

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**Contract No. HTC711-07-D-0016-0002  
Request for Task Order Proposal (RFTOP) 08-07  
Amendment 01, 11 July 2008  
Amendment 02, 11 September 2008  
Amendment 03, 1 October 2008**

**Enterprise Architecture Support to Portfolio Management  
And Corporate Services Vision Environment**

**Awarded to: Asynchrony Solutions, Inc.**



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

16 April 2008

MEMORANDUM FOR ALL A&AS IDIQ CONTRACTORS

FROM: USTRANSCOM/TCAQ  
508 SCOTT DRIVE  
SCOTT AFB IL 62225-5015

SUBJECT: A&AS Request for Task Order Proposal (RFTOP), Enterprise Architecture Support to Portfolio Management and Corporate Services Vision Environment

1. Attached is A&AS RFTOP Number 08-07. It is our intent to award one labor hour price task order to the A&AS contractor whose proposal represents the best value to the government under the criteria stated in the attached solicitation. The integrated assessment will consider price and each of the non-price factors identified in the RFTOP, though the formal scoring of proposals will not be accomplished. Optional Tasks 11 and 15 will be awarded with a NTE price established by the Government. As requirements arise for these tasks, the task order will be modified accordingly. Travel/ODC's will be a cost reimbursable line item with a NTE/ceiling price established by the Government and included on the task order.
2. Proposals shall be submitted electronically no later than 1300 (CST) on 30 April 2008. The electronic submission of your proposal 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.) In addition, one original hard copy and three additional hard copies shall be submitted by the above date and time.
3. Proposals, and any questions regarding this RFTOP, shall be submitted by e-mail to Deborah Young at [deborah.young@ustranscom.mil](mailto:deborah.young@ustranscom.mil) and the undersigned at [gina.lee@ustranscom.mil](mailto:gina.lee@ustranscom.mil). You may also contact Ms. Young at (618) 256-9602 or Ms. Lee at (618) 256-6409 respectively.

A handwritten signature in blue ink that reads "Gina K. Lee".

GINA K. LEE  
Contracting Officer

Attachment:  
A&AS RFTOP No. 08-07, w/Atch

ATTACHED

## A&AS RFTOP No. 08-07, w/Atch

1. **General:** The overall intent of this requirement is to optimize the enterprise deployment and distribution information environment by placing emphasis on Enterprise Architecture (EA) Support to perform Strategic Planning and Analysis by adopting the Corporate Services Vision (CSV). The CSV is a service oriented architecture (SOA) approach to identify and re-use services across the Enterprise. United States Transportation Command (USTRANSCOM) seeks to migrate from the existing "As-Is" Architecture to a prescriptive Architecture consisting of six Reference Models in order to guide IT investments. Specifically, USTRANSCOM seeks to improve deployment, distribution, and sustainment functions and enabling information technology (IT) applications and infrastructure. This transformational initiative will challenge the contractor to propose innovative approaches that still meet minimal Joint Capability Integration Development System (JCIDS), Defense Architecture Framework (DODAF), Business Enterprise Architecture (BEA), and the Investment Review Board (IRB), DOD Architecture, Federal Enterprise Architecture (FEA), or Defense Business Systems Management Committee (DBSMC) standards. By enhancing capabilities, reducing complexity, and optimizing mission and business processes, the contractor shall utilize the architecture to increase available capacity utilization, decrease costs, and increase the speed of process cycle time. The Performance Work Statement (PWS) (Atch 1) details the effort to be accomplished. At any time prior to award, the Government may determine it necessary to discuss aspects of an A&AS contractor's proposal.

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

3. **Schedule:** The base period of performance for this effort is 1 June 2008 through 30 September 2008; Option year 1 is 1 October 2008 through 30 September 2009; Option year 2 is 1 October 2009 through 30 September 2010; and Option year 3 is 1 October 2010 through 30 September 2011.

4. **Security Information:** Contractors shall complete Block 6c of the DD Form 254 (Atch 2).

5. **Proposal Evaluation:** Evaluation will be conducted in accordance with FAR 16.505. For the purposes of this acquisition, all non-price factors, when combined, are significantly more important than price. All non-price factors are equal in importance. Within the Staffing and Technical Approach, the factors of staffing and technical are of equal importance. Award will be made to the offeror whose proposal conforms to the requirements specified in the RFTOP and 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 offeror where the decision is consistent with the evaluation factors.

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

**Submission Requirements:** A&AS contractors shall provide no more than four examples of government or commercial contracts/work efforts which they

consider relevant, which are currently being performed or were performed within the last 3 years, and which demonstrate their ability to perform the work identified in the past performance areas identified below. Offerors should provide a clear explanation of the relevancy of each effort submitted; however, the government will not be bound by those statements in making its own relevancy determinations as set out below. Offerors should address all past performance areas noted below, but each individual example does not need to reflect performance in all identified areas. Offerors are required to provide a Point of Contact for each of the examples provided below. Ensure you include the POC name, phone number and e-mail address, if available.

- 1) Past Performance supporting Enterprise Architecture that delivered results for large organizations. Description should emphasize actions (not theory) performed for state or federal government organizations, or 3<sup>rd</sup> Party Logistics (3PL) companies, or international transportation companies.
- 2) Past Performance working with government enterprise architecture standards to guide information technology (IT) investments. Addressing experience in any one of the four listed below:
  - Department of Defense Architecture Framework (DODAF)
  - Commercial Business Enterprise Architecture (BEA)
  - DOD Reference Architecture
  - Federal Enterprise Architecture (FEA)And addressing experience in any one of the four listed below:
  - Investment Review Board (IRB)/Defense Business Systems Management Committee (DBSMC)
  - Joint/Functional Capabilities Board (J/FCB)
  - Joint Requirements Oversight Council (JROC)
  - Commercial or State Government equivalent to DBSMC, J/FCB, or JROC
- 3) Past Performance using Information Technology (IT) Investment Core Principles, to include successes and failures.
- 4) Past Performance in project management, to include the ability to develop Rough-Order-of-Magnitude (ROMs), manage resources, define/trouble shoot issues, and deliver planned products.

**Evaluation:** The Government will evaluate the past performance information submitted by the contractor to determine the past performance confidence assessment rating as described below. 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.

Past performance will be evaluated as a measure of the Government's confidence in the contractor's ability to successfully perform based on previous and current contracts and work efforts. Each past performance example submitted will

receive a relevancy rating, and an overall confidence assessment rating will be assigned to each contractor as follows:

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

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

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

Neutral/Unknown Confidence – No performance record is identifiable.

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

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

The following ratings will be used in evaluating the relevancy of the contractor’s past performance examples. To be considered relevant experience the work must be current or recent (within the last 3 years) and demonstrate the ability to perform the work outlined in the performance areas above. Current performance will have greater impact than recent performance.

Very Highly Relevant (VHR) –Present/past performance efforts involved essentially 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 as those identified in the performance areas above.

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

(b) Staffing and Technical Approach (shall not exceed 20 pages, excluding resumes):

**Submission Requirements, Staffing:** Contractors are required to submit their staffing approach as reflected in a personnel matrix which identifies the personnel resources given the contractor's approach to performing the PWS tasks. The matrix shall correlate positions by labor category to the PWS tasks. Contractors shall identify the necessary generic resumes which demonstrate requisite education, experience, security, or special skills needed to perform the intended PWS tasks.

**Submission Requirements, Technical:** 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.

**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 clearly and reasonably communicates an understanding of the effort that is consistent with PWS requirements; and (3) that the unique approach proposed is adequately reflected in the price. The Government will accomplish this evaluation by assessing strengths in the proposal that are considered beneficial to the government as well as weaknesses in the proposal that affect an offeror's ability to provide a quality service to the government.

(c) Price Proposal (shall not exceed five pages\*):

**Submission Requirements:** Contractors shall price the base period and all option periods using the rates in their existing A&AS IDIQ contract. Using Attachment 3, contractors shall provide a breakout of each proposed labor category and hours for personnel proposed. Contractors who choose to discount current A&AS labor rates should provide an explanation to assist the Government's price reasonableness analysis to ensure the Government has confidence that the offeror understands the requirement. (\*This does not count toward the 5-page limit.)

**Evaluation:** The Government will review the offeror's proposed prices to determine if they are fair and reasonable based on the offeror's unique staffing and technical approach.

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

**Submission Requirements:** PWS requirements may or may not be perceived as providing the winning 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. 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. Use of Non-Government Advisors**

(a) The Government has contracted with The MITRE Corporation, St Louis Operations, Lakepointe Center, 1662 Windham Way, O'Fallon, IL 26269 to provide advisory assistance to the evaluation team. Contractor personnel will have access to contractors' proposals. Submission of your proposal on this RFTOP is considered to be your written consent to release of proprietary, confidential or privileged commercial or financial data included in your proposal to MITRE personnel. All contractor personnel participating on the evaluation team will sign a non-disclosure certificate prohibiting them from releasing proprietary information.

(b) The contract(s) under which non-government technical advisors will provide support to this source selection include an Organizational Conflict of Interest (OCI) clause. The OCI clause requires the companies and their individual non-government advisors to protect Offeror proprietary data and government RFTOP evaluation information and prohibit the companies from otherwise participating as an Offeror, a subcontractor, or as a consultant to an Offeror/subcontractor in relation to this acquisition.

## **8. Reference Materials:**

(a) The Prime Contractor may obtain one 2005 version of the Joint Distribution and Deployment Architecture (JDDA) CD-ROM and one sample of the Current Process Maps CD-ROM for its use. The Prime Contractor shall be the recipient for the CD-ROM(s) from the Contracting Officer and is responsible for the distribution to its identified subcontractor(s) and ensuring that adequate precautions are taken to prevent disclosure of protected information. The Contracting Officer will not provide the 2005 version of the JDDA CD-ROM or the Current Process Maps CD-ROM to any party other than the identified Prime Contractor and assumes no responsibility for authorized distribution of the CD-ROM(s) to the Prime Contractor's subcontractors.

(b) A copy of the 2005 version of the JDDA CD-ROM and Current Process Maps CD-ROM may be picked up in person from the Contracting Officer, 508 Scott Drive, Building 1961, TCAQ-D, Scott Air Force Base IL.

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

**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 30 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 30 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 40 months.

(End of clause)

**Attachments:**

1. PWS
2. DD Form 254
3. CLIN Structure and Invoicing Procedures
4. QASP (For Informational Purposes Only)

**ENTERPRISE ARCHITECTURE  
SUPPORT TO  
PORTFOLIO MANAGEMENT  
and the  
CORPORATE SERVICES VISION ENVIRONMENT  
PERFORMANCE WORK STATEMENT (PWS)**



**4 April 2008**

## **1. DESCRIPTION OF SERVICES**

### **1.1. Objective.**

This task order will optimize enterprise deployment and distribution information environment by placing emphasis on Enterprise Architecture (EA) Support to perform Strategic Planning and Analysis by adopting the Corporate Services Vision (CSV). The CSV is a service oriented architecture (SOA) approach to identify and re-use services across the Enterprise. United States Transportation Command (USTRANSCOM) seeks to migrate from the existing "As-Is" Architecture to a prescriptive Architecture consisting of six Reference Models in order to guide IT investments. Specifically, USTRANSCOM seeks to improve deployment, distribution, and sustainment functions and enabling information technology (IT) applications and infrastructure. This transformational initiative will challenge the contractor to propose innovative approaches that still meet minimal Joint Capability Integration Development System (JCIDS), Defense Architecture Framework (DODAF), Business Enterprise Architecture (BEA), and the Investment Review Board (IRB), DOD Architecture, Federal Enterprise Architecture (FEA), or Defense Business Systems Management Committee (DBSMC) standards. By enhancing capabilities, reducing complexity, and optimizing mission and business processes, the contractor shall utilize the architecture to increase available capacity utilization, decrease costs, and increase the speed of process cycle time.

#### **1.1.1. Scope.**

The scope of Task 2 consists of three interdependent spirals. Spiral 1 will review the current USTRANSCOM EA and help propose conceptual reference models for USTRANSCOM as the Distribution Process Owner (DPO) using the appropriate best business practices in EA. Interrelated reference models comprise a framework for describing important elements in an Enterprise Architecture in a common and consistent way. Spiral 2 will transition the proposed conceptual reference models to prescriptive reference models that are able to analyze the current IT investments. Spiral 3 will refine the repeatable process for analyzing and populating the models. The Microsoft Project picture in Figure 1 depicts the envisioned scope:

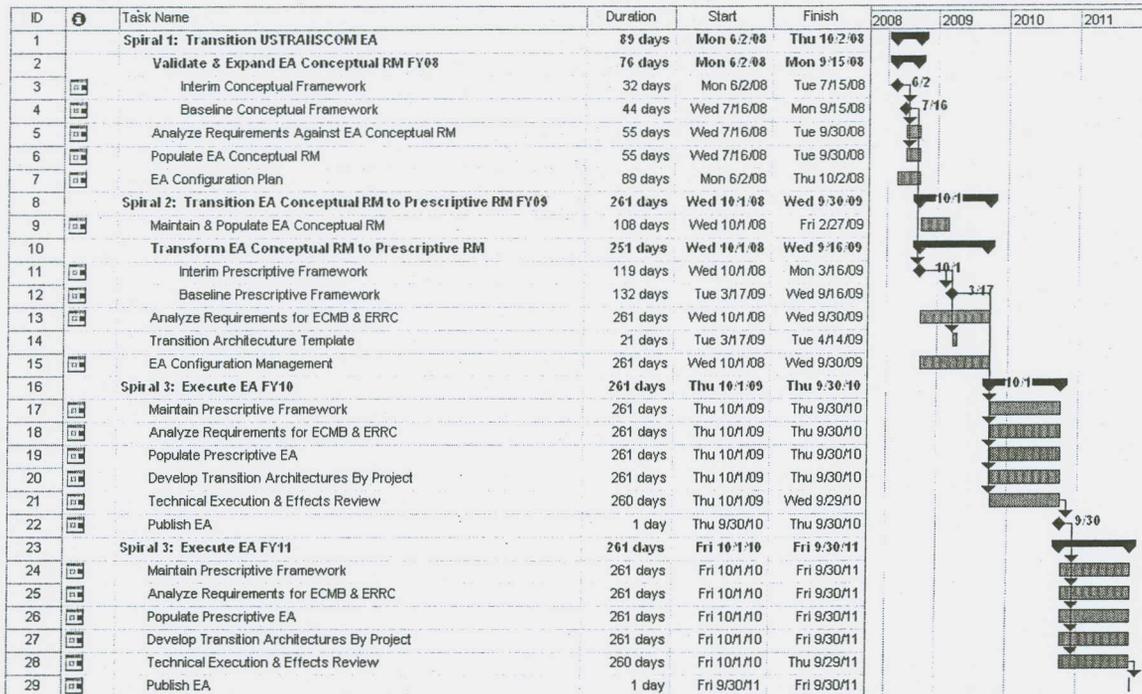


Figure 1: Notional - Draft Enterprise Architecture Plan (FY08-11)

All other tasks to be performed under this task order will be in direct support of the EA effort and will be performed for the duration of the task order.

## 1.2. Background.

The Distribution Enterprise Architecture Office, located within the Command, Control, Communications and Computer Systems Directorate (TCJ6), equips the portfolio and program managers with a common language and framework to describe and analyze IT investments, enhance collaboration to ultimately improve the DOD deployment and distribution operations and increase the Joint Force Commanders' freedom of action across the full range of military employment as set forth by the Unified Command Plan and DODD 5158.4. The EA framework is guided by the IT Investment Core Principles (1.2.1) in order to develop the reference models (1.2.2).

### 1.2.1. IT Investment Core Principles.

The USTRANSCOM EA adopts the following core principles to guide IT investment strategic direction. The principles are:

- Optimize Enterprise Solutions to Minimize Duplication of Capabilities**  
Migrate from a system-based to a capabilities-based approach through open communication between service providers using a top-level, standardized, and repeatable methodology. The methodology will be used to standardized policy and procedure across components making enterprise control and governance transparent to all components.
- Service-Oriented**  
Improve Joint Distribution and Deployment operations, decision-support and process improvement while reducing cost to the DPO community by standardizing and sharing business processes across multiple organizations (including security, semantics, utility services and business process components) while eliminating duplication and

inconsistency within and between agencies accomplished by implementing many-to-many interfaces.

- **Information-Centric**

Create information environment that incorporates context-based data relationships. Ensures information is “accessible, visible, understandable and trusted”. Establish agent capability to autonomously respond and proactively provide intelligent decision-support to users.

- **Transparent, Accessible and Secure Information**

Create an environment that provides timely, reliable and assured information to members of the Distribution Process enabled by IT and network services. Supporting an environment where software is planned, designed, tested, delivered and reused while maintaining accreditation across a diverse Joint Distribution and Deployment Enterprise.

- **Open, Standards-based Architecture and Commercial Off the Shelf Technologies**

Research and where appropriate utilize non-proprietary, open source, or Government/Commercial off-the-shelf software. The environment will support open source software development.

- **Engineered To Support And Improve Human Knowledge**

Solutions designed on intelligent agents/collaboration utilizing reasoning capabilities to generate and evaluate courses of action. As a result the human user is relieved of lower level labor intensive, filtering, analysis and reasoning tasks allowing greater time for decision support.

- **Tested, Certified, Sustainable, Modular and Agile**

Meets regulatory compliance requirements and delivers capability timely. The capabilities will be modular, loosely coupled and re-useable.

- **Governed and Configuration Managed**

The EA will adopt common standards for governance of the DPO components. It will prescribe a methodology for communicating changes through a structured configuration management process.

- **Performance Measurable**

Provide information capabilities that meet or exceed Distribution/Deployment performance expectations based on government defined service level. Services levels are defined as part of the required capabilities.

