the planning, fielding and testing of an Integrated Data Environment (IDE)/GTN Convergence (IGC) to SMS connectivity methodology for Global Air Transportation Execution System (GATES) and Electronic Data Interchange 214 (EDI 214) that will replace the current connections to GTN. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

1.3.2.17 Subtask 17 – Sealift Tracker Phase III

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I and II. ***This task expires 30 September 2009.***

1.3.2.18 Subtask 18 - CMS Mission Visualization in Low-side SMS Phase III

The contractor shall continue to provide a capability to visualize CMS test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA).

1.3.2.19 Subtask 19 – Continued JOPES Visibility in SMS Phase III

The contractor shall continue to participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connect with a JDNETS/DEX interface. This phase shall culminate with an interface to IGC for retrieval of JOPES v4.2 data. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

1.3.2.20 Subtask 20 – CMS Mission Visualization in High-side SMS Phase III

The contractor shall continue to provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within SMS as required to support this new methodology. This phase shall culminate with an interface to IGC for retrieval of SMS data. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

1.3.2.21 Subtask 21 – Continued IGC Interfaces Phase II

The contractor shall participate in and provide technical support in the planning, fielding and testing of an IGC to SMS connectivity methodology for Integrated Booking System (IBS), Defense Automatic Addressing System Center (DAAS-C) and Integrated Command Control and Communication System (IC3) that will replace the current connections to GTN. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

1.3.2.22 Subtask 22 – Sealift Tracker Phase IV

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I and II.

1.3.3. Task Area 3 - Software Maintenance

The contractor shall modify the existing SMS software to fix software errors and implement user requests identified and documented by Incident Reports. The contractor shall modify the SMS software to maintain compatibility and interoperability with architecture standards, security requirements, and current operating system, web server, and database versions. Emergency software maintenance will be incorporated into interim software releases on an as-required basis as directed by the SMS CCB.

1.3.4. Task Area 4 – Operations Support and Training

The contractor shall provide support to the DDOC and USTRANSCOM component commands in support of SMS. The contractor shall provide SMS support in the broad areas encompassing operations support, requirements gathering, training, user account management, and documentation revisions. This task will be supported utilizing Government expenditures from operating program funds.

1.3.4.1. Subtask 1 - Operations Support

The contractor shall provide hands-on floor support in the use of SMS to assist DDOC operations personnel in their day-to-day mission. The contractor shall provide contingency support, as required, to assist DDOC personnel in meeting mission requirements. This includes gathering requirements to support evolving user needs, gathering user information, creating and modifying SMS accounts, assigning user privileges, deleting obsolete accounts, and providing account management reports detailing user accounts created, deleted, and modified in support of each primary user organization.

1.3.4.2. Subtask 2 – Training

The contractor shall provide recurring hands-on training to DDOC personnel on at least a monthly basis. The contractor shall provide training to Air Reserve Component personnel at ANG and Air Force Reserve Command scheduling conferences as required. Training will cover user aspects of SMS including but not limited to: system access, account access, mission filters, station workloads, mission monitoring, cost calculators, mission drill-downs, and building movement monitors. Any training materials to support this task, such as training plans, are the responsibility of the contractor and are not deliverables required by the Government. The Government will approve all training requirements that require travel outside of Scott Air Force Base IL. The contractor shall provide a Training Statistics Report that summarizes training provided to each user organization.

1.3.4.2.1. On/Off-Site Training

The contractor will provide on-site and off-site system training and systems requirements-gathering as directed by the Government at various locations within and

external to USTRANSCOM. Training will include at a minimum: Familiarization with both classified and unclassified SMS, Hands-on training in the areas of workload monitors, mission monitors, seaport/airport locators, liner sustainment, multi-modal search, cost calculators, mission filters, intermodal decision support, and major movements.

1.3.4.2.2. CDDOC Training

The contractor will provide one training visit with possible multiple training sessions at the CENTCOM DDOC (CDDOC) in Kuwait. Training will include at a minimum: Familiarization with both classified and unclassified SMS, Hands-on training in the areas of workload monitors, mission monitors, seaport/airport locators, liner sustainment, multi-modal search, cost calculators, mission filters, intermodal decision support, and major movements.