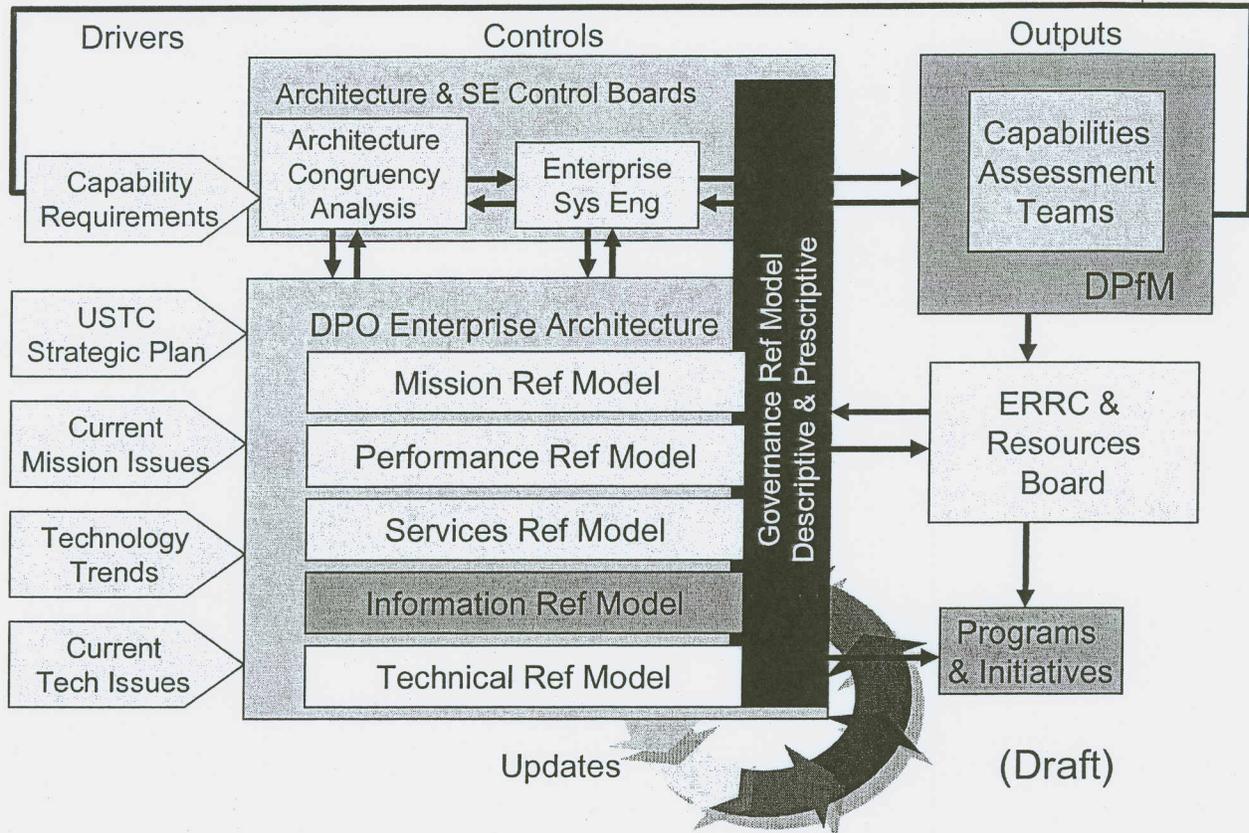


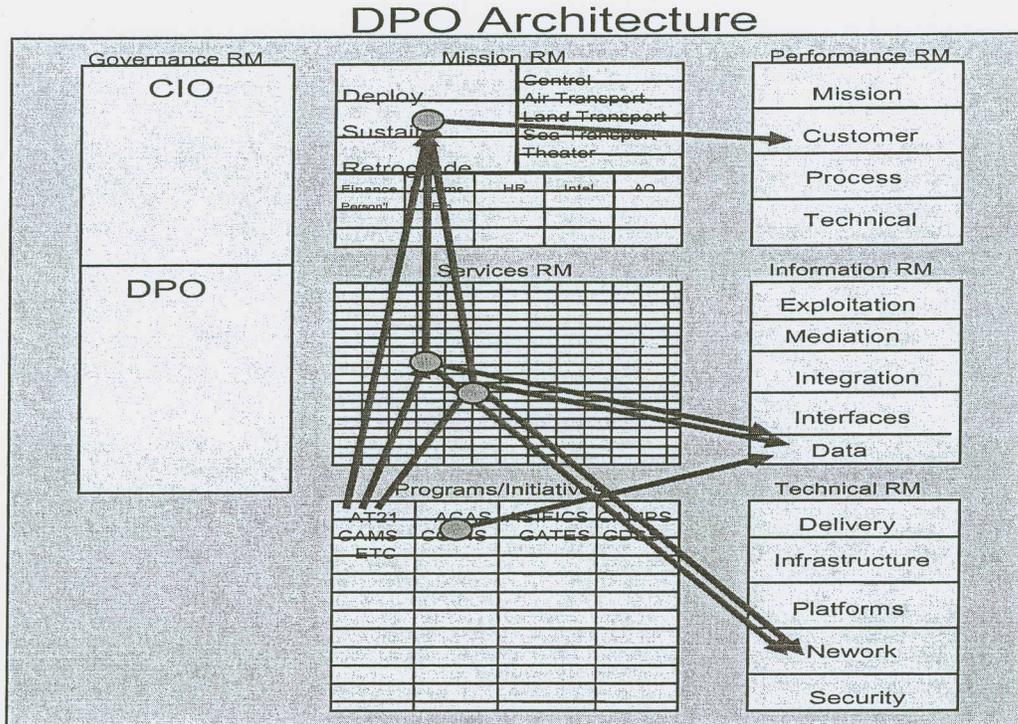
Figure 2: Composite Enterprise Architecture View

### 1.2.2. Reference Model Background

The USTRANSCOM EA consists of a set of interrelated “reference models” (as depicted in Figure 2) designed to facilitate cross domain analysis and the identification of duplicative investments, gaps and opportunities for collaboration within and across DPO-related organizations. These reference models are based on the FEA and the DOD Enterprise Architecture Reference Models. Each generic reference model consists of two parts, a conceptual and a prescriptive view. The conceptual view describes the environment at a high level and is dateless and stateless in nature (see Figure 3 below). The prescriptive view describes the environment and prescribes the standards for solutions. The prescriptive view is also dateless, but has known boundaries. Transition Architectures will prescribe and monitor interrelated solutions in a given time period. Collectively, the reference models comprise a framework for describing important elements of the USTRANSCOM EA in a common and consistent way. Through the use of common framework and vocabulary, IT portfolios and subordinate programs can be better managed and leveraged across the DPO environment. USTRANSCOM EA consists of seven reference models:

- Mission Reference Model: Functional view of DPO Lines of Mission/Business
- Performance Reference Model: Framework for measuring success of IT investments to improve business customer-centric outputs
- Services Reference Model: Framework for classifying Service Components to support reuse of Services across the DPO
- Information Reference Model: Standards-based framework to enable development of an information or knowledge-centric environment

- Technical Reference Model: Framework which categorizes standards and technologies to support and enable Services reuse
- Governance Reference Model: Process framework to support Distribution Portfolio Management (DPfM) decision-making and oversight for DPfM architecture and investments
- Programs & Initiatives Reference Model: Categorizes and defines DPO programs and initiatives



(Notational Framework)

**Figure 3: Conceptual Reference Model Framework**

**1.3. Specific Tasks.**

**1.3.1. Task Area 1: Contract Level and Task Order Management**

This task consists of functional activities relating to administration and management of this effort. The contractor shall provide program management of contractor personnel performing tasks in this order. The contractor shall designate a principal point of contact for technical issues.

The contractor shall provide a centralized program management capability at contractor site. This function shall encompass administrative, clerical, documentation and related functions that provide general support for the program.

The contractor shall provide support by preparing documents such as briefings, point papers, and meeting minutes related to the status of the performance of this task order. This task will span the entire duration of the contract

**1.3.1.1. Task Order Management Plan**

Contractor shall provide a task order management plan describing functional approach, organizational and financial resources, supporting organizational structure and management controls that contractor will employ in accordance with tasks and deliverables in this PWS. Contractor shall submit draft plan within 15 business days after contract award. Government will have 10 business days to review plan and provide comments. Contractor shall have five business days from receipt of Government comments to submit final plan.

**1.3.1.2. Status Reports**

**1.3.1.2.1. Monthly Cost/Status and Resource Utilization Reports**

The contractor shall provide a monthly cost/status summary and resource utilization report, separate from In Progress Review (IPR) materials that details the specifics of the work performed no later than the 10<sup>th</sup> day of the following month. The monthly cost/status report shall summarize costs, status, progress, and recommendations for project areas being undertaken under this task order. Status reports will provide specific labor hours/costs by major project areas.

**1.3.1.2.2. Weekly Activities Report (WAR)**

The contractor shall provide a WAR detailing only significant events for senior leadership review. This report will be given to the designated Government representative by close of business (COB) every Wednesday.

**1.3.1.2.3. Daily Dashboard Report**

The contractor shall develop an overarching dashboard report to depict planned vs. actual task status, to include and highlight issues, and estimate time and resources to deliver products. The purpose of the report is to highlight tasks that are at risk.

**1.3.1.2.4. Project Charter**

The contractor shall create a project charter for each project in accordance with Government format. Project charters are designed to optimally manage multiple project teams within specified times, labor/Other Direct Costs (ODC), subtask dependencies, and deliverables. Deliverables shall be measurable for quality and completeness.

**1.3.1.3. In Progress Review (IPR)**

Contractor shall meet with Functional manager/Contracting Officer Representative (COR) bi-monthly or as COR may require, to discuss any problems with current tasks, assignment of future tasks, and to obtain Government decisions or guidance necessary to contractor performance. The contractor shall deliver IPR minutes, with a copy of the presentation slides. At a minimum, the minutes shall reflect a record of activity, decisions made, date, location, and attendees.

**1.3.2. Task Area 2: CSV Spiral Implementation**

This task is divided into three spirals that are dependent upon each other and support the DPO.

**1.3.2.1. Spiral 1: Transition USTRANSCOM EA (Base Period)**

In Spiral 1, USTRANSCOM is seeking industry best practices to refine the existing conceptual view of the reference models of the USTRANSCOM EA to a Corporate Services Vision perspective, based on reference model background information as stated in 1.2.2.

**1.3.2.1.1. Validate and Expand Enterprise Architecture Conceptual Reference Framework (EACRF)**

The contractor shall review Government provided EACRF currently residing in the existing Information Resource Management Data Repository (IRMDR) Tool Suite content, overarching principles and reference models. The tool suite currently consists of the Oracle based USTRANSCOM Corporate Resource Information Source (CRIS), ARIS, Cold Fusion, Systinet Universal Description Discovery Integrator (UDDI), NetViz, and Erwin.

The contractor shall identify and recommend adjustments or further expansion including definitions, descriptions and standard operating procedures for utilizing and maintaining the EACRF. The contractor shall provide an interim conceptual reference framework. This framework will include an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. If the tool suite needs to expand to include additional capability, it will be evaluated under direction of the Government. The contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

**1.3.2.1.2. Populate EACRF**

The EACRF is envisioned to be steadily populated with approved investment strategies to transition the architecture from a descriptive (requirements) framework to a prescriptive (solution) framework. The prescriptive framework enables creation of transition roadmaps and allows measurement of established IT investment strategies. The contractor shall populate the most current EACRF using the approved ERRC recommendations resulted from the initial requirements analysis. The contractor shall conduct monthly EACRF progress meetings that document feedback and lists information populated in the IRMDR, including assigned actions items and resolutions.

**1.3.2.1.3. EA Configuration Management (CM) Plan**

The contractor shall provide the methodology for communicating changes of architecture artifacts through a structured configuration management process. The government envisions the configuration management plan to include formalized Change Requests (CR) documents reviewed by a Configuration Control Board.

**1.3.2.2. Spiral 2: Transition EA Conceptual RM to Prescriptive RM (Option Year 1)**

In Spiral 2 USTRANSCOM is seeking industry best practice solutions to transition the EACRF developed in Spiral 1 to prescriptive reference model. Spiral 1 shall be approved by the Government before Spiral 2 begins.

**1.3.2.2.1. Maintain and Populate the EACRF**

The contractor shall review the EACRF developed in Spiral 1 including the overarching principles and conceptual reference models. The contractor shall maintain and continue to populate the IRMDR Tool Suite with descriptive information. The contractor shall develop and report monthly metric to reflect expansion and level of completion of the EACRF. The

contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

**1.3.2.2.2. Transform the EACRF into a Prescriptive (Solutions Oriented) Reference Model**

The contractor shall identify, recommend, and develop a prescriptive architecture based on the conceptual framework. The contractor shall continue to expand the descriptive aspects of the EACRF and populate the prescriptive elements (solutions) in the IRMDR Tool Suite. The contractor shall provide the framework with an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. The contractor shall conduct monthly EACRF progress meetings and issue feedback, including documenting assigned actions items and resolutions.

**1.3.2.2.3. Transition Architecture(s)**

The contractor shall develop the standard transition template that will be used to define the structure and content for the transition architectures. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. For each candidate project selected the contractor shall provide a transition architecture. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.2.4. EA Configuration Management (CM)**

The contractor shall communicate monthly changes of architecture artifacts through a structured configuration management process in accordance with the CM plan developed in Spiral 1.

**1.3.2.3. Spiral 3: Execute EA (Option Year 2 and 3)**

The intent of Spiral 3 is to expand and utilize the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2.

**1.3.2.3.1. Maintain the EA Prescriptive Framework**

The contractor shall make recommendation on IT investments and perform effects analyses based on the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 to preserve the overarching principles. The contractor shall develop and report monthly metric in accordance with paragraph 1.3.2.2.2.

**1.3.2.3.2. Analyze Requirements for ERRC and ECMB**

The contractor shall continue to analyze and provide recommendations as described in 1.3.2.2.3 to support the IT Investment Requirements and Solution Decision Cycle as shown in Figure 4. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.3. Population of Prescriptive Reference Model**

The contractor shall continue to review the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 including the overarching principles. The contractor shall maintain and populate the IRMDR Tool Suite. The contractor shall develop and report monthly metric to reflect expansion and level of completion of the Prescriptive Reference Model. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.4. Transition Architecture(s) based on Corporate Priorities**

The contractor shall utilize the standard template to continue populating Prescriptive Reference Model. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. The contractor shall develop the transition architecture for each candidate project selected. Each project will have an associated timeline and evaluation criteria against the recommended developer(s). For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.5. Technical Execution and Effects Review**

Program managers will develop and deliver solutions prescribed by the transition architecture. The contractor shall perform evaluations of solution deliverables to confirm degree of developer compliance. The contractor shall define and develop Technical Assessment criteria for Government approval. The contractor shall evaluate whether the developer has fulfilled the requirement specified in the Prescriptive Reference Model and document compliance in the form of a metric.

**1.3.2.3.6. CSV Enterprise Architecture**

The contractor shall electronically publish a current EA in accordance to the CSV.

**1.3.3. Task Area 3: Analyze DPO Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify enterprise requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. Enterprise congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.4. Task Area 4: Analyze Defense Transportation System (DTS) Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify DTS requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. DTS congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.5. Task Area 5: Governance**

Governance is defined as government management controls over the DPO portfolio. The contractor shall attend and participate in a bi-weekly Government led Architecture Integration Steering Group (AISG) or other Government lead meetings as required. The contractor shall provide minutes of actions and resolutions for working group meetings. The AISG is designed to review, collaborate and provide status on issues associated with the broader EA environment. Specific focus is to be provided on the integration efforts associated with production, repository, utilization and governance for the combined EA community.

The contractor shall participate as required by the Government in the Information Technology (IT) Investment Requirement and Solution Decision Cycle shown in Figure 4.

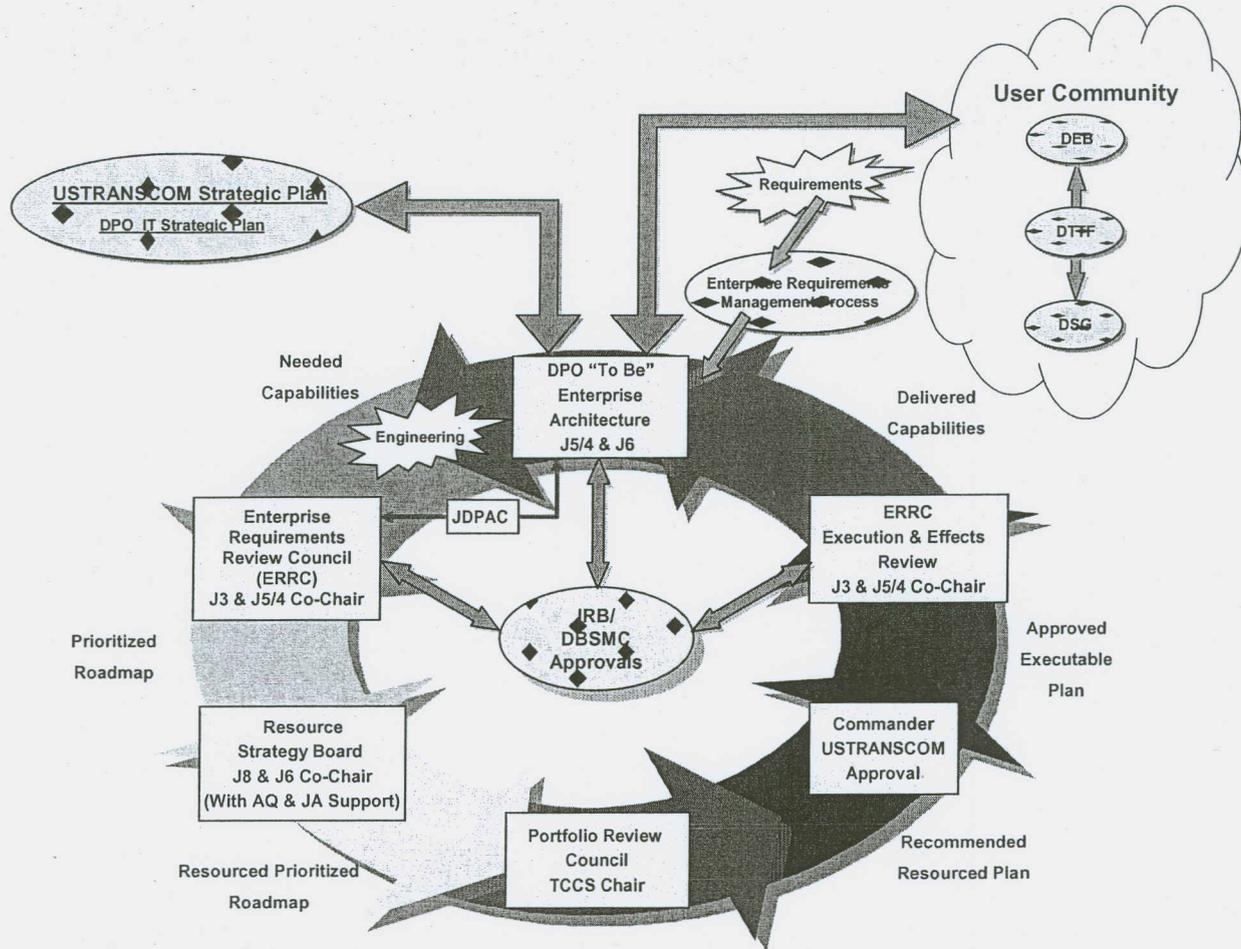


Figure 4: IT Investment Requirement and Solution Decision Cycle

**1.3.6. Task Area 6: Information Exchange Meetings**

The contractor shall attend and participate in various Government and private national forums to demonstrate and present DPO EA Framework, challenges, lessons learned and way-ahead. Contractor will typically be joined by Government architecture representative who will also participate in presentation. All demonstrations, presentations, and information exchange sessions shall be reviewed and pre-approved by the COR or assigned Government representative. The contractor shall provide meeting minutes with actions and resolutions.

**1.3.7. Task Area 7: EA Information Management**

The contractor shall populate, maintain, retrieve and archive DPO EA information, to include information stored prior to this contract, in the IRMDR Tool Suite. The contractor shall update the content of the IRMDR Tool Suite as directed by the Government.

**1.3.8. Task Area 8: Alternate Functional Area Communications and Computer Systems Manager (FACCSM) Duties**

The contractor shall provide support to TCJ6-A primary FACCSM as needed. The contractor shall perform FACCSM's duties IAW USTRANSCOM Instruction 33-16, paragraphs 4.5, 5.1, 6,

7, and 8. The instruction can be found at <http://www.transcom.mil/>. The contractor shall complete the necessary training required by the USTRANSCOM Network Office.

**1.3.9. Task Area 9: Portfolio Management Support for DPO Business Case Analysis**

The contractor shall provide support for DPO Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide support as determined by the Government representative to include scoping, researching, interviewing, and documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs per year total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.10. Task Area 10: Portfolio Management Support for DTS Business Case Analysis**

The contractor shall provide support for DTS Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide support as determined by the Government representative to include scoping, researching, interviewing, and documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.11. Task Area 11: DoD Architecture Framework (DODAF) Product Support. (Optional Task)**  
***This task shall be executed at the discretion of the Government***

**1.3.11.1.** Acquisition Category (ACAT) programs are required to submit DODAF products views in their requirements documents as an appendix. As required by the Government, the contractor shall technically assist the USTRANSCOM's IT program managers who are responsible for writing Joint Capability Integration Development System (JCIDS) documents. The contractor shall extract information from the IRMDR Tool Suite that will support the required documents. DODAF products shall include but are not limited to operational views, system views, and technical views in accordance with DODAF version 1.5 dated 23 April 07 ([http://www.defenselink.mil/cio-nii/docs/DoDAF\\_Volume\\_II.pdf](http://www.defenselink.mil/cio-nii/docs/DoDAF_Volume_II.pdf)). The contractor shall support up to five (5) Government requests from Acquisition Category (ACAT) programs for DODAF Product Support per year. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing DODAF products.

**1.3.11.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order.

### **1.3.12. Task Area 12: EA Federation**

The contractor shall ensure the DPO EA aligns with disparate Department of Defense (DOD) architectures and reference models including but not limited to the Joint Staff, Office of Secretary of Defense's (OSD) Business Enterprise Architecture, Defense Logistics Agency (DLA), Services, and Combatant Commands (COCOMs) logistics-related architectures. These architectures are based on the Supply-Chain Council's Supply Chain Operations Reference (SCOR) model which also is periodically updated. The contractor shall facilitate and schedule configuration control boards to reevaluate changes among federated architectures ensuring configuration management. The contractor shall be responsible for using USTRANSCOM approved architecture tool to employ and maintain the existing federation established between the aforementioned architectures. The contractor shall provide a monthly status report addressing EA Federation. The contract shall receive Government approval prior to commencing will all updates to any architecture alignments.

#### **1.3.12.1. Investment Support/Compliance**

Using the EA Federation, the contractor shall provide EA compliance support to the Distribution Portfolio Manager for Investment Review Board/Defense Business Management System Council. The contractor shall be prepared to support a quarterly request for EA compliance support and on an as needed basis. For each Government approved project, the contractor shall provide a ROM on resources required prior to the EA compliance support.

### **1.3.13. Task Area 13: Functional Architecture Support**

As directed by the Government, the contractor shall provide functional (operational/business) architecture experts to solve current, real time DPO-related business problems using current databases and analysis methods. The contractor shall focus on solving distribution challenges, recommending new business rules, and enabling better resource allocation decisions while improving delivery of forces and sustainment to desired points of effect. Contractor must demonstrate functional and technical experience measuring service support levels and identifying trends affecting overall performance of the logistics/distribution network. Deliverables include analyses and recommendation reports by government directed topic on business process improvement proposals and requirements documents involving materiel and personnel deployment, distribution, and sustainment operations. The contractor shall provide analyses and recommendations by topic submitted into Government provided system (i.e. Knowledge Management and Decision Support (KMDS)) and should include a summary included in weekly activity report.

### **1.3.14. Task Area 14: Continuous Process Improvement Support**

New information technology (IT) requirements identified by the Government in Task 3, 4, 9 or 10 may require an analysis of the mission or business process change that the IT requirement is supposed to solve. Contractor shall conduct business process improvement projects to analyze a specific line of business as directed by the Government. For each Government approved project, the contractor shall provide a ROM on resources required prior to starting the process improvement support project. Contractor shall have personnel that are trained and experienced in supply-chain operations and EA fundamentals. Literature reviews, subject matter expert interviews, process documentation and analyses, workshop facilitation; and information presentation are all professional skills that the contractor shall demonstrate to accomplish these routine tasks. While certification is not required, it is highly recommended to be certified in the SCOR model, Supply Chain Management, EA, Service Oriented Architecture (SOA), DODAF,

and Federal Enterprise Architecture (FEA) and LEAN/Six Sigma, particularly for contractor task leads. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the DODAF products.

**1.3.15. Task Area 15: Federation Pilot - Pilot Initiatives (Optional Task)**

**This task shall be executed at the discretion of the Government**

**1.3.15.1.** The contractor shall provide Government directed support for continued OSD Networks & Information Integration pilot initiatives. Initiatives are designed to expand reference model alignments and concepts as the federation principles mature. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.15.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order

**2.0. Deliverable Schedules**

The contractor shall coordinate with the Task Lead or COR to agree upon an appropriate format and final product prior to delivery of all products delivered outside of Command, Control, Communications and Computer Systems Architecture Division (TCJ6-A).

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
1.3.1.1	Task 1	Task Order Management Plan	Draft – 15 days after award Final – 5 business days after Government comment
1.3.1.2.1	Task 1	Monthly Cost/Status and Utilization Report	10 <sup>th</sup> day of each month
1.3.1.2.2	Task 1	WAR	Weekly, COB Wednesday
1.3.1.2.3	Task 1	Dashboard Report	Daily
1.3.1.2.4	Task 1	Project Charter	As required by Government
1.3.1.3	Task 1	IPR Documentation	Within one business day after IPR
1.3.2.1.1	Task 2	EACRF progress and issue feedback meeting  Provide Interim conceptual Reference Framework	One business day after meeting  Draft – 15 Jul 2008 Final – Within 10 business days after

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
		Provide Baseline Conceptual Reference Framework	Government comment Draft – 15 Sep 2008 Final – Within 10 business days after Government comment
1.3.2.1.2 1.3.2.2.1 1.3.2.2.2 1.3.2.3.1 1.3.2.3.3	Task 2	Progress/issue feedback meeting  Documentation on assigned action items and resolution	Monthly  One business day after meeting
1.3.2.1.2	Task 2	Populate document list of information populated in IRMDR	5 <sup>th</sup> day of each month
1.3.2.1.3	Task 2	Develop/Document a EA Configuration Management Plan	1 Aug 2008 <i>15 Aug 2008</i>
1.3.2.2.1	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 2 Final – 10 <sup>th</sup> of each month after Government acceptance metric
1.3.2.2.2	Task 2	Provide Interim Prescriptive reference model  Provide Baseline for Prescriptive Reference model	Draft – 1 Mar 2009 Final – Within 10 business days after Government comment  Draft – 1 Sep 2009 Final – Within 10 business days after Government comment
1.3.2.2.3	Task 2	Provide Transition Template  Develop and document standard transition architecture template	1 Nov 2008  1 Dec 2008
1.3.2.2.3	Task 2	Provide Transition Architecture Labor Hour ROM for each analysis request  Provide Transition Architecture	Within five days after request  Within One business day after analysis is complete
1.3.2.2.4	Task 2	Configuration Management Reports	10 <sup>th</sup> day of each month
1.3.2.3.1	Task 2	Develop level-of-completion metric	Initial – 30 calendar days within the start of

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
			Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.14	Tasks 2, 3, 4, 9, 10, 12 and 14	Provide Labor Hour ROM for each analysis request  Provide Recommendation and Findings Report	Within five business days after request  Within one business day after analysis is completed
1.3.2.3.2	Task 2	Provide ROM vs. Actual Metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.3	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.4	Task 2	Provide Transition Architecture for each request  Develop timeline of evaluation criteria	As required by the Government  As required by the Government
1.3.2.3.5	Task 2	Define/Develop Technical Assessment criteria  Develop compliance metric	Initial – 30 calendar days within start of Spiral 3 Final – Within 10 business days after Government comment  Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
			Government acceptance metric
1.3.2.3.6	Task 2	Electronically publish EA	1 Sep 2010
1.3.3 1.3.4	Tasks 3 and 4	Provide documented standard analysis procedures	1 Aug 2008 <i>15 Aug 2008</i>
1.3.5	Task 5	Provide minutes of actions and resolutions from working group meetings	Within one business day after meeting
1.3.6	Task 6	Attend and participate in information exchange meetings  Provide meeting minutes or trip report	As required by Government  Within one business day after meeting
1.3.7	Task 7	Populate, maintain, retrieve and archive EA information, to include information stored prior to this contract	As required by Government
1.3.8	Task 8	Perform FACCSM Duties	As required by Government
1.3.11	Task 11	Provide Transition Architecture Labor Hour ROM for each analysis request  Recommendation and DODAF Products	To Be Determined at time of modification (Optional Task)
1.3.12	Task 12	Monthly Status Report	10 <sup>th</sup> day of each month
1.3.13	Task 13	Analyses/Recommendation by topic submitted into Government provided-system	Within 3 days of task assignment
1.3.15	Task 15	Provide Transition Architecture Labor Hour ROM for each analysis request  Provide Recommendation and Findings Report	To Be Determined at time of modification (Optional Task)

### 3.0. Service Delivery Summary

PWS Para#/ Task #	Performance Objective	Performance Threshold
1.3.2.1.1 Task 2 1.3.2.2.2 Task 2	Interim conceptual Reference Framework contains a draft of all required definitions, descriptions and standard operating procedures.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.

<b>PWS Para#/ Task #</b>	<b>Performance Objective</b>	<b>Performance Threshold</b>
	Baseline Conceptual Reference Framework contains all definitions, descriptions and standard operating procedures, and all major changes, baseline principles, and reference models used to calibrate enterprise requirements.	
1.3.2.1.3 Task 2	All Change Requests submitted have viable recommendations.	A 97% compliance rate is acceptable to provide this deliverable IAW PWS.
1.3.2.2.3 1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.11 Task 11 1.3.14 Tasks 2, 3, 4, 9, 10, 11 and 14	All Labor Hour ROMs are executable and final Recommendation and Findings Report for each analysis request are viable.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.3.4 Task 2	All Transition Architectures are executable.	A 99% compliance rate is acceptable to provide these deliverables IAW PWS when required by the Government.
All remaining Tasks	Provide deliverables on time in complete concise format.	A 95% compliance rate is acceptable to provide these deliverables IAW PWS.

#### 4.0 GENERAL INFORMATION

##### 4.1. Place of Performance.

Services will be performed both on-site within TCJ6, Buildings 1961, Scott AFB, IL, during normal duty hours, 7:30 a.m. – 4:00 p.m., Monday-Friday, excluding Government holidays, and at the contractor's off-site facility. The Government has space for up to 15 on-site contractors, any additional contractor employees will work off-site. Contractor off-site facility shall be within 30 miles of Scott AFB and have meeting facilities, like a conference room, available for collaborative work.

##### 4.2. Period of Performance.

The initial Period of Performance for this contract is 1 June 2008 – 30 September 2008.

Period of Performance for the first option year is 1 October 2008 – 30 September 2009.  
Period of Performance for the second option year is 1 October 2009 – 30 September 2010.  
Period of Performance for the third option year is 1 October 2010 – 30 September 2011.

#### **4.3. Travel.**

Travel requirements will be determined on an “as required” basis and will be a cost reimbursable contract line item. The COR must validate the anticipated travel costs prior to the contractor incurring these costs. Contractor invoices (along with associated receipts) shall support all travel reimbursement requests. The Government will reimburse the contractor for travel expenses subject to Federal Acquisition Regulation (FAR) and Joint Travel Regulation (JTR). The contractor shall identify people who will be traveling in sufficient time to obtain the lowest possible rates for airfare, rental car and lodging. The Government will not reimburse local travel and related expenses to the contractor for daily travel to and from work at Scott AFB.

The following estimates are provided for planning purposes only:

Number of Personnel	Number of Days	Number of Trips
1-2 each	3-5	5

#### **4.4. Security Requirements.**

Contractor shall establish, document, and execute procedures to comply with contractor requirements cited in DOD 5220.22-M, the National Industrial Security Program Operating Manual. The contractor shall acquire all necessary installation passes for contractor personnel. Contractors operating on Government installations shall ensure their personnel always wear a contractor-furnished identification badge and provided USTRANSCOM Security Badges on their outer clothing, on the front of the body, between the neck and the waist, and it shall be visible at all times.

#### **4.5. Security Regulation Compliance.**

The contractor is required to comply with all security regulations and directives as identified herein and other security requirements in this contract. The contractor shall comply with DD Form 254, Contract Security Classification Specification.

#### **4.6. Personnel Security Clearances.**

The primary contractor (task leader) and all supporting contract personnel must possess a SECRET Security Clearance granted by the DoD in accordance with Defense Industrial Security Clearance Office (DISCO) before access will be granted to UTRANSCOM classified network. The security clearance level for this contract is SECRET; all key personnel and personnel requiring access to Government personnel working in a classified environment or working with, or in a work area containing SECRET data shall possess a minimum of a Secret Clearance. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. The contractor shall comply with all appropriate provisions or applicable security regulations. Contractor shall ensure changes in assigned and accepted personnel shall comply with security clearance requirements. To ensure cognizance of, and adherence to, security classification regulations, the contractor and contractor personnel will comply with all applicable DoD 5220.22-M National Industrial Security Program (NISPOM),

Air Force, USTRANSCOM, and Scott AFB Directives and instructions. Specific security requirements are identified in the DD Form 254, Contract Security Classification Specification.

**4.7. Inspection and Acceptance Criteria:**

All work performed under this PWS, and all final deliverables provided under this PWS , are subject to inspection and acceptance by the Government

**4.8. Packaging, Packing and Shipping Instructions.**

All deliverables will be submitted to the contract manager in electronic format. Deliverables in electronic format shall be delivered on Compact Disk (CD) for large files. Multiple deliverables may be combined on a CD. All deliverables will be submitted to the respective contract manager.

**4.9. Government Furnished Equipment (GFE)/Government Furnished Information.**

The Government will provide a work area for contractor personnel within TCJ6 that is comparable to those currently occupied by Government personnel. The Government will also provide access to Class "A" phone service and personal computers, as required, comparable to those provided to Government employees already on site. The contractor shall control all equipment and software provided by the Government as GFE. The contractor shall release all GFE to the Government upon termination of the specific task or subtask, whichever date is earlier, in which its use is no longer necessary. The Government will provide the contractor with information about the development of, and plan to implement future distribution process improvements. This information will be reviewed by the contractor and incorporated as appropriate in contractor products.

The contractor shall be responsible for providing work stations, peripherals, and any Commercial-Off-The-Shelf (COTS) software as required for employees working off-site. The Government will provide Government-Off-The-Shelf (GOTS) software as required. All products developed under this contract shall be considered Government work and shall have no license encumbrances.

**4.10. Contractor Proposed ODC.**

The contractor shall recommend and procure any hardware and software required to support the EA implementation. A complete requirements list and price quotes for hard and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Contractor proposed ODCs that are approved and purchased under this contract become the property of the Government.

**4.11. Government Proposed ODC.**

The contractor shall procure any hardware and software as directed by Government in support of the EA implementation. Price quotes for hardware and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Government proposed ODCs that are approved and purchased under this contract become the property of the Government.

**4.12. Nondisclosure Agreement for Contractor Employees.**

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

**4.13. Performance of Services during Crisis Declared by the President or Secretary of Defense up to and including War.**

None.

**4.14. Contractor Transition.**

**4.14.1. Exit Requirements.**

If this contract is terminated for any reason by the Government or if an option year is not executed, the contractor shall be given a sixty work day transition period. The contractor shall organize all work related documents and files, store them on the designated shared drives, and provide a file plan outlining the file structure. Status for each project will be documented, to include recent, current and pending actions. The contractor shall provide a listing of all GFE and COTS utilized in support of this task and soft copies of all procedures and training materials developed as part of this task. In addition the contractor shall provide a complete list of all badges, vehicle passes, and Government software access permissions (i.e. CRIS, ModelMart, etc.) by individual currently on the task. The contractor must ensure no logistics or contract data is corrupted, changed, or altered in a manner that would cause damage to the Government.

**4.14.2. Ramp-Up Time.**

The contractor shall have 50 percent of personnel available 15 calendar days after contract award. The contractor shall ensure that personnel start dates do not impair performance to meet all contract deliverables.

**NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES  
SUPPORTING USTRANSCOM CONTRACTS**

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, \_\_\_\_\_ currently an employee of \_\_\_\_\_, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # \_\_\_\_\_ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and information that has not been released to the general public and has not been authorized for such release (as defined for government employees in 5 CFR 2635.703).

c) Not to use such information for any non-governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject to protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Government COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>  <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b>			
				a. FACILITY CLEARANCE REQUIRED <p style="text-align: center;">SECRET</p>			
				b. LEVEL OF SAFEGUARDING REQUIRED <p style="text-align: center;">None</p>			
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>				
<b>X</b>	a. PRIME CONTRACT NUMBER TBD		<b>X</b>	a ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) 20080401			
<b>X</b>	b. SUBCONTRACT NUMBER TBD			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)			
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If yes, complete the following Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract							
<b>5. IS THIS A FINAL DD FORM 254?</b> <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 _____							
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>							
a NAME, ADDRESS, AND ZIP CODE TBD		b CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Service 11132 South Towne Square, Suite 205. St. Louis, MO 63123-7818 (314) 260-8200				
<b>7. SUBCONTRACTOR</b>							
a NAME, ADDRESS, AND ZIP CODE		b CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>				
<b>8. ACTUAL PERFORMANCE</b>							
a LOCATION USTRANSCOM TCJ6-A 508 Scott Dr Bldg. 1961 Scott AFB, IL 62225-5357		b CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Service 11132 South Towne Square, Suite 205. St. Louis, MO 63123-7818 (314) 260-8200				
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Enterprise Architecture Support Plan							
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>		YES	NO	<b>11. PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X	
b. RESTRICTED DATA			X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			X
d. FORMERLY RESTRICTED DATA			X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			X
e. INTELLIGENCE INFORMATION				e. PERFORM SERVICES ONLY		X	
(1) Sensitive Compartmented Information (SCI)			X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			X
(2) Non-SCI			X	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			X
f. SPECIAL ACCESS INFORMATION			X	h. REQUIRE A COMSEC ACCOUNT			X
g. NATO INFORMATION			X	i. HAVE TEMPEST REQUIREMENTS			X
h. FOREIGN GOVERNMENT INFORMATION			X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			X
i. LIMITED DISSEMINATION INFORMATION			X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			X
j. FOR OFFICIAL USE ONLY INFORMATION			X	l. OTHER <i>(Specify)</i>			
k. OTHER <i>(Specify)</i> See Block 13 for additional requirements				See Block 13 for additional requirements			

**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 Public Affairs Office, Attn: TCPA, 618-229-4828  
508 Scott Drive Bldg 1900  
Scott AFB, IL 62225-5357

**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 10j: For Official Use Only (FOUO) applies. Reference DoD Appendix 3 to DoD 5200.1-R, and the Under Secretary of Defense for Intelligence memorandum, "Interim Information Security Guidance," April 16, 2004, for specific guidance on the handling and safeguarding of FOUO information.