1.3.5. Task Area 5 – 24x7 Tier II Support

The contractor shall provide the capability for technical assistance 7 days a week, 24 hours a day to include holidays via beeper number. The contractor shall establish 24x7 support to handle questions and problems relative to SMS operations and administration. The requirement calls for immediate telephone response and possible on-site assistance with USTRANSCOM program manager's coordination. The contractor shall document actions taken to correct problems via trouble tickets provided by the Tier I Helpdesk personnel at USTRANSCOM. The contractor shall provide a Tier II Support Report that summarizes the status of open and recently resolved trouble tickets as an appendix to the monthly status report.

1.3.6. Task Area 6 - Documentation

1.3.6.1. Subtask 1 – Technical Documentation

The contractor shall provide technical documentation in support of software releases. A Software Version Description (SVD), Software Test Plan (STP), Interface Requirements and Design Document (IRDD), and Logical and Physical Data Models (LDM/PDM) will be provided for each major software release. The contractor shall develop a Software Requirements Document (SRD) that details functional requirements for each new capability. As a minimum, the contractor shall provide at least one SRD to document software requirements in support of each major software release.

1.3.6.2. Subtask 2 – DIACAP Security Documentation

DOD Information Assurance Certification and Accreditation Process (DIACAP): This task is required to meet the DIACAP requirements enumerated in Interim Department of Defense (DOD) Certification and Accreditation Process Guidance, July 6, 2006, DOD 5200.1R, DODD 8500.1, and DODI 8500.2. DIACAP is a DOD-wide standard process

for evaluating and certifying information technology systems. All deliverables shall conform to applicable DOD and USTRANSCOM instructions and guidance.

The Contractor shall provide draft documentation updates, changes and/or revisions to support DIACAP requirements to include the System Classification Guide, System Security Policy, User Manuals (include security features), and System Administration Manual (include installation procedures, configuration, and security features). USTRANSCOM will provide current copies of these documents as available.

References:

DOD 5200.2R, Personnel Security Regulation
 Interim DOD Certification and Accreditation Process Guidance, July 6, 2006
 DOD Directive 8500.1, Information Assurance
 DOD Instruction 8500.2, Information Assurance Implementation

1.4. Deliverables

All deliverables shall meet professional standards and meet the requirements set forth in contractual documentation. Unless otherwise specified, documents will be delivered in electronic format using the Microsoft Office suite of applications that is compatible with the version currently in use at USTRANSCOM. Hard copies are not required.

Deliverable Title/Paragraph	Schedule
Monthly Status report IAW Para 1.3.1.1	10 th calendar day of the following month.
Project Tracking Plan IAW Para 1.3.1.2	15 workdays after identification of project.
CCB Minutes IAW Para 1.3.1.3	10 workdays following each CCB or working group meeting.
Software Releases IAW Para 1.3.2.	One major release in base year (July) and three major releases in each option period (November, March, and July) within 30 days of CCB approval.
Situational Displays IAW Para 1.3.2.1	As assigned
USEUCOM Air Mission Report Phase II IAW Para 1.3.2.2	Included in the July 2008 software release.
USEUCOM Air Mission Report Phase III IAW Para 1.3.2.3	Included in the July 2008 software release.
SMS JOPES Write-Back IAW Para 1.3.2.4	Included in the July 2008 software release.
Sealift Tracker Phase I IAW Para 1.3.2.5	Included in the July 2008 software release.
GATES 3.01 Integration IAW Para 1.3.2.6	Included in the July 2008 software release.
CMS Mission Visualization in Low-side	Included in the July 2008 software release.