Reference Block 11e: Enterprise Architecture Support: Storage, generation, or reproduction of classified information is not required for the performance of this contract. Prior to having access to any classified material and/or having access to USTRANSCOM classified network contractor(s) and contractor personnel will a SECRET clearance IAW DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM)

29 FEB 08 CJS 3-FP *Emery*  
*Albright*

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract  YES  NO  
(If Yes, identify the pertinent 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, identify the pertinent 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.)

**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 Dennis Strong	b. TITLE Operational Architect	c. TELEPHONE (Include Area Code) 618-229-1240
---	-----------------------------------	--

d. ADDRESS (Include Zip Code)  
508 Scott Drive, Building 1961  
Scott AFB IL 62225-5357

**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input checked="" type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input checked="" type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY

e. SIGNATURE  
*Dennis Strong*

**REQUEST FOR TASK ORDER PROPOSAL (RFTOP) #08-07**  
CLIN Structure and Invoicing Procedures

(Contractor shall fill out the Unit Price and Extended Amounts)

<b>Distribution Process Owner Change Management and Joint Logistician (Distribution) Development Support</b>				
<b>Basic Year – 1 June 08 through 30 Sep 08</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 0001 Labor for Task 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14	1	Lot	\$ _____	\$ _____
CLIN 0002 Labor for Task 2 (Spiral 1)	1	Lot	\$ _____	\$ _____
CLIN 0003 OPTIONAL: Task 11 TBD at time of Modification	1	Lot	\$ <u>24,813</u>	\$ <u>24,813</u> NTE
CLIN 0004 OPTIONAL: Task 15 TBD at time of Modification	1	Lot	\$ <u>98,998</u>	\$ <u>98,998</u> NTE
CLIN 0005 Travel ODC	1	Lot	\$ <u>10,000</u>	\$ <u>10,000</u> NTE
CLIN 0006 Other ODC's	1	Lot	\$ <u>5,000</u>	\$ <u>5,000</u> NTE
Total for Base Year				\$ _____

<b>Distribution Process Owner Change Management and Joint Logistician (Distribution) Development Support</b>				
<b>Option Year One – 01 Oct 08 through 30 Sep 09</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 1001 Labor for Task 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14	1	Lot	\$ _____	\$ _____
CLIN 1002 Labor for Task 2 (Spiral 2)	1	Lot	\$ _____	\$ _____
CLIN 1003 OPTIONAL: Task 11 TBD at time of Modification	1	Lot	\$ <u>52,000</u>	\$ <u>52,000</u> NTE
CLIN 1004 OPTIONAL: Task 15 TBD at time of Modification	1	Lot	\$ <u>102,000</u>	\$ <u>102,000</u> NTE
CLIN 1005 Travel ODC	1	Lot	\$ <u>50,000</u>	\$ <u>50,000</u> NTE
CLIN 1006 Other ODC's	1	Lot	\$ <u>10,000</u>	\$ <u>10,000</u> NTE
Total for Option Year One				\$ _____

Distribution Process Owner Change Management and Joint Logistician (Distribution) Development Support				
Option Year Two – 01 Oct 09 through 30 Sep 10				
CLIN Number	Quantity	Unit	Unit Price	Extended Amount
CLIN 2001 Labor for Task 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14	1	Lot	\$ _____	\$ _____
CLIN 2002 Labor for Task 2 (Spiral 3)	1	Lot	\$ _____	\$ _____
CLIN 2003 OPTIONAL: Task 11 TBD at time of Modification	1	Lot	\$ <u>54,000</u>	\$ <u>54,000</u> NTE
CLIN 2004 OPTIONAL: Task 15 TBD at time of Modification	1	Lot	\$ <u>104,000</u>	\$ <u>104,000</u> NTE
CLIN 2005 Travel	1	Lot	\$ <u>50,000</u>	\$ <u>50,000</u> NTE
CLIN 2006 Other ODC's	1	Lot	\$ <u>10,000</u>	\$ <u>10,000</u> NTE
Total for Option Year Two				\$ _____

Distribution Process Owner Change Management and Joint Logistician (Distribution) Development Support				
Option Year Three – 01 Oct 10 through 30 Sep 11				
CLIN Number	Quantity	Unit	Unit Price	Extended Amount
CLIN 3001 Labor for Task 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14	1	Lot	\$ _____	\$ _____
CLIN 3002 Labor for Task 2 (Spiral 3)	1	Lot	\$ _____	\$ _____
CLIN 3003 OPTIONAL: Task 11 TBD at time of Modification	1	Lot	\$ <u>56,000</u>	\$ <u>56,000</u> NTE
CLIN 3004 OPTIONAL: Task 15 TBD at time of Modification	1	Lot	\$ <u>106,000</u>	\$ <u>106,000</u> NTE
CLIN 3005 Travel ODC	1	Lot	\$ <u>50,000</u>	\$ <u>50,000</u> NTE
CLIN 3006 Other ODC's	1	Lot	\$ <u>10,000</u>	\$ <u>10,000</u> NTE
Total for Option Year Three				\$ _____

TOTAL BASE YEAR + OPTIONS (LABOR)	\$ _____
OPTIONAL TASK 11	\$ <u>186,813 NTE</u>
OPTIONAL TASK 15	\$ <u>410,998 NTE</u>
TRAVEL	\$ <u>160,000 NTE</u>
OTHER ODC'S	\$ <u>35,000 NTE</u>
TOTAL LABOR, OPTIONAL TASKS, AND TRAVEL/ODC'S	\$ _____

**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) Limestone at (800) 756-4571 or faxed to (866) 392-7971 or e-mailed to [cco-af-vpis@dfas.mil](mailto:cco-af-vpis@dfas.mil). Please have your order number and invoice number ready when contacting DFAS about payment status. You can also access payment information using the DFAS myInvoice web site at <https://myinvoice.csd.disa.mil//index.html>

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

<b>CONTRACT NUMBER:</b>	<input type="text"/>
<b>DELIVERY ORDER NUMBER:</b>	<input type="text"/>
<b>TYPE OF DOCUMENT:</b>	<input type="text" value="Invoice and Receiving Report (Combo)"/>
<b>CAGE CODE:</b>	<input type="text"/>
<b>ISSUE BY DODAAC:</b>	<input type="text" value="HTC711"/>
<b>ADMIN DODAAC:</b>	<input type="text" value="HTC711"/>
<b>INSPECT BY DODAAC:</b>	<input type="text"/>
<b>SERVICE ACCEPTOR / SHIP TO:</b>	<input type="text" value="F3ST95"/>
<b>PAY OFFICE DODAAC:</b>	<input type="text" value="F67100"/>
<b>SEND MORE E-MAIL NOTIFICATIONS:</b>	
<b>CONTRACT ADMINISTRATOR:</b>	<input type="text"/>
<b>CONTRACTING OFFICER:</b>	<input type="text"/>
<b>ADDITIONAL NOTIFICATION:</b>	<input type="text"/>

**QUALITY ASSURANCE SURVEILLANCE PLAN  
FOR  
UNITED STATES TRANSPORTATION COMMAND  
ENTERPRISE ARCHITECTURE (TCJ6)  
SUPPORT TO  
PORTFOLIO MANAGEMENT  
AND THE  
CORPORATE SERVICES VISION ENVIRONMENT**



**24 January 08**

APPROVED:

DENNIS L. STRONG  
Distribution Enterprise Architecture  
Division  
USTRANSCOM – TCJ6-A

GINA K. LEE  
Contracting Officer  
USTRANSCOM – TCAQ-D

FOR INFORMATIONAL PURPOSES ONLY

## 1. INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) was developed in accordance with AFI 63-124, *Performance-Based Services Acquisitions (PBSA)*, for work performed to provide technical and administrative support services for the United States Transportation Command (USTRANSCOM) Distribution Enterprise Architecture Division (TCJ6) at Scott AFB IL. This QASP sets forth the procedures and guidelines to be used by the Government to ensure that the contractor achieves the required performance standards as specified in the Performance Work Statement (PWS). The PWS contains a Service Delivery Summary (SDS) that summarizes performance objectives (service required) and performance thresholds (specific standard) contained within the body of the PWS. The SDS does not identify every service required, but only those services considered most important for mission accomplishment. This QASP is based on the premise that the contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract. The SDS recognizes that the contractor is not a perfect manager and that unforeseen and uncontrollable problems do occur. Good management and use of an adequate quality control plan will allow the contractor to meet or exceed the performance standards specified in the PWS.

## 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 contractor's performance.

## 3. ROLES AND RESPONSIBILITIES

The Government monitors contractor performance on a continuing basis through the services of a surveillance team. The surveillance team consists of the following members: Contracting Officer (CO) and Contracting Officer's Representative (COR).

### 3.1 Contracting Officer (CO)

The CO has overall responsibility for contract administration. The CO is responsible for monitoring contract compliance and resolving any and all disagreements regarding interpretation of contract terms and conditions. The primary function of the CO with regard to the surveillance activity is authorize changes to the contract. The CO is the only Government official authorized to revise the contract. Additionally, the CO is responsible for approving the QASP.

### **3.2 Contracting Officer's Representative (COR)**

The COR serves as a functional expert and is responsible for monitoring, assessing, recording and reporting the technical performance of the Contractor on a continuous basis. The COR schedules surveillance activities; evaluates and documents performance by the contractor; initiates requests for and evaluates adequacy of the corrective action and reports contractor performance of contractor requirements. CORs are sufficiently trained to perform the required duties and to ensure their knowledge of the terms and conditions of the contract.

3.2.1. The COR is to be objective, fair, and consistent in evaluating contractor performance against standards.

3.2.2. The COR will notify the CO immediately when an evaluation shows that performance does not meet the standards identified in this QASP.

3.2.3. The COR is required to ensure changes in work are not initiated before a written authorization or modification is issued by the CO.

3.2.4 The COR is required to accept delivery of services. The COR must ensure that all services have been performed before entering the quantity received and digitally signing the receiving report/invoice in Wide Area Work Flow (WAWF). The COR has a maximum of seven days after the contractor's submission of a properly documented receiving report/invoice to accept the quantity and digitally sign the document in WAWF. Prompt processing of receiving reports/invoices in WAWF increases the Government's ability to take discounts offered and decreases the likelihood of the Government incurring interest expense for late payment. After digital signature, the signed receiving report/invoice will be routed to Defense Finance and Accounting Service (DFAS) for scheduling of payment.

3.2.5 The COR is required to provide an assessment of contractor performance to the contracting officer for input into CPARS.

## **4. METHODS OF SURVEILLANCE**

### **4.1 Service Delivery Summary (SDS)**

The SDS summarizes the expected service objectives (outcomes) and identifies the metrics that will be tracked to determine whether the outcomes are being achieved at the appropriate levels of performance. The Government, through the COR, will monitor contractor performance using the surveillance method(s) described below. In determining the evaluation criteria, the Government has considered what the contract specifically calls for, how performance can be surveyed, and if the proposed method of surveillance is adequate to assure the required level of performance has been achieved. Additionally, contractor performance will be a factor affecting application of the plan, i.e., surveillance frequency may be increased or decreased based on contractor demonstrated and documented performance. One or a combination of the following surveillance methods will be used to produce a well-rounded indication of contractor conformance:

- a. Sampling (Spot, Periodic and Random Sampling)

- b. Third Party Audit
- c. Inspection/Review (verification of specific tasks, weekly, monthly, quarterly, biannual, annual)
- d. Customer/Government Input

#### **4.1.1. Sampling**

This is the most appropriate method for frequently recurring tasks. Random sampling is done to determine whether to accept or reject the contractor's performance of the total lot of a particular task for a given period of time, using the premise that the statistically selected sample is representative of the entire lot. Sampling may be spot, periodic or random.

#### **4.1.2. Third Party Audits**

Third Party Audits will be conducted by an authorized agent of the Government, federal, state, and local agencies (i.e. OSHA, DMV, EPA, Environmental Management etc.).

#### **4.1.3. Inspection/Review**

This surveillance type is preferred for those tasks that occur infrequently. It is also used frequently for those tasks having very stringent performance requirements. When this type of surveillance is used, COR must inspect and evaluate the contractor's performance each time it is performed to determine acceptability.

This type of surveillance consists of the evaluation of samples selected on other than a 100 percent or statistically random basis. The results of periodic surveillance inspections may be used as the basis for actions against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions. This will be done more frequently at the beginning of the contract, and is expected to decrease as standards are consistently met, but may increase if performance falls below standard.

#### **4.1.4. Customer Inputs**

The COR may use customer input to document discrepancies in contractor performance. The contracting officer may use validated customer complaints as the basis for actions against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions. Under the philosophy of performance based service contracting, we expect the customer to file complaints directly with the contractor with an automatic copy going to the COR. This allows COR oversight of the contractor's progress in answering complaints, resolving problems and updating the Quality Control (QC) program, while the contractor is responsible to the customer. When used, customer complaints must follow a formalized procedure.

- a. The COR is the primary point of contact for and must receive copies of all customer complaints. AF Form 714, Customer Complaint Record, or a locally devised form may be used, but all complaints and any resulting resolution must be documented with the information required on AF Form 714. Customer complaint forms become a permanent part of the COR

surveillance records.

b. The COR will check customer complaints to ensure resolution of the deficiency and revision of QC program to prevent recurrence.

#### **4.1.5. Management Review**

Methods of surveillance can change after contract award based on acceptance of a contractor's proposed Quality Control Program or agreement that establishes the metrics to be used. When metrics are used as a method of surveillance through the partnering process, they may be developed after contract award, but prior to the performance start date.

#### **4.1.6. Non-SDS Items**

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. 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**

This QASP comprehensively guides the surveillance team's activities and has been developed in a format to ensure ease of understanding and implementation. For each performance objective (service required) in the SDS, the specific method(s) of surveillance, performance thresholds (standards), sampling procedures, inspection procedures, and detailed objective task descriptors are shown in the QAS Summary in Attachment 1. The methodology described in the chart shall be used as the basis for performing surveillance of the respective performance objectives.

#### **5.1 Established Procedures.**

Each contractor assessment shall follow an established procedure for surveillance, recording, reporting and follow-up, outlined as follows:

- a. The frequency of surveillance will be in accordance with the COR Schedule.
- b. Surveillance will be performed in accordance with Attachment 1 and results/comments recorded.
- c. Performance/non-performance for a particular task will be entered chronologically by the COR on a historical log of surveyed performance. If no deficiency exists in contractor performance for this element, no further action is required.
- d. If contractor performance is deficient, the course of action is dependent on the severity/impact/frequency of the non-performance. Re-performance is the first action to resolve deficiencies. When the COR determines a deficiency is not government caused, an AF Form 802, Contract Discrepancy Report is initiated. The COR completes blocks 1 through 6 of the

form and sends it to the contracting officer. The Contracting Officer must evaluate the CDR and, if appropriate, sign and send it to the contractor. The contractor must complete blocks 9 and 10 according to the requirements of the contract and return it to the contracting officer within 5 calendar days of receipt. Upon receipt of the contractor's response, the contracting officer, in consultation with the COR, must evaluate the contractor's response and take the appropriate action. The contracting officer must document the evaluation (in block 11) and action taken (in block 12) on the CDR.

e. When corrective action is reported by the contractor, the COR will follow up with additional surveillance to verify implementation.

## 5.2. Conversation record

Conversation Record, DOD Optional Form 271, may be used throughout this process to effectively document program issues and concerns addressed with the contractor and Government points of contact. This provides a method to keep QA personnel informed of the status of issues and concerns.

## 6. 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 (DAS) 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 DAS 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 Letter of designation
  - 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

ATTACHMENT 1 - QUALITY ASSURANCE SURVEILLANCE SUMMARY

The following items will be utilized for evaluation of performance during the duration of this contract.

PWS Para#/ Task #	Performance Objective	Performance Threshold
1.3.2.1.1 Task 2 1.3.2.2.2 Task 2	Interim conceptual Reference Framework contains a draft of all required definitions, descriptions and standard operating procedures.  Baseline Conceptual Reference Framework contains all definitions, descriptions and standard operating procedures, and all major changes, baseline principles, and reference models used to calibrate enterprise requirements.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.1.3 Task 2	All Change Requests submitted have viable recommendations.	A 97% compliance rate is acceptable to provide this deliverable IAW PWS.
1.3.2.2.3 1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.11 Task 11 1.3.14 Tasks 2, 3, 4, 9, 10, 11 and 14	All Labor Hour ROMs are executable and final Recommendation and Findings Report for each analysis request are viable.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.3.4 Task 2	All Transition Architectures are executable.	A 99% compliance rate is acceptable to provide these deliverables IAW PWS when required by the Government.
All remaining Tasks	Provide deliverables on time in complete concise format.	A 95% compliance rate is acceptable to provide these deliverables IAW PWS.

## ATTACHMENT 2 – DISCREPANCY STATUS REPORT

DISCREPANCY STATUS REPORT  
MEMORANDUM FOR: USTRANSCOM/TCAQ

Attn: \_\_\_\_\_ Contracting Officer

FROM: USTCJ6-A  
508 Scott Dr  
Scott AFB, IL 62225-5357

SUBJ: USTCJ6-A Portfolio Management and the Corporate Services Vision Environment  
Performance Analysis Discrepancy Status Report - (January 08)

1. **Period Covered:** *(First to last day of the reporting period, i.e. 1-31 October 2007)*
2. **Area Covered:** *(Performance Objective, PWS paragraph, Task Descriptor, i.e. Support Desk, 1.2.1.1. .)*
3. **Overview of Performance:**
  - a. Summary - *(Summary of what was done by the COR to assure contract compliance, i.e. audits, data review, and surveillance)*
  - b. Contract Discrepancy Reports (CDRs) - *List all CDRs documented during the reporting period. Provide status of all open CDRs. Attach copies of CDRs to the monthly report.)*
  - c. Corrective Action Follow Up - *(Report any follow-up actions performed during the reporting period.)*
4. **Performance Analysis:** *(State your analysis of the contractor's performance.) Include positive and negative areas.*
5. **Areas of Concern:** *(Identify in narrative form ANY problem(s) or potential problem areas which may impact contract performance to SOW requirements or any aspect of the program.)*
6. **COR O&M Status:** *(Indicate current COR listing and their O&M status - Phases I and II; and any information regarding COR changes planned - new personnel requiring training, etc.)*

JOHN Q. PUBLIC  
Contracting Officer's Representative (COR)

Attachment:  
CDRs

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
			Z	1   20
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 11-Jul-2008	4. REQUISITION/PURCHASE REQ. NO. F3ST95802BAC01	5. PROJECT NO. (If applicable)	
6. ISSUED BY USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357	CODE HTC711	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ASYNCHRONY SOLUTIONS, INC 1709 WASHINGTON AVENUE SUITE 200 SAINT LOUIS MO 63103-1729		9A. AMENDMENT OF SOLICITATION NO.		
CODE 1QV05		9B. DATED (SEE ITEM 11)		
FACILITY CODE		X 10A. MOD. OF CONTRACT/ORDER NO. HTC711-07-D-0016-0002		
		X 10B. DATED (SEE ITEM 13) 16-Jun-2008		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: tcyoundm081444 The purpose of this unilateral modification is to: Incorporate revised FWS dated 11 July 2008, adding para 4.10.1, Conference ODC. Point of contact for this modification is Debbie Young at 618-256-9602 or deborah.young@ustranscom.mil				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) GINA KLEE / CONTRACTING OFFICER TEL: 618-256-6257 EMAIL: gina.klee@ustranscom.mil		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Gina K. Lee</u> (Signature of Contracting Officer)	16C. DATE SIGNED 11-Jul-2008	

EXCEPTION TO SF 30  
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

Attachment 2

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

### TABLE OF CONTENTS

The Table of Contents has changed from:

#### Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Performance Work Statement	17	06-JUN-2008
Attachment 2	DD 254	2	30-APR-2008

to:

#### Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 2	DD 254	2	30-APR-2008

The following have been added by full text:

#### PERFORMANCE WORK STATEMENT

**ENTERPRISE ARCHITECTURE  
SUPPORT TO  
PORTFOLIO MANAGEMENT  
and the  
CORPORATE SERVICES VISION ENVIRONMENT  
PERFORMANCE WORK STATEMENT (PWS)**

11 July 2008

## 1. DESCRIPTION OF SERVICES

### 1.1. Objective.

This task order will optimize enterprise deployment and distribution information environment by placing emphasis on Enterprise Architecture (EA) Support to perform Strategic Planning and Analysis by adopting the Corporate Services Vision (CSV). The CSV is a service oriented architecture (SOA) approach to identify and re-use services across the Enterprise. United States Transportation Command (USTRANSCOM) seeks to migrate from the existing "As-Is" Architecture to a prescriptive Architecture consisting of seven Reference Models in order to guide IT investments. Specifically, USTRANSCOM seeks to improve deployment, distribution, and sustainment functions and enabling information technology (IT) applications and infrastructure. This transformational initiative will challenge the contractor to propose innovative approaches that still meet minimal Joint Capability Integration Development System (JCIDS), Defense Architecture Framework (DODAF), Business Enterprise Architecture

(BEA), and the Investment Review Board (IRB), DOD Architecture, Federal Enterprise Architecture (FEA), or Defense Business Systems Management Committee (DBSMC) standards. By enhancing capabilities, reducing complexity, and optimizing mission and business processes, the contractor shall utilize the architecture to increase available capacity utilization, decrease costs, and increase the speed of process cycle time.

**1.1.1. Scope.**

The scope of Task 2 consists of three interdependent spirals. Spiral 1 will review the current USTRANSCOM EA and help propose conceptual reference models for USTRANSCOM as the Distribution Process Owner (DPO) using the appropriate best business practices in EA. Interrelated reference models comprise a framework for describing important elements in an Enterprise Architecture in a common and consistent way. Spiral 2 will transition the proposed conceptual reference models to prescriptive reference models that are able to analyze the current IT investments. Spiral 3 will refine the repeatable process for analyzing and populating the models. The Microsoft Project picture in Figure 1 depicts the envisioned scope:

ID	Task Name	Duration	Start	Finish	2008	2009	2010	2011
1	<b>Spiral 1: Transition USTRANSCOM EA</b>	<b>89 days</b>	<b>Mon 6/2/08</b>	<b>Thu 10/2/08</b>				
2	<b>Validate &amp; Expand EA Conceptual RM FY08</b>	<b>76 days</b>	<b>Mon 6/2/08</b>	<b>Mon 9/15/08</b>				
3	Interim Conceptual Framework	32 days	Mon 6/2/08	Tue 7/15/08				
4	Baseline Conceptual Framework	44 days	Wed 7/16/08	Mon 9/15/08				
5	Analyze Requirements Against EA Conceptual RM	55 days	Wed 7/16/08	Tue 9/30/08				
6	Populate EA Conceptual RM	55 days	Wed 7/16/08	Tue 9/30/08				
7	EA Configuration Plan	89 days	Mon 6/2/08	Thu 10/2/08				
8	<b>Spiral 2: Transition EA Conceptual RM to Prescriptive RM FY09</b>	<b>261 days</b>	<b>Wed 10/1/08</b>	<b>Wed 9/30/09</b>				
9	Maintain & Populate EA Conceptual RM	108 days	Wed 10/1/08	Fri 2/27/09				
10	<b>Transform EA Conceptual RM to Prescriptive RM</b>	<b>251 days</b>	<b>Wed 10/1/08</b>	<b>Wed 9/16/09</b>				
11	Interim Prescriptive Framework	119 days	Wed 10/1/08	Mon 3/16/09				
12	Baseline Prescriptive Framework	132 days	Tue 3/17/09	Wed 9/16/09				
13	Analyze Requirements for ECMB & ERRC	261 days	Wed 10/1/08	Wed 9/30/09				
14	Transition Architecture Template	21 days	Tue 3/17/09	Tue 4/14/09				
15	EA Configuration Management	261 days	Wed 10/1/08	Wed 9/30/09				
16	<b>Spiral 3: Execute EA FY10</b>	<b>261 days</b>	<b>Thu 10/1/09</b>	<b>Thu 9/30/10</b>				
17	Maintain Prescriptive Framework	261 days	Thu 10/1/09	Thu 9/30/10				
18	Analyze Requirements for ECMB & ERRC	261 days	Thu 10/1/09	Thu 9/30/10				
19	Populate Prescriptive EA	261 days	Thu 10/1/09	Thu 9/30/10				
20	Develop Transition Architectures By Project	261 days	Thu 10/1/09	Thu 9/30/10				
21	Technical Execution & Effects Review	260 days	Thu 10/1/09	Wed 9/29/10				
22	Publish EA	1 day	Thu 9/30/10	Thu 9/30/10				
23	<b>Spiral 3: Execute EA FY11</b>	<b>261 days</b>	<b>Fri 10/1/10</b>	<b>Fri 9/30/11</b>				
24	Maintain Prescriptive Framework	261 days	Fri 10/1/10	Fri 9/30/11				
25	Analyze Requirements for ECMB & ERRC	261 days	Fri 10/1/10	Fri 9/30/11				
26	Populate Prescriptive EA	261 days	Fri 10/1/10	Fri 9/30/11				
27	Develop Transition Architectures By Project	261 days	Fri 10/1/10	Fri 9/30/11				
28	Technical Execution & Effects Review	260 days	Fri 10/1/10	Thu 9/29/11				
29	Publish EA	1 day	Fri 9/30/11	Fri 9/30/11				

**Figure 1: Notional - Draft Enterprise Architecture Plan (FY08-11)**

All other tasks to be performed under this task order will be in direct support of the EA effort and will be performed for the duration of the task order.

**1.2. Background.**

The Distribution Enterprise Architecture Office, located within the Command, Control, Communications and Computer Systems Directorate (TCJ6), equips the portfolio and program managers with a common language and framework to describe and analyze IT investments, enhance collaboration to ultimately improve the DOD deployment and distribution operations and increase the Joint Force Commanders' freedom of action across the full range of military employment as set forth by the Unified Command Plan and DODD 5158.4. The EA framework is guided by the IT Investment Core Principles (1.2.1) in order to develop the reference models (1.2.2).

**1.2.1. IT Investment Core Principles.**

The USTRANSCOM EA adopts the following core principles to guide IT investment strategic direction. The principles are:

- **Optimize Enterprise Solutions to Minimize Duplication of Capabilities**  
Migrate from a system-based to a capabilities-based approach through open communication between

service providers using a top-level, standardized, and repeatable methodology. The methodology will be used to standardized policy and procedure across components making enterprise control and governance transparent to all components.

- **Service-Oriented**  
Improve Joint Distribution and Deployment operations, decision-support and process improvement while reducing cost to the DPO community by standardizing and sharing business processes across multiple organizations (including security, semantics, utility services and business process components) while eliminating duplication and inconsistency within and between agencies accomplished by implementing many-to-many interfaces.
- **Information-Centric**  
Create information environment that incorporates context-based data relationships. Ensures information is “accessible, visible, understandable and trusted”. Establish agent capability to autonomously respond and proactively provide intelligent decision-support to users.
- **Transparent, Accessible and Secure Information**  
Create an environment that provides timely, reliable and assured information to members of the Distribution Process enabled by IT and network services. Supporting an environment where software is planned, designed, tested, delivered and reused while maintaining accreditation across a diverse Joint Distribution and Deployment Enterprise.
- **Open, Standards-based Architecture and Commercial Off the Shelf Technologies**  
Research and where appropriate utilize non-proprietary, open source, or Government/Commercial off-the-shelf software. The environment will support open source software development.
- **Engineered To Support And Improve Human Knowledge**  
Solutions designed on intelligent agents/collaboration utilizing reasoning capabilities to generate and evaluate courses of action. As a result the human user is relieved of lower level labor intensive, filtering, analysis and reasoning tasks allowing greater time for decision support.
- **Tested, Certified, Sustainable, Modular and Agile**  
Meets regulatory compliance requirements and delivers capability timely. The capabilities will be modular, loosely coupled and re-useable.
- **Governed and Configuration Managed**  
The EA will adopt common standards for governance of the DPO components. It will prescribe a methodology for communicating changes through a structured configuration management process.
- **Performance Measurable**  
Provide information capabilities that meet or exceed Distribution/Deployment performance expectations based on government defined service level. Services levels are defined as part of the required capabilities.

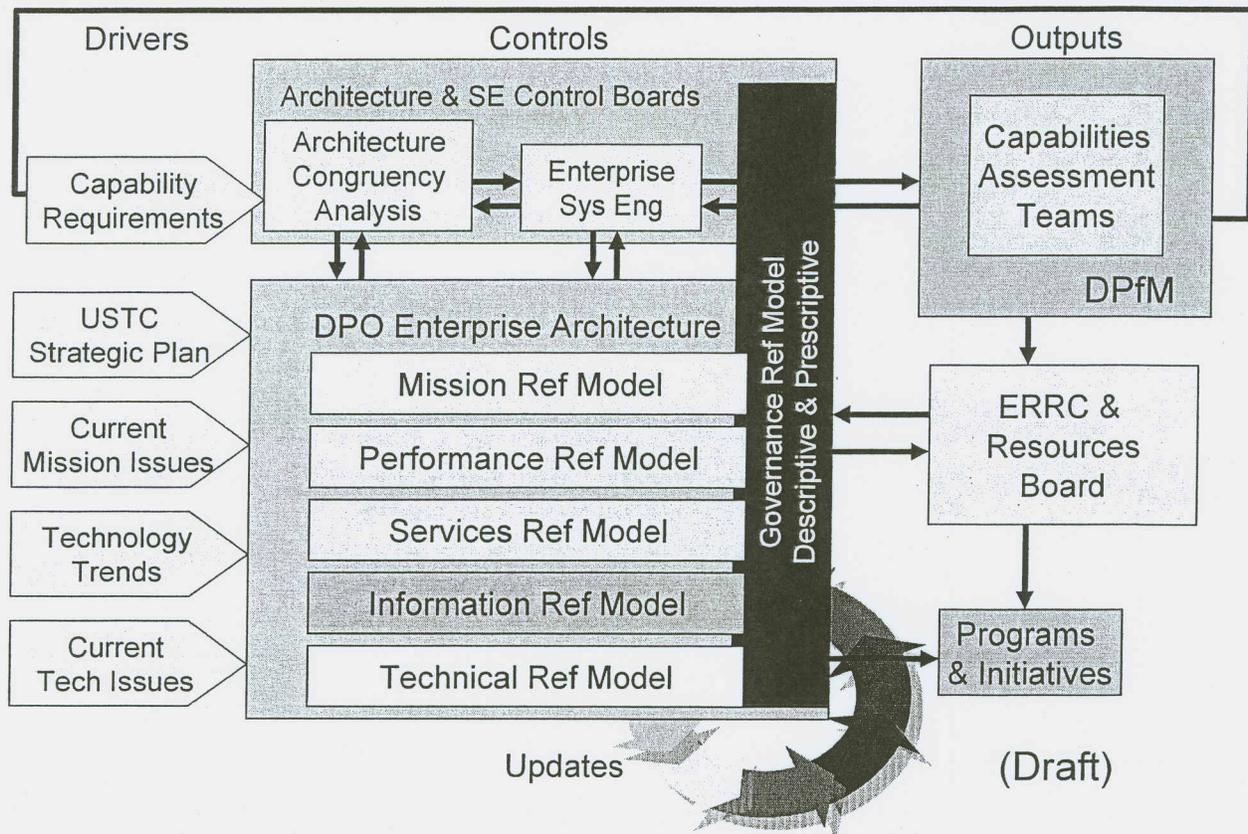


Figure 2: Composite Enterprise Architecture View

### 1.2.2. Reference Model Background

The USTRANSCOM EA consists of a set of interrelated “reference models” (as depicted in Figure 2) designed to facilitate cross domain analysis and the identification of duplicative investments, gaps and opportunities for collaboration within and across DPO-related organizations. These reference models are based on the FEA and the DOD Enterprise Architecture Reference Models. Each generic reference model consists of two parts, a conceptual and a prescriptive view. The conceptual view describes the environment at a high level and is dateless and stateless in nature (see Figure 3 below). The prescriptive view describes the environment and prescribes the standards for solutions. The prescriptive view is also dateless, but has known boundaries. Transition Architectures will prescribe and monitor interrelated solutions in a given time period. Collectively, the reference models comprise a framework for describing important elements of the USTRANSCOM EA in a common and consistent way. Through the use of common framework and vocabulary, IT portfolios and subordinate programs can be better managed and leveraged across the DPO environment. USTRANSCOM EA consists of seven reference models:

- Mission Reference Model: Functional view of DPO Lines of Mission/Business
- Performance Reference Model: Framework for measuring success of IT investments to improve business customer-centric outputs
- Services Reference Model: Framework for classifying Service Components to support reuse of Services across the DPO
- Information Reference Model: Standards-based framework to enable development of an information or knowledge-centric environment
- Technical Reference Model: Framework which categorizes standards and technologies to support and enable Services reuse
- Governance Reference Model: Process framework to support Distribution Portfolio Management (DPfM) decision-making and oversight for DPfM architecture and investments
- Programs & Initiatives Reference Model: Categorizes and defines DPO programs and initiatives



following month. The monthly cost/status report shall summarize costs, status, progress, and recommendations for project areas being undertaken under this task order. Status reports will provide specific labor hours/costs by major project areas.

**1.3.1.2.2. Weekly Activities Report (WAR)**

The contractor shall provide a WAR detailing only significant events for senior leadership review. This report will be given to the designated Government representative by close of business (COB) every Wednesday.

**1.3.1.2.3. Daily Dashboard Report**

The contractor shall develop an overarching dashboard report to depict planned vs. actual task status, to include and highlight issues, and estimate time and resources to deliver products. The purpose of the report is to highlight tasks that are at risk.

**1.3.1.2.4. Project Charter**

The contractor shall create a project charter for each project in accordance with Government format. Project charters are designed to optimally manage multiple project teams within specified times, labor/Other Direct Costs (ODC), subtask dependencies, and deliverables. Deliverables shall be measurable for quality and completeness.

**1.3.1.3. In Progress Review (IPR)**

Contractor shall meet with Functional manager/Contracting Officer Representative (COR) bi-monthly or as COR may require, to discuss any problems with current tasks, assignment of future tasks, and to obtain Government decisions or guidance necessary to contractor performance. The contractor shall deliver IPR minutes, with a copy of the presentation slides. At a minimum, the minutes shall reflect a record of activity, decisions made, date, location, and attendees.

**1.3.2. Task Area 2: CSV Spiral Implementation**

This task is divided into three spirals that are dependent upon each other and support the DPO.

**1.3.2.1. Spiral 1: Transition USTRANSCOM EA (Base Period)**

In Spiral 1, USTRANSCOM is seeking industry best practices to refine the existing conceptual view of the reference models of the USTRANSCOM EA to a Corporate Services Vision perspective, based on reference model background information as stated in 1.2.2.

**1.3.2.1.1. Validate and Expand Enterprise Architecture Conceptual Reference Framework (EACRF)**

The contractor shall review Government provided EACRF currently residing in the existing Information Resource Management Data Repository (IRMDR) Tool Suite content, overarching principles and reference models. The tool suite currently consists of the Oracle based USTRANSCOM Corporate Resource Information Source (CRIS), ARIS, Cold Fusion, Systinet Universal Description Discovery Integrator (UDDI), NetViz, and Erwin.

The contractor shall identify and recommend adjustments or further expansion including definitions, descriptions and standard operating procedures for utilizing and maintaining the EACRF. The contractor shall provide an interim and baseline conceptual reference framework. This framework will include an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. If the tool suite needs to expand to include additional capability, it will be evaluated under direction of the Government. The contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

**1.3.2.1.2. Populate EACRF**

The EACRF is envisioned to be steadily populated with approved investment strategies to transition the architecture from a descriptive (requirements) framework to a prescriptive (solution) framework. The prescriptive framework enables creation of transition roadmaps and allows measurement of established IT investment strategies. The contractor shall populate the most current EACRF using the approved ERRC recommendations resulted from the

initial requirements analysis. The contractor shall conduct monthly EACRF progress meetings that document feedback and lists information populated in the IRMDR, including assigned actions items and resolutions.

**1.3.2.1.3. EA Configuration Management (CM) Plan**

The contractor shall provide the methodology for communicating changes of architecture artifacts through a structured configuration management process. The government envisions the configuration management plan to include formalized Change Requests (CR) documents reviewed by a Configuration Control Board.

**1.3.2.2. Spiral 2: Transition EA Conceptual RM to Prescriptive RM (Option Year 1)**

In Spiral 2 USTRANSCOM is seeking industry best practice solutions to transition the EACRF developed in Spiral 1 to prescriptive reference model. Spiral 1 shall be approved by the Government before Spiral 2 begins.

**1.3.2.2.1. Maintain and Populate the EACRF**

The contractor shall review the EACRF developed in Spiral 1 including the overarching principles and conceptual reference models. The contractor shall maintain and continue to populate the IRMDR Tool Suite with descriptive information. The contractor shall develop and report monthly metric to reflect expansion and level of completion of the EACRF. The contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

**1.3.2.2.2. Transform the EACRF into a Prescriptive (Solutions Oriented) Reference Model**

The contractor shall identify, recommend, and develop a prescriptive architecture (**and an interim draft**) based on the conceptual framework. The contractor shall continue to expand the descriptive aspects of the EACRF and populate the prescriptive elements (solutions) in the IRMDR Tool Suite. The contractor shall provide the framework with an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. The contractor shall conduct monthly EACRF progress meetings and issue feedback, including documenting assigned actions items and resolutions.