SMS Phase I IAW Para 1.3.2.7	
Continued JOPES Visibility in SMS Phase I IAW Para 1.3.2.8	Included in the July 2008 software release.
CMS Mission Visualization in High-side SMS Phase I IAW Para 1.3.2.9	Included in the November 2008 software release.
USEUCOM Force Movements Report Mirror the Functionality of the USTRANSCOM Major Moves Force Movements Report Phase I IAW Para 1.3.2.10	Included in the November 2008 software release.
Upgrade Legacy GDSS Feed To Modernized GDSS IAW Para 1.3.2.11	No Later Than 30 November 2008.
Sealift Tracker Phase II IAW Para 1.3.2.12	Included in the November 2008 software release.
CMS Mission Visualization in Low-side SMS Phase II IAW Para 1.3.2.13	Included in the July 2009 software release.
Continued JOPES Visibility in SMS Phase II IAW Para 1.3.2.14	Included in the July 2009 software release.
CMS Mission Visualization in High-side SMS Phase II IAW Para 1.3.2.15	Included in the July 2009 software release.
IGC Interfaces Phase I IAW Para 1.3.2.16	Included in the July 2009 software release.
Sealift Tracker Phase III IAW Para 1.3.2. 17	Included in the July 2009 software release.
CMS Mission Visualization in Low-side SMS Phase III IAW Para 1.3.2.18	Included in the March 2010 software release.
Continued JOPES Visibility in SMS Phase III IAW Para 1.3.2.19	Included in the July 2010 software release.
CMS Mission Visualization in High-side SMS Phase III IAW Para 1.3.2.20	Included in the March 2010 software release.
Continued ICG Interfaces Phase II IAW Para 1.3.2.21	Included in the July 2010 software release.
Sealift Tracker Phase IV IAW Para 1.3.2. 22	Included in the March 2010 software release.
Incident Reports IAW Para 1.3.3.	Within 24 hours after receipt of customer complaint.

Interim (Emergency) Software Release IAW Para 1.3.3.	As required, within 48 hours of CCB approval.
Account Management Report IAW Para 1.3.4.1.	10 th calendar day of the following month.
Training Statistics Report IAW Para 1.3.4.2.	Within 5 working days after end of each quarter.
Tier II Support Report IAW Para 1.3.5.	10 th calendar day of the following month (attached to monthly status report).
Technical Documentation IAW Para 1.3.6.1.	Within 10 workdays following a software release.
Software Requirements Document IAW Para 1.3.6.1.	Prior to development for each new capability.
DIACAP Security Documentation IAW Para 1.3.6.2.	Document updates, changes and/or revisions will be provided within 10 workdays following a software release.

2. SERVICE DELIVERY SUMMARY.

Performance Objective	PWS Para	Performance Threshold
Develop or modify SMS application software as directed by the Government.	1.3.2. and 1.3.3.	A 95% completion rate of Government-approved software changes is acceptable for the contractor to provide the required service IAW the PWS requirements.
Provide operational support to SMS users.	1.3.4.1. and 1.3.5.	A 95% compliance rate is acceptable for the contractor to provide the required support IAW the PWS requirements.
Train users in SMS functionality.	1.3.4.2.	A 100% compliance rate is acceptable for the contractor to provide training classes IAW the PWS requirements.
Provide technical documentation for software releases	1.3.6.	A 100% compliance rate is acceptable for the contractor to provide the required documents IAW the PWS requirements.

3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES.

3.1. GFE Work Space and Automated Office Support

The Government will provide at Government facilities a minimum of three (3) workspaces with desktop computers, monitors, supporting software, and standard office supplies. Networked laser black and white and color printers will be available. These items will be provided as Government Furnished Equipment and the Government will be accountable and responsible for all maintenance and upgrades.

3.2. Military Network Connectivity

The contractor shall (1) use military network connectivity to support completion of task deliverables; (2) take action to ensure all government-provided equipment and computers are partitioned from the contractor's corporate computer network; (3) institute safeguards ensuring compliance with applicable government network security guidance and policies (including AFSSI 5027, <https://www.afca.scott.af.mil/ip/pubs/afssi/5027.doc>); and (4) cooperate with computer security compliance inspections and implement any immediate corrective actions that may be identified.

4. GENERAL INFORMATION.

4.1. Contract Manager

The contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of the Contract Manager and alternate(s) who shall act for the contractor when the Contract Manager is absent shall be designated in writing to the Contracting Officer (CO). The contractor shall ensure all personnel assigned to this contract meet the minimum requirements specified in the contractor's proposal, In Accordance With (IAW) the generic resumes provided as part of the contractor's staffing approach. The contractor shall notify the CO in writing of any changes to personnel within three (3) workdays after information is known.

4.2. Contractor Employees

The contractor shall provide personnel with expertise in the subject matter areas to comply with the terms of this requirement. The personnel shall be capable of working independently and with demonstrated working knowledge in computer system planning, design, and management.