**1.3.2.2.3. Transition Architecture(s)**

The contractor shall develop the standard transition template that will be used to define the structure and content for the transition architectures. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. For each candidate project selected the contractor shall provide a transition architecture. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.2.4. EA Configuration Management (CM)**

The contractor shall communicate monthly changes of architecture artifacts through a structured configuration management process in accordance with the CM plan developed in Spiral 1.

**1.3.2.3. Spiral 3: Execute EA (Option Year 2 and 3)**

The intent of Spiral 3 is to expand and utilize the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2.

**1.3.2.3.1. Maintain the EA Prescriptive Framework**

The contractor shall make recommendation on IT investments and perform effects analyses based on the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 to preserve the overarching principles. The contractor shall develop and report monthly metric in accordance with paragraph 1.3.2.2.2.

**1.3.2.3.2. Analyze Requirements for ERRC and ECMB**

The contractor shall continue to analyze and provide recommendations as described in 1.3.2.2.3 to support the IT Investment Requirements and Solution Decision Cycle as shown in Figure 4. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.3. Population of Prescriptive Reference Model**

The contractor shall continue to review the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 including the overarching principles. The contractor shall maintain and populate the IRMDR Tool Suite.

The contractor shall develop and report monthly metric to reflect expansion and level of completion of the Prescriptive Reference Model. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.4. Transition Architecture(s) based on Corporate Priorities**

The contractor shall utilize the standard template to continue populating Prescriptive Reference Model. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. The contractor shall develop the transition architecture for each candidate project selected. Each project will have an associated timeline and evaluation criteria against the recommended developer(s). For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.5. Technical Execution and Effects Review**

Program managers will develop and deliver solutions prescribed by the transition architecture. The contractor shall perform evaluations of solution deliverables to confirm degree of developer compliance. The contractor shall define and develop Technical Assessment criteria for Government approval. The contractor shall evaluate whether the developer has fulfilled the requirement specified in the Prescriptive Reference Model and document compliance in the form of a metric.

**1.3.2.3.6. CSV Enterprise Architecture**

The contractor shall electronically publish a current EA in accordance to the CSV.

**1.3.3. Task Area 3: Analyze DPO Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify enterprise requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. Enterprise congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.4. Task Area 4: Analyze Defense Transportation System (DTS) Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify DTS requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. DTS congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.5. Task Area 5: Governance**

Governance is defined as government management controls over the DPO portfolio. The contractor shall attend and participate in a bi-weekly Government led Architecture Integration Steering Group (AISG) or other Government lead meetings as required. The contractor shall provide minutes of actions and resolutions for working group meetings. The AISG is designed to review, collaborate and provide status on issues associated with the broader EA environment. Specific focus is to be provided on the integration efforts associated with production, repository, utilization and governance for the combined EA community.

The contractor shall participate as required by the Government in the Information Technology (IT) Investment Requirement and Solution Decision Cycle shown in Figure 4.

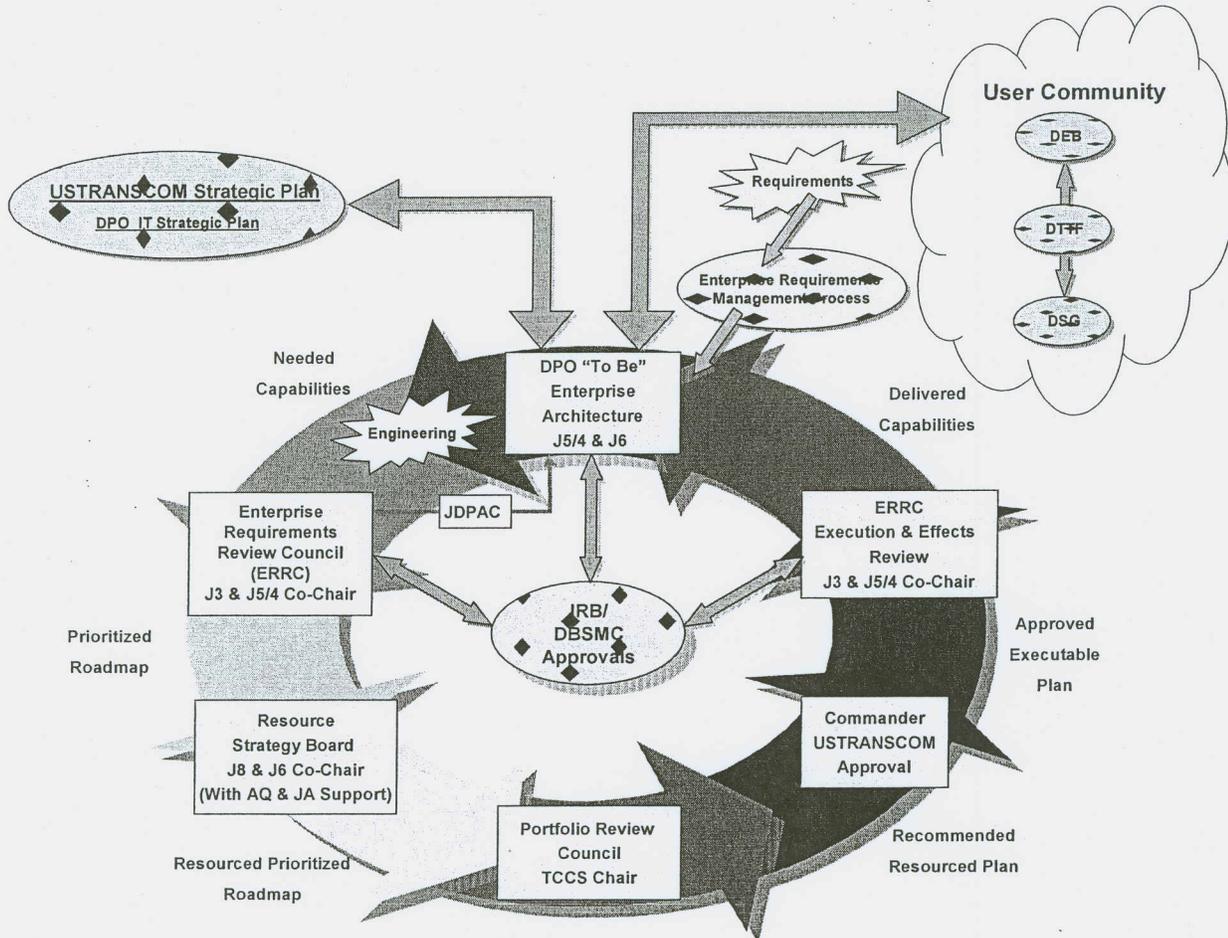


Figure 4: IT Investment Requirement and Solution Decision Cycle

**1.3.6. Task Area 6: Information Exchange Meetings**

The contractor shall attend and participate in various Government and private national forums to demonstrate and present DPO EA Framework, challenges, lessons learned and way-ahead. Contractor will typically be joined by Government architecture representative who will also participate in presentation. All demonstrations, presentations, and information exchange sessions shall be reviewed and pre-approved by the COR or assigned Government representative. The contractor shall provide meeting minutes with actions and resolutions.

**1.3.7. Task Area 7: EA Information Management**

The contractor shall populate, maintain, retrieve and archive DPO EA information, to include information stored prior to this contract, in the IRMDR Tool Suite. The contractor shall update the content of the IRMDR Tool Suite as directed by the Government.

**1.3.8. Task Area 8: Alternate Functional Area Communications and Computer Systems Manager (FACCSM) Duties**

The contractor shall provide support to TCJ6-A primary FACCSM as needed. The contractor shall perform FACCSM's duties IAW USTRANSCOM Instruction 33-16, paragraphs 4.5, 5.1, 6, 7, and 8. The instruction can be found at <http://www.transcom.mil/>. The contractor shall complete the necessary training required by the USTRANSCOM Network Office.

**1.3.9. Task Area 9: Portfolio Management Support for DPO Business Case Analysis**

The contractor shall provide support for DPO Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide

support as determined by the Government representative to include scoping, researching, interviewing, and documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs per year total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.10. Task Area 10: Portfolio Management Support for DTS Business Case Analysis**

The contractor shall provide support for DTS Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide support as determined by the Government representative to include scoping, researching, interviewing, and documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.11. Task Area 11: DoD Architecture Framework (DODAF) Product Support. (Optional Task) This task shall be executed at the discretion of the Government**

**1.3.11.1.** Acquisition Category (ACAT) programs are required to submit DODAF products views in their requirements documents as an appendix. As required by the Government, the contractor shall technically assist the USTRANSCOM's IT program managers who are responsible for writing Joint Capability Integration Development System (JCIDS) documents. The contractor shall extract information from the IRMDR Tool Suite that will support the required documents. DODAF products shall include but are not limited to operational views, system views, and technical views in accordance with DODAF version 1.5 dated 23 April 07 ([http://www.defenselink.mil/cio-nii/docs/DoDAF\\_Volume\\_II.pdf](http://www.defenselink.mil/cio-nii/docs/DoDAF_Volume_II.pdf)). The contractor shall support up to five (5) Government requests from Acquisition Category (ACAT) programs for DODAF Product Support per year. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing DODAF products.

**1.3.11.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order.

**1.3.12. Task Area 12: EA Federation**

The contractor shall ensure the DPO EA aligns with disparate Department of Defense (DOD) architectures and reference models including but not limited to the Joint Staff, Office of Secretary of Defense's (OSD) Business Enterprise Architecture, Defense Logistics Agency (DLA), Services, and Combatant Commands (COCOMs) logistics-related architectures. These architectures are based on the Supply-Chain Council's Supply Chain Operations Reference (SCOR) model which also is periodically updated. The contractor shall facilitate and schedule configuration control boards to reevaluate changes among federated architectures ensuring configuration management. The contractor shall be responsible for using USTRANSCOM approved architecture tool to employ and maintain the existing federation established between the aforementioned architectures. The contractor shall provide a monthly status report addressing EA Federation. The contract shall receive Government approval prior to commencing will all updates to any architecture alignments.

**1.3.12.1. Investment Support/Compliance**

Using the EA Federation, the contractor shall provide EA compliance support to the Distribution Portfolio Manager for Investment Review Board/Defense Business Management System Council. The contractor shall be prepared to support a quarterly request for EA compliance support and on an as needed basis. For each Government approved project, the contractor shall provide a ROM on resources required prior to the EA compliance support.

**1.3.13. Task Area 13: Functional Architecture Support**

As directed by the Government, the contractor shall provide functional (operational/business) architecture experts to solve current, real time DPO-related business problems using current databases and analysis methods. The contractor shall focus on solving distribution challenges, recommending new business rules, and enabling better resource allocation decisions while improving delivery of forces and sustainment to desired points of effect. Contractor must demonstrate functional and technical experience measuring service support levels and identifying trends affecting overall performance of the logistics/distribution network. Deliverables include analyses and recommendation reports by government directed topic on business process improvement proposals and requirements documents involving materiel and personnel deployment, distribution, and sustainment operations. The contractor shall provide analyses and recommendations by topic submitted into Government provided system (e.g. Knowledge Management and Decision Support (KMDS)) and should include a summary included in the weekly activity report.

#### **1.3.14. Task Area 14: Continuous Process Improvement Support**

New information technology (IT) requirements identified by the Government in Task 3, 4, 9 or 10 may require an analysis of the mission or business process change that the IT requirement is supposed to solve. Contractor shall conduct business process improvement projects to analyze a specific line of business as directed by the Government. For each Government approved project, the contractor shall provide a ROM on resources required prior to starting the process improvement support project. Contractor shall have personnel that are trained and experienced in supply-chain operations and EA fundamentals. Literature reviews, subject matter expert interviews, process documentation and analyses, workshop facilitation, and information presentation are all professional skills that the contractor shall demonstrate to accomplish these routine tasks. While certification is not required, it is highly recommended to be certified in the SCOR model, Supply Chain Management, EA, Service Oriented Architecture (SOA), DODAF, and Federal Enterprise Architecture (FEA) and LEAN/Six Sigma, particularly for contractor task leads. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the DODAF products.

#### **1.3.15. Task Area 15: Federation Pilot - Pilot Initiatives (Optional Task)**

*This task shall be executed at the discretion of the Government*

**1.3.15.1.** The contractor shall provide Government directed support for continued OSD Networks & Information Integration pilot initiatives. Initiatives are designed to expand reference model alignments and concepts as the federation principles mature. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.15.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order

#### **2.0. Deliverable Schedules**

The contractor shall coordinate with the Task Lead or COR to agree upon an appropriate format and final product prior to delivery of all products delivered outside of Command, Control, Communications and Computer Systems Architecture Division (TCJ6-A).

<b>PWS Para #</b>	<b>PWS Task #</b>	<b>Performance Objective</b>	<b>Delivery Schedule</b>
1.3.1.1	Task 1	Task Order Management Plan	Draft – 15 days after award Final – 5 business days after Government comment
1.3.1.2.1	Task 1	Monthly Cost/Status and Utilization Report	10 <sup>th</sup> day of each month
1.3.1.2.2 1.3.13	Task 1 Task 13	WAR	Weekly, COB Wednesday
1.3.1.2.3	Task 1	Dashboard Report	Daily
1.3.1.2.4	Task 1	Project Charter	As required by Government
1.3.1.3	Task 1	IPR Documentation	Within one business day after IPR
1.3.2.1.1	Task 2	EACRF progress and issue feedback meeting	One business day after

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
		Provide Interim conceptual Reference Framework	meeting Draft – 1 Aug 2008 Final – Within 10 business days after Government comment
		Provide Baseline Conceptual Reference Framework	Draft – 15 Sep 2008 Final – Within 10 business days after Government comment
1.3.2.1.2 1.3.2.2.1 1.3.2.2.2 1.3.2.3.1 1.3.2.3.3	Task 2	Progress/issue feedback meeting  Documentation on assigned action items and resolution	Monthly  One business day after meeting
1.3.2.1.2	Task 2	Document list of information populated in IRMDR	5 <sup>th</sup> day of each month
1.3.2.1.3	Task 2	Develop/Document a EA Configuration Management Plan	15 Aug 2008
1.3.2.2.1	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 2 Final – 10 <sup>th</sup> of each month after Government acceptance metric
1.3.2.2.2	Task 2	Provide Interim Prescriptive reference model  Provide Baseline Prescriptive Reference model	Draft – 1 Mar 2009 Final – Within 10 business days after Government comment  Draft – 1 Sep 2009 Final – Within 10 business days after Government comment
1.3.2.2.3	Task 2	Provide draft transition architecture template  Develop and document standard transition architecture template	1 Nov 2008  1 Apr 2009
1.3.2.2.3	Task 2	Provide Transition Architecture Labor Hour ROM for each analysis request  Provide Transition Architecture	Within five days after request  Within One business day after analysis is complete
1.3.2.2.4	Task 2	Configuration Management Reports	10 <sup>th</sup> day of each month
1.3.2.3.1	Task 2	Develop level-of-completion metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.2 1.3.2.3.3	Tasks 2, 3, 4, 9, 10, 12 and	Provide Labor Hour ROM for each analysis request	Within five business days after request

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.12.1 1.3.14	14	Provide Recommendation and Findings Report	Within one business day after analysis is completed
1.3.2.3.2 1.3.2.3.3	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.4	Task 2	Provide Transition Architecture for each request  Develop timeline of evaluation criteria	As required by the Government  As required by the Government
1.3.2.3.5	Task 2	Define/Develop Technical Assessment criteria  Develop compliance metric	Initial – 30 calendar days within start of Spiral 3 Final – Within 10 business days after Government comment  Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.6	Task 2	Electronically publish EA	1 Sep 2010
1.3.3 1.3.4	Tasks 3 and 4	Provide documented standard analysis procedures	15 Aug 2008
1.3.5	Task 5	Provide minutes of actions and resolutions from working group meetings	Within one business day after meeting
1.3.6	Task 6	Attend and participate in information exchange meetings  Provide meeting minutes or trip report	As required by Government  Within one business day after meeting
1.3.7	Task 7	Populate, maintain, retrieve and archive EA information, to include information stored prior to this contract	As required by Government
1.3.8	Task 8	Perform FACCSM Duties	As required by Government
1.3.11	Task 11	Provide Labor Hour ROM for each analysis request  Recommendation and DODAF Products	To Be Determined at time of modification (Optional Task)
1.3.12.	Task 12	Monthly Status Report	10 <sup>th</sup> day of each month
1.3.13	Task 13	Analyses/Recommendation by topic submitted into Government provided- system	Within 3 days of task assignment
1.3.15	Task 15	Provide Labor Hour ROM for each analysis request	To Be Determined at time of modification (Optional

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
		Provide Recommendation and Findings Report	Task)

**3.0. Service Delivery Summary**

PWS Para#/ Task #	Performance Objective	Performance Threshold
1.3.2.1.1 Task 2 1.3.2.2.2 Task 2	Interim conceptual Reference Framework contains a draft of all required definitions, descriptions and standard operating procedures.  Baseline Conceptual Reference Framework contains all definitions, descriptions and standard operating procedures, and all major changes, baseline principles, and reference models used to calibrate enterprise requirements.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.1.3 Task 2	All Change Requests submitted have viable recommendations.	A 97% compliance rate is acceptable to provide this deliverable IAW PWS.
1.3.2.2.3 1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.11 Task 11 1.3.14 Tasks 2, 3, 4, 9, 10, 11 and 14	All Labor Hour ROMs are executable and final Recommendation and Findings Report for each analysis request are viable.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.3.4 Task 2	All Transition Architectures are executable.	A 99% compliance rate is acceptable to provide these deliverables IAW PWS when required by the Government.
All remaining Tasks	Provide deliverables on time in complete concise format.	A 95% compliance rate is acceptable to provide these deliverables IAW PWS.

**4.0 GENERAL INFORMATION**

**4.1. Place of Performance.**

Services will be performed both on-site within TCJ6, Buildings 1961, Scott AFB, IL, during normal duty hours, 7:30 a.m. – 4:00 p.m., Monday-Friday, excluding Government holidays, and at the contractor’s off-site facility. The Government has space for up to 15 on-site contractors, any additional contractor employees will work off-site. Contractor off-site facility shall be within 30 miles of Scott AFB and have meeting facilities, like a conference room, available for collaborative work.

**4.2. Period of Performance.**

The initial Period of Performance for this contract is 1 July 2008 – 30 September 2008.  
Period of Performance for the first option year is 1 October 2008 – 30 September 2009.

Period of Performance for the second option year is 1 October 2009 – 30 September 2010.  
 Period of Performance for the third option year is 1 October 2010 – 30 September 2011.

#### 4.3. Travel.

Travel requirements will be determined on an "as required" basis and will be a cost reimbursable contract line item. The COR must validate the anticipated travel costs prior to the contractor incurring these costs. Contractor invoices (along with associated receipts) shall support all travel reimbursement requests. The Government will reimburse the contractor for travel expenses subject to Federal Acquisition Regulation (FAR) and Joint Travel Regulation (JTR). The contractor shall identify people who will be traveling in sufficient time to obtain the lowest possible rates for airfare, rental car and lodging. The Government will not reimburse local travel and related expenses to the contractor for daily travel to and from work at Scott AFB.