4.3. Security Requirements

The contractor shall acquire all necessary base passes for contractor personnel. The contractor shall provide employee identification badges. The Government will provide security badges. The personnel filling these positions must possess a Security Clearance granted by the DOD and their parent contractor facility should also have the appropriate Facility Clearance in accordance with DOD National Industrial Security Program (NISPOM) 5220.22R prior to performing work on any classified Government systems or products. The security clearance level for this acquisition is SECRET. Personnel requiring security clearances must possess the clearance prior to the 1 April 2008 contract start date. The contractor shall comply with all appropriate provisions of applicable security regulations. Specific security requirements are identified in the DD Form 254, Department of Defense Contract Security Classification Specification.

4.4. Place of Performance

Tasks shall be performed at both contractor's facility and Scott AFB IL. On occasion, contractors who normally work at contractor facilities will be required to attend meetings at USTRANSCOM, Scott AFB IL. The contractor's facility must be within a 50-mile radius of Scott AFB IL.

4.5. Travel and Other Direct Costs

Travel and Other Direct Costs (ODC's) will be cost reimbursable contract line items to the contractor. The Contracting Officer Representative (COR) must validate the anticipated travel and ODC costs prior to the contractor incurring these costs.

4.5.1. Travel Requirements and Reimbursement

Contractor personnel may be required to travel outside the commuting vicinity of their duty locations. USTRANSCOM/J6-PC, Bldg 1961, Scott AFB IL 62225, will identify travel requirements. The contractor shall submit a travel itinerary and estimated cost for approval by the COR. Estimated amounts in the contract shall not be exceeded. Any airfare shall be at the prevailing rates for commercial airlines at economy class. When required, the most reasonable means of ground transportation (i.e., taxi, bus, car rental) shall also be used. Incurred contract travel costs will be reimbursed by the government to the contractor in accordance with Joint Travel Regulations (JTR) and Federal Travel Regulations (FTR). The Government will not reimburse local travel and related expenses to the contractor for daily travel to or from work at Scott AFB.

4.5.2. ODC Requirements

Other Direct Costs: Costs required for the completion of the SMS tasks will be negotiated on a case-by-case basis. All ODC expenditures require approval and authorization by the Government-authorized Task Monitor. Other direct costs shall not exceed \$6,000 per year.

4.6. Period of Performance

The Base period of performance is 1 April 2008 through 30 September 2008.
The First Option period of performance is 1 October 2008 through 30 September 2009.
The Second Option period of performance is 1 October 2009 through 30 September 2010.

4.7. Contractor Transition Requirements

4.7.1 Ramp-Up Time

Upon contract start, the contractor shall provide 24x7 Tier II support and be able to respond to Incident Reports within 24 hours of receipt. Upon contract start, the contractor shall also provide hands-on floor support and account management support. The contractor shall ensure that personnel start dates do not impair performance of meeting all contract deliverables.

4.7.2 Exit Requirements

Fourteen days prior to the end of this contract, or upon termination of the contract, the contractor shall begin the transition period of this contract by providing the Government with the following: Complete backup of all data stored on each employee's hard drive, along with any global data; list of all GFE and COTS utilized in support of this task; soft and hard copies of all procedures and training materials developed as part of this task; and a complete list of badges, site access, vehicle passes and government site access

(i.e., CRIS, ModelMart, etc.) by individuals currently on the task, along with their physical location, full expense fund report, pending actions and contract status. The contractor must ensure that no logistics or contract data is corrupted, changed/alterd that would cause damage or delay to the government.

4.8 Hours of Operation

Contractor personnel are expected to conform to agency normal operating hours. Work will generally consist of 40-hour workweeks, Monday through Friday, excluding federal holidays. Personnel may be required to support short notice adjustments to the daily work hours as required.

4.9. Physical Security

The contractor shall safeguard all Government owned equipment and materials in the contractor's possession or used in the day-to-day performance of the contract. The Government will not be held accountable/responsible for any contractor items that may have been lost or stolen. Responsibility for the contractor's compliance with internal security at the site shall be assigned to the contractor. All contractor personnel shall be briefed on site security operating procedures prior to or upon commencement of contract award and shall be debriefed upon termination. The contractor shall be responsible for all continuing security training of the contractor, sub, and associate contractor personnel.

4.10. Contractor-Furnished Items and Services

Except for those items or services specifically stated in Section 3 as Government-furnished, the contractor shall furnish everything needed to perform this contract.

4.11. Non-Disclosure Statements

The Government will require contractor personnel to sign a non-disclosure statement to protect non-public information of other contractors and/or the Government.

APPENDIX 1
HISTORICAL WORKLOAD* - PROVIDED FOR INFORMATION ONLY

TASK AREA	HOURS
Task Area 1, Program Management	582
Task Area 2, Software Development	14,174
Task Area 3, Software Maintenance	3,137
Task Area 4, Operations Support and Training	3,825
Task Area 5, 24x7 Tier II Support	832
Task Area 6, Documentation	448
Total Labor Hours	22,998

*The historical workload is based on the current contract and is for the duration of one Fiscal Year. Future workload may vary depending on the requirements of USTRANSCOM.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED b. LEVEL OF SAFEGUARDING REQUIRED																																																																																					
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>																																																																																					
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b. SUBCONTRACT NUMBER		<input type="checkbox"/>		b. REVISED <i>(Supersedes all previous specs)</i> REVISION NO. DATE (YYYYMMDD)																																																																																					
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD)																																																																																					
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under <u>FA4452-04-F-0009</u> <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.																																																																																									
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																									
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>																																																																																									
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Central Region, DSS Midwest Sector 610 South Canal Street, Room 800 Chicago, IL 60607-4599 Phone: (312) 886-2436 (FAX) (312) 353-1538																																																																																					
7. SUBCONTRACTOR																																																																																									
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>																																																																																					
8. ACTUAL PERFORMANCE																																																																																									
a. LOCATION USTRANSCOM/TCJ6-P 508 Scott Drive Scott AFB, IL		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> 375th SFS/SFAC 201 W. Winters Street Scott AFB, IL 62225																																																																																					
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%;">10. CONTRACTOR WILL REQUIRE ACCESS TO:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <th style="width: 35%;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>c. 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- 12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (*Specify*)

USTRANSCOM
508 SCOTT DRIVE
SCOTT AFB, IL 62225-5357

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

- 13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

Reference block 2a: This DD254 reflects the specific security requirements for the task order when awarded.

Reference Block 8a: Contract performance will be primarily at government installation (USTRANSCOM- Bldg 1900 & 1961) at Scott AFB, IL.

Reference Block 10j: FOUO applies. Reference Ref 4 to Chapter 13, Section 6 of the Industrial Security Manual for details.

Reference Block 11a: The indicated secret clearance is required for contract personnel to perform analysis and follow-on ammo/hazmat reporting software development and support for USTRANSCOM. Contractor will not classify or declassify any material. The highest level of classification pertaining to the contract is SECRET. Contract performance is restricted to USTRANSCOM at Scott AFB, IL or other locations as specified by USTRANSCOM. Actual knowledge of, generation, or production of classified information is NOT REQUIRED.

Compliance with the National Industrial Security Program Operating Manual (NISPOM), Department of Defense, US Air Force, Scott AFB and USTRANSCOM security practices is required.

- 14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☐ Yes ☒ No
(*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

- 15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No
(*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

- 16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL MARY MEYER CAMPBELL	b. TITLE PROGRAM MANAGER	c. TELEPHONE (<i>Include Area Code</i>) (618) 256-6788
d. ADDRESS (<i>Include Zip Code</i>) USTRANSCOM/TCJ6-PC 508 SCOTT DRIVE SCOTT AFB, IL 62225	17. REQUIRED DISTRIBUTION <input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE		

REQUEST FOR QUOTE HTC711-08-Q-0066
INFORMATION SHEET

DISCOUNT TO GSA SCHEDULE PRICES REQUESTED.