The following estimates are provided for planning purposes only:

Number of Personnel	Number of Days	Number of Trips
1-2 each	3-5	5

#### 4.4. Security Requirements.

Contractor shall establish, document, and execute procedures to comply with contractor requirements cited in DOD 5220.22-M, the National Industrial Security Program Operating Manual. The contractor shall acquire all necessary installation passes for contractor personnel. Contractors operating on Government installations shall ensure their personnel always wear a contractor-furnished identification badge and provided USTRANSCOM Security Badges on their outer clothing, on the front of the body, between the neck and the waist, and it shall be visible at all times.

#### 4.5. Security Regulation Compliance.

The contractor is required to comply with all security regulations and directives as identified herein and other security requirements in this contract. The contractor shall comply with DD Form 254, Contract Security Classification Specification.

#### 4.6. Personnel Security Clearances.

The primary contractor (task leader) and all supporting contract personnel must possess a SECRET Security Clearance granted by the DoD in accordance with Defense Industrial Security Clearance Office (DISCO) before access will be granted to USTRANSCOM classified network. The security clearance level for this contract is SECRET; all key personnel and personnel requiring access to Government personnel working in a classified environment or working with, or in a work area containing SECRET data shall possess a minimum of a Secret Clearance. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. The contractor shall comply with all appropriate provisions or applicable security regulations. Contractor shall ensure changes in assigned and accepted personnel shall comply with security clearance requirements. To ensure cognizance of, and adherence to, security classification regulations, the contractor and contractor personnel will comply with all applicable DoD 5220.22-M National Industrial Security Program (NISPOM), Air Force, USTRANSCOM, and Scott AFB Directives and instructions. Specific security requirements are identified in the DD Form 254, Contract Security Classification Specification.

#### 4.7. Inspection and Acceptance Criteria:

All work performed under this PWS, and all final deliverables provided under this PWS, are subject to inspection and acceptance by the Government

#### 4.8. Packaging, Packing and Shipping Instructions.

All deliverables will be submitted to the contract manager in electronic format. Deliverables in electronic format shall be delivered on Compact Disk (CD) for large files. Multiple deliverables may be combined on a CD. All deliverables will be submitted to the respective contract manager.

#### 4.9. Government Furnished Equipment (GFE)/Government Furnished Information.

The Government will provide a work area for contractor personnel within TCJ6 that is comparable to those currently occupied by Government personnel. The Government will also provide access to Class "A" phone service and personal computers, as required, comparable to those provided to Government employees already on site. The contractor shall control all equipment and software provided by the Government as GFE. The contractor shall release all GFE to the Government upon termination of the specific task or subtask, whichever date is earlier, in which its use is no longer necessary. The Government will provide the contractor with information about the development of, and plan to implement future distribution process improvements. This information will be reviewed by the contractor and incorporated as appropriate in contractor products.

The contractor shall be responsible for providing work stations, peripherals, and any Commercial-Off-The-Shelf (COTS) software as required for employees working off-site. The Government will provide Government-Off-The-Shelf (GOTS) software as required. All products developed under this contract shall be considered Government work and shall have no license encumbrances.

#### **4.10. Contractor Proposed ODC.**

The contractor shall recommend and procure any hardware and software required to support the EA implementation. A complete requirements list and price quotes for hard and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Contractor proposed ODCs that are approved and purchased under this contract become the property of the Government.

##### **4.10.1 Conference ODC.**

The contractor shall procure but are not limited to; art, graphics, communications charges, meeting facility charges, conference, fees, reproduction, printing, duplication, scanning costs, and other related expenses. The contractor may submit charges supporting the delivery of ODCs as specified in the approved plan for accomplishment of the contract activities, in accordance with existing government guidelines for expenses.

#### **4.11. Government Proposed ODC.**

The contractor shall procure any hardware and software as directed by Government in support of the EA implementation. Price quotes for hardware and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Government proposed ODCs that are approved and purchased under this contract become the property of the Government.

#### **4.12. Nondisclosure Agreement for Contractor Employees.**

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

#### **4.13. Performance of Services during Crisis Declared by the President or Secretary of Defense up to and including War.**

None.

#### **4.14. Contractor Transition.**

##### **4.14.1. Exit Requirements.**

If this contract is terminated for any reason by the Government or if an option year is not executed, the contractor shall be given a sixty work day transition period. The contractor shall organize all work related documents and files, store them on the designated shared drives, and provide a file plan outlining the file structure. Status for each project will be documented, to include recent, current and pending actions. The contractor shall provide a listing of all GFE and COTS utilized in support of this task and soft copies of all procedures and training materials developed as part of this task. In addition the contractor shall provide a complete list of all badges, vehicle passes, and Government software access permissions (i.e. CRIS, ModelMart, etc.) by individual currently on the task. The contractor must ensure no logistics or contract data is corrupted, changed, or altered in a manner that would cause damage to the Government.

**4.14.2. Ramp-Up Time.**

The contractor shall have 50 percent of personnel available 15 calendar days after contract award. The contractor shall ensure that personnel start dates do not impair performance to meet all contract deliverables.

**NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES  
SUPPORTING USTRANSCOM CONTRACTS**

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, \_\_\_\_\_ currently an employee of \_\_\_\_\_, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # \_\_\_\_\_ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and information that has not been released to the general public and has not been authorized for such release (as defined for government employees in 5 CFR 2635.703).

c) Not to use such information for any non-governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject to protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Government COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
			Z	1   20
2. AMENDMENT/MODIFICATION NO 02	3. EFFECTIVE DATE 11-Sep-2008	4. REQUISITION/PURCHASE REQ NO. F35T95802BAC01	5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357	HTC711	7. ADMINISTERED BY (If other than item 6) CODE <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ASYNCHRONY SOLUTIONS, INC. (b) (6) 1701 WASHINGTON LN AVE SAINT LOUIS MO 63103-1734			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			X 10A. MOD OF CONTRACT/ORDER NO. HTC711-07-D-0016-0002	
			X 10B. DATED (SEE ITEM 13) 16-Jun-2008	
CODE 1QV05	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods (a) By completing items 8 and 15, and returning _____ copies of the amendment. (b) By acknowledging receipt of this amendment on each copy of the offer submitted. or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and authority) FAR 52.212-4(c)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) Modification Control Number. tcyoundm081780 The purpose of this bilateral modification is to adjust funds in the amount of \$600.00 from SubCln 000501 (Line of Accounting - ACRNAA) to SubCln 000601 (Line of Accounting - ACRNAA). This adjustment is at no additional cost. FWS paragraph 4.10.1, Conference ODC, has been renumbered to 4.12, and thereafter all subsequent paragraph numbers have changed. Further, revised language for paragraph 4.12 Conference ODC.  Point of contact for this modification is Debbie Young at 618-256-9602 or deborah.young@ustrancom.mil.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect				
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gina K. Lee	
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)			15C. DATE SIGNED 9/10/08	
			16B. UNITED STATES OF AMERICA BY Gina K. Lee (Signature of Contracting Officer)	
			16C. DATE SIGNED 11 Sep 08	

EXCEPTION TO SF 30  
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

Attachment 3

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SUPPLIES OR SERVICES AND PRICES

## CLIN 0005

The estimated/max cost has decreased by \$600.00 from \$10,000.00 to \$9,400.00.

The total cost of this line item has decreased by \$600.00 from \$10,000.00 to \$9,400.00.

## CLIN 0006

The estimated/max cost has increased by \$600.00 from \$5,000.00 to \$5,600.00.

The total cost of this line item has increased by \$600.00 from \$5,000.00 to \$5,600.00.

## ACCOUNTING AND APPROPRIATION

## Summary for the Payment Office

## SUBCLIN 000501:

AA: 97X4930.FD50 6F8 70AB 124090 G62X00 43900 000000 667100 F67100 ESP:PD (CIN F3ST958028AC010001) was decreased by \$600.00 from \$10,000.00 to \$9,400.00

## SUBCLIN 000601:

AA: 97X4930.FD50 6F8 70AB 124090 G62X00 43900 000000 667100 F67100 ESP:PD (CIN F3ST958028AC010001) was increased by \$600.00 from \$5,000.00 to \$5,600.00

The following have been modified:

PERFORMANCE WORK STATEMENT

**ENTERPRISE ARCHITECTURE  
SUPPORT TO  
PORTFOLIO MANAGEMENT  
and the  
CORPORATE SERVICES VISION ENVIRONMENT**

**PERFORMANCE WORK STATEMENT (PWS)**

8 September 2008

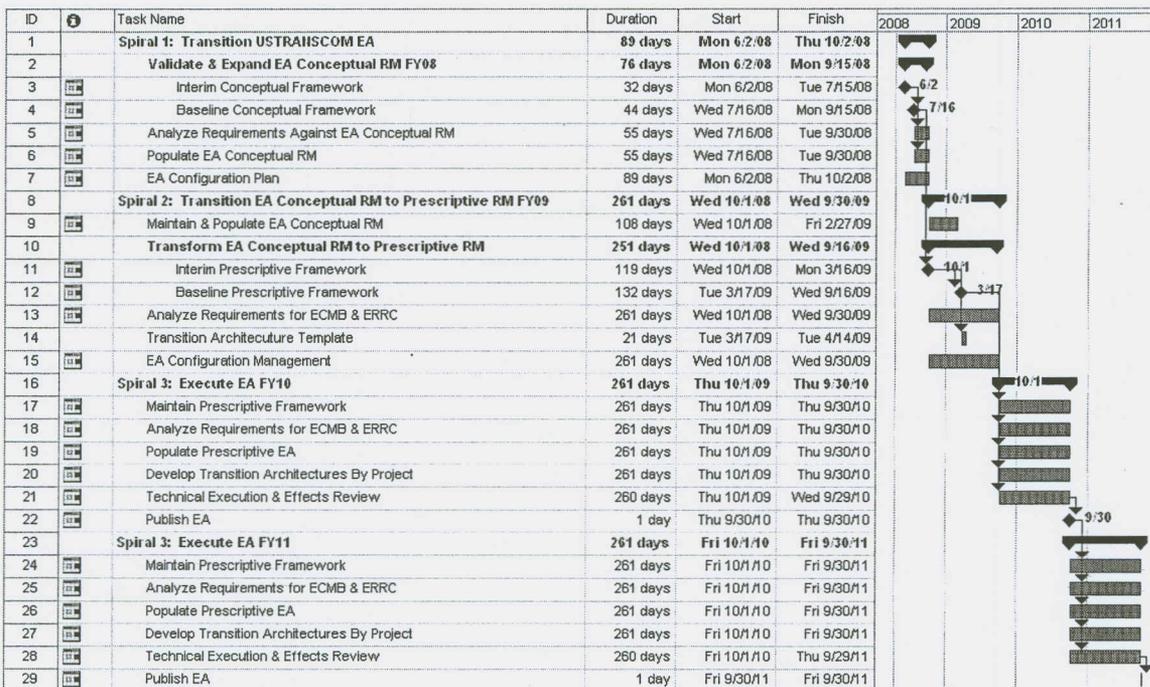
**1. DESCRIPTION OF SERVICES**

**1.1. Objective.**

This task order will optimize enterprise deployment and distribution information environment by placing emphasis on Enterprise Architecture (EA) Support to perform Strategic Planning and Analysis by adopting the Corporate Services Vision (CSV). The CSV is a service oriented architecture (SOA) approach to identify and re-use services across the Enterprise. United States Transportation Command (USTRANSCOM) seeks to migrate from the existing “As-Is” Architecture to a prescriptive Architecture consisting of seven Reference Models in order to guide IT investments. Specifically, USTRANSCOM seeks to improve deployment, distribution, and sustainment functions and enabling information technology (IT) applications and infrastructure. This transformational initiative will challenge the contractor to propose innovative approaches that still meet minimal Joint Capability Integration Development System (JCIDS), Defense Architecture Framework (DODAF), Business Enterprise Architecture (BEA), and the Investment Review Board (IRB), DOD Architecture, Federal Enterprise Architecture (FEA), or Defense Business Systems Management Committee (DBSMC) standards. By enhancing capabilities, reducing complexity, and optimizing mission and business processes, the contractor shall utilize the architecture to increase available capacity utilization, decrease costs, and increase the speed of process cycle time.

**1.1.1. Scope.**

The scope of Task 2 consists of three interdependent spirals. Spiral 1 will review the current USTRANSCOM EA and help propose conceptual reference models for USTRANSCOM as the Distribution Process Owner (DPO) using the appropriate best business practices in EA. Interrelated reference models comprise a framework for describing important elements in an Enterprise Architecture in a common and consistent way. Spiral 2 will transition the proposed conceptual reference models to prescriptive reference models that are able to analyze the current IT investments. Spiral 3 will refine the repeatable process for analyzing and populating the models. The Microsoft Project picture in Figure 1 depicts the envisioned scope:



**Figure 1: Notional - Draft Enterprise Architecture Plan (FY08-11)**

All other tasks to be performed under this task order will be in direct support of the EA effort and will be performed for the duration of the task order.

**1.2. Background.**

The Distribution Enterprise Architecture Office, located within the Command, Control, Communications and Computer Systems Directorate (TCJ6), equips the portfolio and program managers with a common language and framework to describe and analyze IT investments, enhance collaboration to ultimately improve the DOD

deployment and distribution operations and increase the Joint Force Commanders' freedom of action across the full range of military employment as set forth by the Unified Command Plan and DODD 5158.4. The EA framework is guided by the IT Investment Core Principles (1.2.1) in order to develop the reference models (1.2.2).

### 1.2.1. IT Investment Core Principles.

The USTRANSCOM EA adopts the following core principles to guide IT investment strategic direction. The principles are:

- **Optimize Enterprise Solutions to Minimize Duplication of Capabilities**  
Migrate from a system-based to a capabilities-based approach through open communication between service providers using a top-level, standardized, and repeatable methodology. The methodology will be used to standardized policy and procedure across components making enterprise control and governance transparent to all components.
- **Service-Oriented**  
Improve Joint Distribution and Deployment operations, decision-support and process improvement while reducing cost to the DPO community by standardizing and sharing business processes across multiple organizations (including security, semantics, utility services and business process components) while eliminating duplication and inconsistency within and between agencies accomplished by implementing many-to-many interfaces.
- **Information-Centric**  
Create information environment that incorporates context-based data relationships. Ensures information is "accessible, visible, understandable and trusted". Establish agent capability to autonomously respond and proactively provide intelligent decision-support to users.
- **Transparent, Accessible and Secure Information**  
Create an environment that provides timely, reliable and assured information to members of the Distribution Process enabled by IT and network services. Supporting an environment where software is planned, designed, tested, delivered and reused while maintaining accreditation across a diverse Joint Distribution and Deployment Enterprise.
- **Open, Standards-based Architecture and Commercial Off the Shelf Technologies**  
Research and where appropriate utilize non-proprietary, open source, or Government/Commercial off-the-shelf software. The environment will support open source software development.
- **Engineered To Support And Improve Human Knowledge**  
Solutions designed on intelligent agents/collaboration utilizing reasoning capabilities to generate and evaluate courses of action. As a result the human user is relieved of lower level labor intensive, filtering, analysis and reasoning tasks allowing greater time for decision support.
- **Tested, Certified, Sustainable, Modular and Agile**  
Meets regulatory compliance requirements and delivers capability timely. The capabilities will be modular, loosely coupled and re-useable.
- **Governed and Configuration Managed**  
**The EA will adopt common standards for governance of the DPO components. It will prescribe a methodology for communicating changes through a structured configuration management process.**
- **Performance Measurable**  
Provide information capabilities that meet or exceed Distribution/Deployment performance expectations based on government defined service level. Services levels are defined as part of the required capabilities.

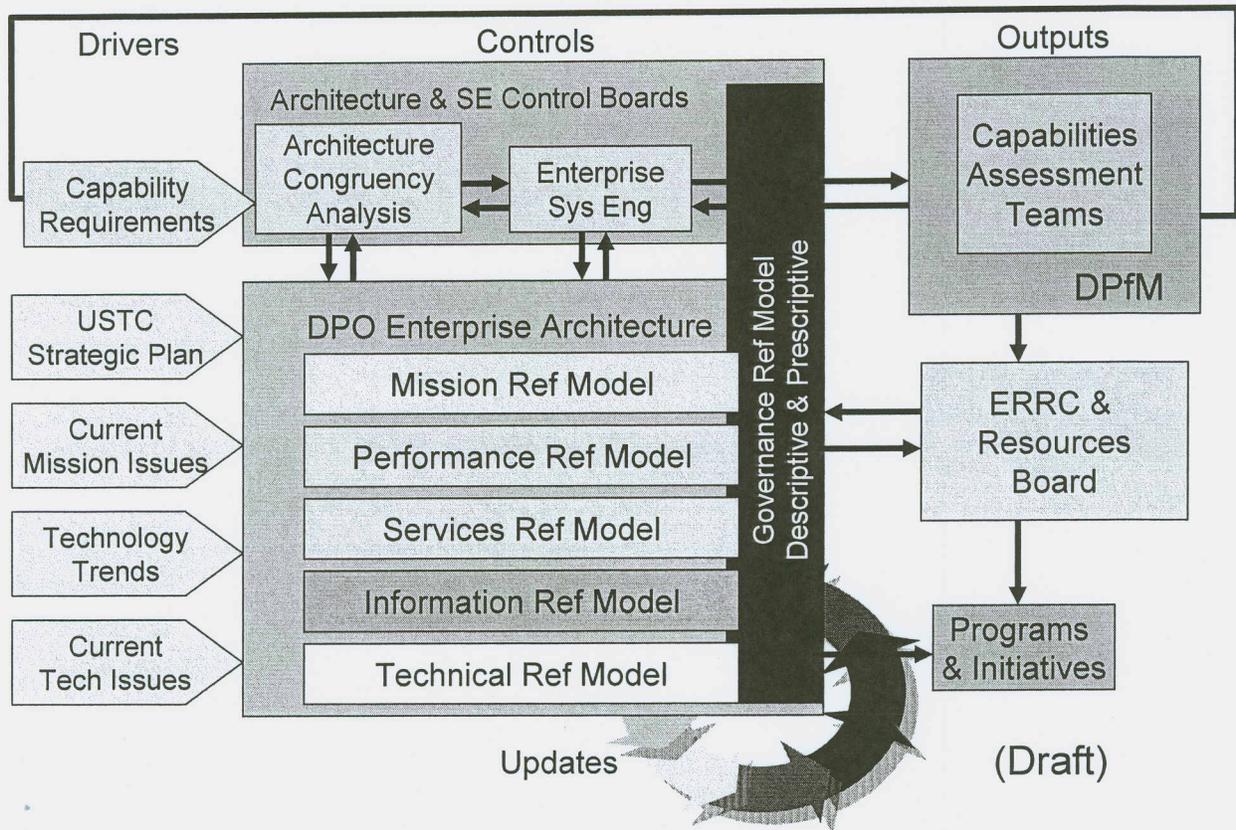
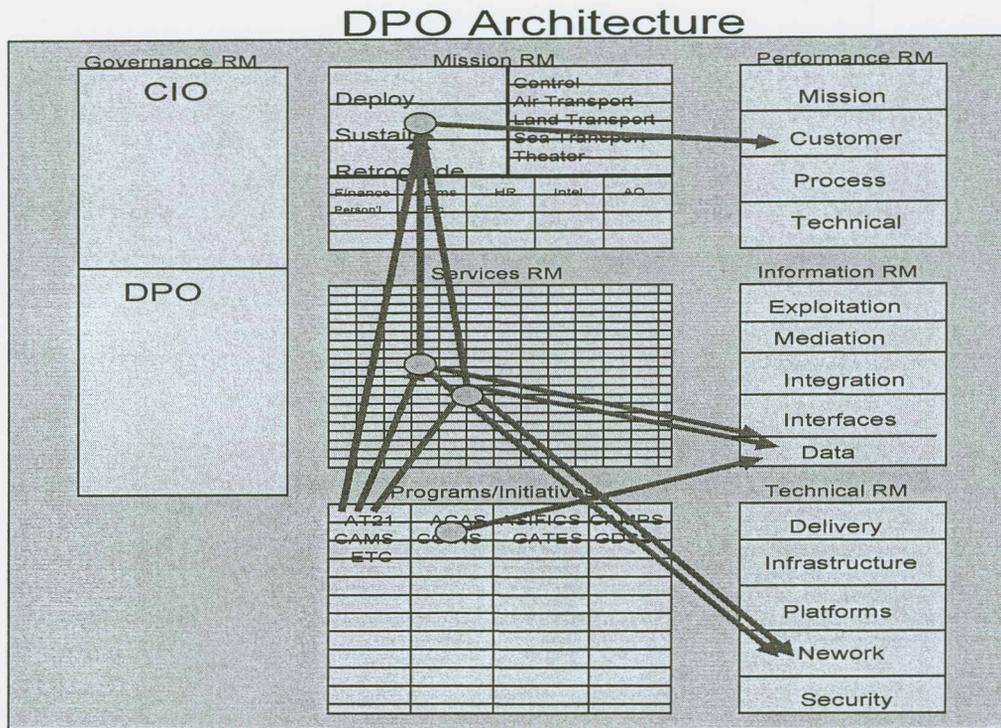