1. Schedule contractor Name/Address (Must have ZIP + 4) and e-mail address:

2. Schedule contractor Telephone No. Fax No.:

3. Schedule contractor Cage Code:

4. Schedule contractor Tax Identification Number (TIN):
DUNS No.:

5. Size Business: Small / Woman-Owned / Disadvantaged / Large

6. Please check any of the following that apply to your firm:

☐ Hub Zone Certification ☐ Educational Organization
☐ Nonprofit Educational ☐ Other Educational
☐ Service-Related Disabled Veteran-Owned Small Business
☐ Other Veteran-Owned Small Business

7. GSA Contract No.: Contract Period:

NOTE: Only site GSA schedule number if items currently proposed are included on that schedule. Please identify any items not currently on GSA Schedule. (Non-GSA items totaling over \$2,500 cannot be awarded on a GSA order). If bidding through a teaming relationship, all appropriate GSA Schedule numbers and applicable items shall be identified.

8. Prompt Payment Discount:

9. FOB Point: Destination

10. Defense Contract Audit Agency (DCAA) Point of Contact:
OR DCAA letter confirming quoted G&A rates

11. Central Contractor Registration (CCR):

Please ensure that all information contained in the CCR is current and that registration has not expired.

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12. CLIN Structure.

(Schedule contractor shall fill out the Unit Price and Not-to-Exceed Amount)

(EST – Estimated)

(NTE – Not-To-Exceed)

Single Mobility System (SMS) Base Period – 01 Apr 08 through 30 Sep 08				
CLIN Number	Quantity	Unit	Unit Price	NTE Amount
CLIN 0001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 0002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 0003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$14,000.00
CLIN 0004 Other Direct Costs (ODCs), Cost Reimbursable, PWS Para 4.5.2	1	LOT	N/A	NTE \$6,000.00

Single Mobility System (SMS) Option Period One – 01 Oct 08 through 30 Sep 09				
CLIN Number	Quantity	Unit	Unit Price	NTE Amount
CLIN 1001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 1002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 1003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$14,000.00
CLIN 1004 Other Direct Costs (ODCs), Cost Reimbursable, PWS Para 4.5.2	1	LOT	N/A	NTE \$6,000.00

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Single Mobility System (SMS) Option Period Two – 01 Oct 09 through 30 Sep 10				
CLIN Number	Quantity	Unit	Unit Price	NTE Amount
CLIN 2001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 2002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 2003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$14,000.00
CLIN 2004 Other Direct Costs (ODCs), Cost Reimbursable, PWS Para 4.5.2	1	LOT	N/A	NTE \$6,000.00

TOTAL LABOR - BASE YEAR + OPTIONS \$ _____

TOTAL TRAVEL - BASE YEAR + OPTIONS \$ NTE 42,000.00TOTAL ODCs – BASE YEAR + OPTIONS \$ NTE 18,000.00**GRAND TOTAL LABOR, TRAVEL, + ODCs** \$ _____

NOTE: The estimated number of hours required to complete PWS tasks is to be completed by the Contractor. Schedule contractors shall submit a table which identifies each labor category and applicable labor rates to be used in the performance of this effort in the staffing plan. The table shall clearly identify information for the base year and all option years.

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INVOICING PROCEDURES – Submit electronic invoices monthly through Wide Area Work Flow (WAWF-RA).

WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA) ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS

IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Omaha at (800) 330-8168 or faxed to (800) 554-0527. Please have your order number and invoice number ready when contacting DFAS about payment status. You can also access payment information using the DFAS Vendor Pay Inquiry System (VPIS) web site at <http://www.dfas.mil/money/vendor>.

THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER:	<input type="text"/>
DELIVERY ORDER NUMBER:	<input type="text"/>
TYPE OF DOCUMENT:	<input type="text" value="COMBO"/>
CAGE CODE:	<input type="text"/>
ISSUE BY DODAAC:	<input type="text" value="HTC711"/>
ADMIN DODAAC:	<input type="text" value="HTC711"/>
INSPECT BY DODAAC:	<input type="text"/>
SERVICE ACCEPTOR / SHIP TO:	<input type="text" value="F3ST95"/>
PAY OFFICE DODAAC:	<input type="text" value="F67100"/>

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACT ADMINISTRATOR:	<input type="text" value="Andrea.mouser@ustranscom.mil"/>
CONTRACTING OFFICER:	<input type="text" value="Lisa.gross@ustranscom.mil"/>
ADDITIONAL NOTIFICATION:	<input type="text"/>
ADDITIONAL NOTIFICATION:	<input type="text"/>

QUALITY ASSURANCE SURVEILLANCE PLAN
for
United States Transportation Command
Single Mobility System (SMS)

APPROVED: 12 February 2008

MARY MEYER CAMPBELL
USTRANSCOM/TCJ6-P

LISA A. GROSS
Contracting Officer
USTRANSCOM/TCAQ

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) 12 FEBRUARY 2008

1. INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) has been developed as an aid to the Government in providing effective and systematic surveillance for the Information Technology (IT) Services being provided. This QASP provides the methodology by which the contractor's performance will be monitored to determine compliance with critical and standard performance objectives. The plan is designed so that surveillance is limited to that which is necessary to verify that the contractor is performing the services satisfactorily and relates directly to critical performance objectives of the Performance Work Statement (PWS). This QASP is based on the premise that the contractor, not the Government, is responsible for management and quality control actions to meet the terms of the contract. Surveillance will be in accordance with the Service Delivery Summary (SDS) at Attachment 1.

2. PURPOSE

This QASP is designed to accomplish the following:

- a. Provide a systematic method to survey and evaluate contractor services to determine conformity with the technical requirements of the contract.
- b. Define the roles and responsibilities of participating Government officials.
- c. Describe the evaluation methods that will be employed by the Government in assessing the contractor's performance.
- d. Describe the process of performance documentation.
- e. Provide copies of the Quality Assurance (QA) monitoring forms that will be used by the Government in documenting and evaluating the contractor's performance.

3. ROLES AND RESPONSIBILITIES

3.1 Contracting Officer (CO)

The Contracting Officer will designate in writing a primary and alternate Contracting Officer Representative (COR) for the contract. The CO has overall responsibility for contract administration. The two primary functions of the CO with regard to the surveillance activity are to approve payments and authorize changes to the contract. Payment is authorized based on documented objective evidence provided by the COR that the contractor performance meets the performance specified. The CO is the only Government official authorized to revise the contract. Additionally, the CO is responsible for approving the QASP. The COR authority will be limited to administering specific technical aspects of the contract. The letter of designation will identify specific guidelines and clearly detail the limits of the COR authority.

3.2 Contracting Officer's Representatives (CORs)

CORs will be designated to monitor contractor performance. CORs will be designated in writing and provided a copy of the contract and this surveillance plan. CORs will:

- (1) Maintain a detailed knowledge of the technical requirements of the contract.
- (2) Monitor and record contractors performance.
- (3) Maintain complete and accurate documentation.
- (4) Establish and maintain a good working relationship with the Contractor.
- (5) Not make legal interpretations.
- (6) Not impose tasks or performance standards not included in the contract.
- (7) Not supervise or direct Contractor personnel.
- (8) Not waive contract requirements.

CORs will notify the CO of any problem areas related to the execution of the contract. The COR is responsible for resolving performance issues. The COR will immediately notify the Contracting Officer (CO) when an evaluation does not meet the standards in the QASP. The COR is required to accept delivery of services. The COR is required to provide an assessment of contractor performance to the CO for input into CPARS.

4. METHODS OF SURVEILLANCE

Surveillance of contractor performance is the method used by the Government to determine whether the contractor is effectively and efficiently complying with all terms and conditions of the contract. The COR plays a critical role in adequately evaluating contractor performance. The following surveillance methods may be used:

- a. Inspection of contractor deliverables
- b. Review of contractor monthly status reports
- c. Soliciting of customer feedback
- d. Conducting site surveys
- e. Monitoring contractor personnel participation

For required tasks not shown on the SDS, including all other tasks in the PWS and any referenced documents, the Government still retains the right to inspect any item included in the contract in accordance with Federal Acquisition Regulation (FAR) Part 46 Inspection of Services clauses. Inspection of these services will be performed in the same general manner as periodic surveillance items mentioned above. The results of these inspections are documented and, if necessary, are provided to the CO for action. Should a discrepancy be observed, the CO will handle each documented discrepancy on a case-by-case basis.

5. EVALUATION METHODOLOGY

At the end of each performance evaluation period, the COR will evaluate all surveillance data to determine those critical performance standards that do not meet the Acceptable Quality Level (AQL) in the SDS. The COR will prepare a Contract Discrepancy Report (CDR) and issue it to the Contractor. The CDR will make reference to the performance objective and standard and state how the AQL was not met. The CDR will identify the monetary deduction to be applied, if applicable, as identified at Attachment 1. The contractor will be required to respond to the COR generated CDR within five (5) working days. The contractor response shall be in writing and explain why the performance deviated from the AQL, how the performance will be returned to acceptable levels and how a recurrence of the problem will be prevented in the future. The COR

may issue a CDR for recurring failure to meet other contract performance objectives or requirements. The contractor shall respond in accordance with requirements identified herein. A copy of the CDR will be provided to the CO within five (5) working days after the end of the evaluation period.

6. PERFORMANCE REVIEWS AND EVALUATIONS

The COR will conduct quarterly performance reviews and bi-annual evaluations with the contractor based on information obtained from the CORs and COR and through the surveillance methods identified above. The AQL, as identified in the SDS, will be determined during the bi-annual evaluation. Two quarters of performance data will be used for the bi-annual evaluation. Reviews and evaluations will form the basis for determining compliance with performance objectives, measures and standards. When surveillance results show good consistent performance, reviews may be adjusted to an annual basis.

The COR will provide the CO with standard performance objectives deficiencies. The COR will document performance deficiencies using the COR Evaluation Sheet at Attachment 2.

The COR will generate performance reports using the COR Evaluation Sheets. This report will identify the level to which the performance standard for performance objectives was achieved based on a cumulative total of all activity for the period of performance.

7. DOCUMENTATION

All surveillance activities must be documented to provide the required audit trail to justify Government acceptance and payment. The documented audit trail of the surveillance activities is required by FAR 46.104(c), Contract Administration Office Responsibilities, which states, “Maintain, as part of the performance records of the contract, suitable records reflecting, (1) The nature of Government contract quality assurance actions, including, when appropriate, the number of observations made and the number and type of defects; and (2) Decisions regarding the acceptability of the products, the processes, and the requirements, as well as action to correct defects.”

All documentation resulting from surveillance is made a permanent part of the contract file. The COR must keep the documentation files during the term of the contract and either monthly or at the conclusion of the contract (as directed by the CO); transfer the files to the CO for inclusion in the official contract file. It is the responsibility of the COR to establish and maintain this information in a Folder. The surveillance folder(s) should include as a minimum:

- a. Contract Including Modifications
- b. Task Orders Including Modifications
- c. Quality Assurance Surveillance Plan
- d. COR Appointment Letter
- e. Invoices

f. Surveillance Records

- 1) Written report of all inspections and timelines of deliverables
- 2) Written report of any deficiency
- 3) Any other written documentation relation to contract performance

g. General Correspondence

8. QASP REVISIONS

Revisions to this plan are the joint responsibility of the COR and CO.

Attachment 1

SERVICE DELIVERY SUMMARY

PWS Task Number	Performance Objective	Surveillance Method	Performance Threshold
1.3.2. and 1.3.3.	Develop or modify SMS application software as directed by the Government.	QAP Approval	A 95% completion rate of Government-approved software changes is acceptable for the contractor to provide the required service IAW the PWS requirements.
1.3.4.1. and 1.3.5.	Provide operational support to SMS users.	QAP Approval	A 95% compliance rate is acceptable for the contractor to provide the required support IAW the PWS requirements.
1.3.4.2.	Train users in SMS functionality.	QAP Approval	A 100% compliance rate is acceptable for the contractor to provide training classes IAW the PWS requirements.
1.3.6.	Provide technical documentation for software releases	QAP Approval	A 100% compliance rate is acceptable for the contractor to provide the required documents IAW the PWS requirements.

Attachment 2
COR
EVALUATION SHEET

DATE:_____

- 1. **PERFORMANCE MONITOR:**_____

- 2. **EVALUATION PERIOD:**_____

- 3. **DELIVERY ORDER:**_____

- 4. **PERFORMANCE AREA:**_____

- 5. **RELATED PERFORMANCE OBJECTIVE:**_____

- 6. **PWS PARAGRAPH NUMBER:**_____

- 7. **MONETARY DEDUCTION:**_____

- 8. **SOURCE OF INFORMATION:**_____

- 9. **SUMMARY OF PERFORMANCE**_____

- 10. **CONTRACTOR PERSONNEL CONTACTED:**_____

- 11. **REMARKS:**_____