Figure 2: Composite Enterprise Architecture View

### 1.2.2. Reference Model Background

The USTRANSCOM EA consists of a set of interrelated “reference models” (as depicted in Figure 2) designed to facilitate cross domain analysis and the identification of duplicative investments, gaps and opportunities for collaboration within and across DPO-related organizations. These reference models are based on the FEA and the DOD Enterprise Architecture Reference Models. Each generic reference model consists of two parts, a conceptual and a prescriptive view. The conceptual view describes the environment at a high level and is dateless and stateless in nature (see Figure 3 below). The prescriptive view describes the environment and prescribes the standards for solutions. The prescriptive view is also dateless, but has known boundaries. Transition Architectures will prescribe and monitor interrelated solutions in a given time period. Collectively, the reference models comprise a framework for describing important elements of the USTRANSCOM EA in a common and consistent way. Through the use of common framework and vocabulary, IT portfolios and subordinate programs can be better managed and leveraged across the DPO environment. USTRANSCOM EA consists of seven reference models:

- Mission Reference Model: Functional view of DPO Lines of Mission/Business
- Performance Reference Model: Framework for measuring success of IT investments to improve business customer-centric outputs
- Services Reference Model: Framework for classifying Service Components to support reuse of Services across the DPO
- Information Reference Model: Standards-based framework to enable development of an information or knowledge-centric environment
- Technical Reference Model: Framework which categorizes standards and technologies to support and enable Services reuse
- Governance Reference Model: Process framework to support Distribution Portfolio Management (DPfM) decision-making and oversight for DPfM architecture and investments
- Programs & Initiatives Reference Model: Categorizes and defines DPO programs and initiatives



**(Notational Framework)**

**Figure 3: Conceptual Reference Model Framework**

**1.3. Specific Tasks.**

**1.3.1. Task Area 1: Contract Level and Task Order Management**

This task consists of functional activities relating to administration and management of this effort. The contractor shall provide program management of contractor personnel performing tasks in this order. The contractor shall designate a principal point of contact for technical issues.

The contractor shall provide a centralized program management capability at contractor site. This function shall encompass administrative, clerical, documentation and related functions that provide general support for the program.

The contractor shall provide support by preparing documents such as briefings, point papers, and meeting minutes related to the status of the performance of this task order. This task will span the entire duration of the contract

**1.3.1.1. Task Order Management Plan**

Contractor shall provide a task order management plan describing functional approach, organizational and financial resources, supporting organizational structure and management controls that contractor will employ in accordance with tasks and deliverables in this PWS. Contractor shall submit draft plan within 15 business days after contract award. Government will have 10 business days to review plan and provide comments. Contractor shall have five business days from receipt of Government comments to submit final plan.

**1.3.1.2. Status Reports**

**1.3.1.2.1. Monthly Cost/Status and Resource Utilization Reports**

The contractor shall provide a monthly cost/status summary and resource utilization report, separate from In Progress Review (IPR) materials that details the specifics of the work performed no later than the 10<sup>th</sup> day of the

following month. The monthly cost/status report shall summarize costs, status, progress, and recommendations for project areas being undertaken under this task order. Status reports will provide specific labor hours/costs by major project areas.

#### **1.3.1.2.2. Weekly Activities Report (WAR)**

The contractor shall provide a WAR detailing only significant events for senior leadership review. This report will be given to the designated Government representative by close of business (COB) every Wednesday.

#### **1.3.1.2.3. Daily Dashboard Report**

The contractor shall develop an overarching dashboard report to depict planned vs. actual task status, to include and highlight issues, and estimate time and resources to deliver products. The purpose of the report is to highlight tasks that are at risk.

#### **1.3.1.2.4. Project Charter**

The contractor shall create a project charter for each project in accordance with Government format. Project charters are designed to optimally manage multiple project teams within specified times, labor/Other Direct Costs (ODC), subtask dependencies, and deliverables. Deliverables shall be measurable for quality and completeness.

#### **1.3.1.3. In Progress Review (IPR)**

Contractor shall meet with Functional manager/Contracting Officer Representative (COR) bi-monthly or as COR may require, to discuss any problems with current tasks, assignment of future tasks, and to obtain Government decisions or guidance necessary to contractor performance. The contractor shall deliver IPR minutes, with a copy of the presentation slides. At a minimum, the minutes shall reflect a record of activity, decisions made, date, location, and attendees.

### **1.3.2. Task Area 2: CSV Spiral Implementation**

This task is divided into three spirals that are dependent upon each other and support the DPO.

#### **1.3.2.1. Spiral 1: Transition USTRANSCOM EA (Base Period)**

In Spiral 1, USTRANSCOM is seeking industry best practices to refine the existing conceptual view of the reference models of the USTRANSCOM EA to a Corporate Services Vision perspective, based on reference model background information as stated in 1.2.2.

##### **1.3.2.1.1. Validate and Expand Enterprise Architecture Conceptual Reference Framework (EACRF)**

The contractor shall review Government provided EACRF currently residing in the existing Information Resource Management Data Repository (IRMDR) Tool Suite content, overarching principles and reference models. The tool suite currently consists of the Oracle based USTRANSCOM Corporate Resource Information Source (CRIS), ARIS, Cold Fusion, Systinet Universal Description Discovery Integrator (UDDI), NetViz, and Erwin.

The contractor shall identify and recommend adjustments or further expansion including definitions, descriptions and standard operating procedures for utilizing and maintaining the EACRF. The contractor shall provide an interim and baseline conceptual reference framework. This framework will include an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. If the tool suite needs to expand to include additional capability, it will be evaluated under direction of the Government. The contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

##### **1.3.2.1.2. Populate EACRF**

The EACRF is envisioned to be steadily populated with approved investment strategies to transition the architecture from a descriptive (requirements) framework to a prescriptive (solution) framework. The prescriptive framework enables creation of transition roadmaps and allows measurement of established IT investment strategies. The contractor shall populate the most current EACRF using the approved ERRC recommendations resulted from the

initial requirements analysis. The contractor shall conduct monthly EACRF progress meetings that document feedback and lists information populated in the IRMDR, including assigned actions items and resolutions.

#### **1.3.2.1.3. EA Configuration Management (CM) Plan**

The contractor shall provide the methodology for communicating changes of architecture artifacts through a structured configuration management process. The government envisions the configuration management plan to include formalized Change Requests (CR) documents reviewed by a Configuration Control Board.

#### **1.3.2.2. Spiral 2: Transition EA Conceptual RM to Prescriptive RM (Option Year 1)**

In Spiral 2 USTRANSCOM is seeking industry best practice solutions to transition the EACRF developed in Spiral 1 to prescriptive reference model. Spiral 1 shall be approved by the Government before Spiral 2 begins.

##### **1.3.2.2.1. Maintain and Populate the EACRF**

The contractor shall review the EACRF developed in Spiral 1 including the overarching principles and conceptual reference models. The contractor shall maintain and continue to populate the IRMDR Tool Suite with descriptive information. The contractor shall develop and report monthly metric to reflect expansion and level of completion of the EACRF. The contractor shall conduct monthly EACRF progress meetings and issue feedback, to include documenting assigned actions items and resolutions.

##### **1.3.2.2.2. Transform the EACRF into a Prescriptive (Solutions Oriented) Reference Model**

The contractor shall identify, recommend, and develop a prescriptive architecture (**and an interim draft**) based on the conceptual framework. The contractor shall continue to expand the descriptive aspects of the EACRF and populate the prescriptive elements (solutions) in the IRMDR Tool Suite. The contractor shall provide the framework with an executive summary of major changes, baseline principles, and reference models used to calibrate enterprise requirements. The contractor shall conduct monthly EACRF progress meetings and issue feedback, including documenting assigned actions items and resolutions.

##### **1.3.2.2.3. Transition Architecture(s)**

The contractor shall develop the standard transition template that will be used to define the structure and content for the transition architectures. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. For each candidate project selected the contractor shall provide a transition architecture. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

##### **1.3.2.2.4. EA Configuration Management (CM)**

The contractor shall communicate monthly changes of architecture artifacts through a structured configuration management process in accordance with the CM plan developed in Spiral 1.

#### **1.3.2.3. Spiral 3: Execute EA (Option Year 2 and 3)**

The intent of Spiral 3 is to expand and utilize the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2.

##### **1.3.2.3.1. Maintain the EA Prescriptive Framework**

The contractor shall make recommendation on IT investments and perform effects analyses based on the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 to preserve the overarching principles. The contractor shall develop and report monthly metric in accordance with paragraph 1.3.2.2.2.

##### **1.3.2.3.2. Analyze Requirements for ERRC and ECMB**

The contractor shall continue to analyze and provide recommendations as described in 1.3.2.2.3 to support the IT Investment Requirements and Solution Decision Cycle as shown in Figure 4. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

##### **1.3.2.3.3. Population of Prescriptive Reference Model**

The contractor shall continue to review the Prescriptive Reference Model and Transition Architecture(s) developed in Spiral 2 including the overarching principles. The contractor shall maintain and populate the IRMDR Tool Suite.

The contractor shall develop and report monthly metric to reflect expansion and level of completion of the Prescriptive Reference Model. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.4. Transition Architecture(s) based on Corporate Priorities**

The contractor shall utilize the standard template to continue populating Prescriptive Reference Model. The Government and the contractor will identify candidate projects during the ECMB and ERRC processes. The contractor shall develop the transition architecture for each candidate project selected. Each project will have an associated timeline and evaluation criteria against the recommended developer(s). For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.2.3.5. Technical Execution and Effects Review**

Program managers will develop and deliver solutions prescribed by the transition architecture. The contractor shall perform evaluations of solution deliverables to confirm degree of developer compliance. The contractor shall define and develop Technical Assessment criteria for Government approval. The contractor shall evaluate whether the developer has fulfilled the requirement specified in the Prescriptive Reference Model and document compliance in the form of a metric.

**1.3.2.3.6. CSV Enterprise Architecture**

The contractor shall electronically publish a current EA in accordance to the CSV.

**1.3.3. Task Area 3: Analyze DPO Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify enterprise requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. Enterprise congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.4. Task Area 4: Analyze Defense Transportation System (DTS) Requirements for Enterprise Capability Management Board (ECMB) and the ERRC**

The Government will identify DTS requirements for review and analysis. The contractor shall perform congruency analysis on requirements utilizing the Conceptual and the evolving Prescriptive views of the Reference Models. The contractor shall use a standard methodology, and continue to refine the standard procedures necessary to provide recommendations with detailed explanation of findings. DTS congruency analysis shall be performed on systems and other IT related requirements to identify potential enterprise duplication and gaps. Findings shall then be reported and explained to the Government.

**1.3.5. Task Area 5: Governance**

Governance is defined as government management controls over the DPO portfolio. The contractor shall attend and participate in a bi-weekly Government led Architecture Integration Steering Group (AISG) or other Government lead meetings as required. The contractor shall provide minutes of actions and resolutions for working group meetings. The AISG is designed to review, collaborate and provide status on issues associated with the broader EA environment. Specific focus is to be provided on the integration efforts associated with production, repository, utilization and governance for the combined EA community.

The contractor shall participate as required by the Government in the Information Technology (IT) Investment Requirement and Solution Decision Cycle shown in Figure 4.

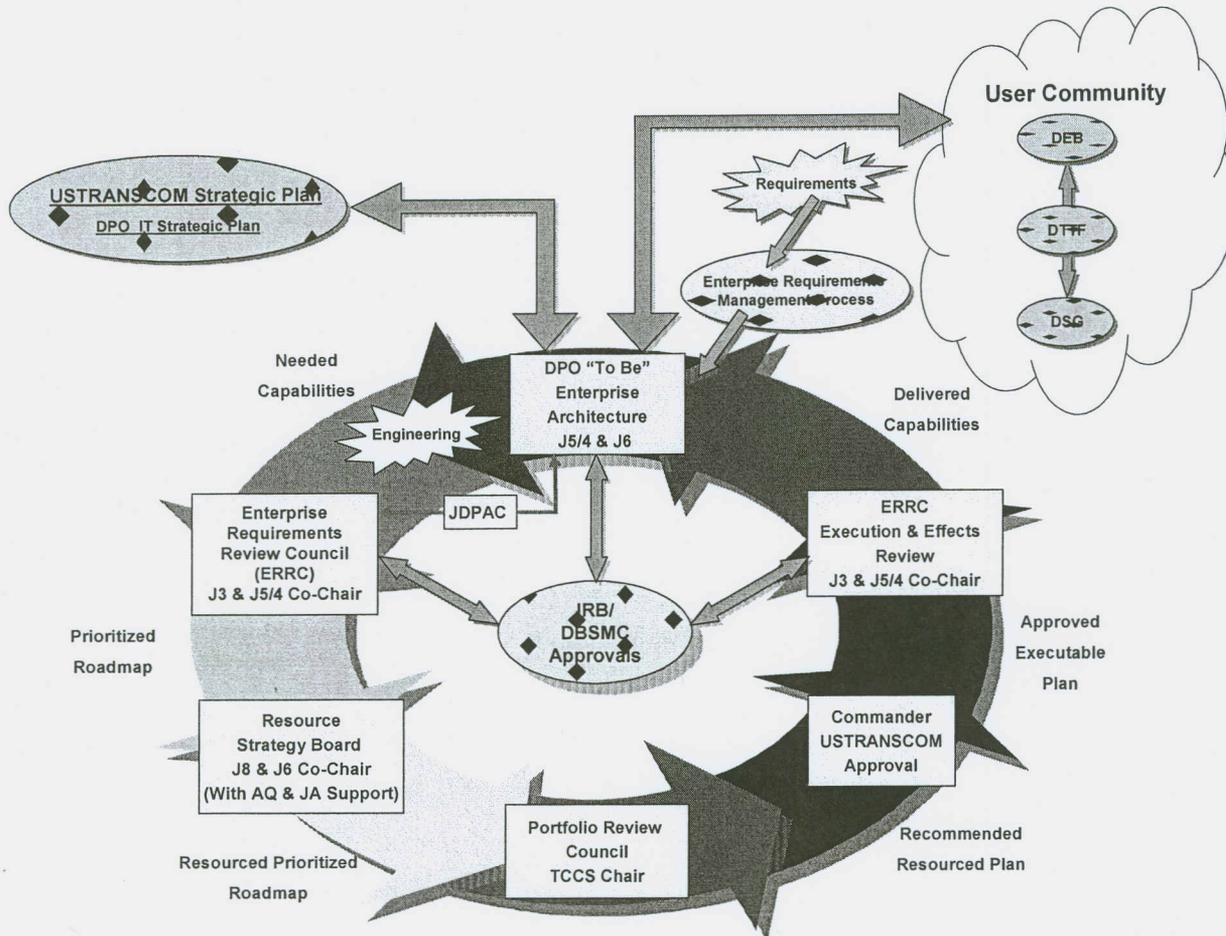


Figure 4: IT Investment Requirement and Solution Decision Cycle

**1.3.6. Task Area 6: Information Exchange Meetings**

The contractor shall attend and participate in various Government and private national forums to demonstrate and present DPO EA Framework, challenges, lessons learned and way-ahead. Contractor will typically be joined by Government architecture representative who will also participate in presentation. All demonstrations, presentations, and information exchange sessions shall be reviewed and pre-approved by the COR or assigned Government representative. The contractor shall provide meeting minutes with actions and resolutions.

**1.3.7. Task Area 7: EA Information Management**

The contractor shall populate, maintain, retrieve and archive DPO EA information, to include information stored prior to this contract, in the IRMDR Tool Suite. The contractor shall update the content of the IRMDR Tool Suite as directed by the Government.

**1.3.8. Task Area 8: Alternate Functional Area Communications and Computer Systems Manager (FACCSM) Duties**

The contractor shall provide support to TCJ6-A primary FACCSM as needed. The contractor shall perform FACCSM's duties IAW USTRANSCOM Instruction 33-16, paragraphs 4.5, 5.1, 6, 7, and 8. The instruction can be found at <http://www.transcom.mil/>. The contractor shall complete the necessary training required by the USTRANSCOM Network Office.

**1.3.9. Task Area 9: Portfolio Management Support for DPO Business Case Analysis**

The contractor shall provide support for DPO Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide support as determined by the Government representative to include scoping, researching, interviewing, and

documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs per year total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.10. Task Area 10: Portfolio Management Support for DTS Business Case Analysis**

The contractor shall provide support for DTS Capability Based Assessment Teams (CBATs) and other designated working groups. These teams analyze specific problems and recommend solutions. The contractor shall provide support as determined by the Government representative to include scoping, researching, interviewing, and documenting various architectural views/information associations. Once a working group conducts a business case and makes recommendations, approved findings shall be integrated into USTRANSCOM EA. The contractor shall support analyses of up to 3 CBATs total between tasks 9 and 10. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.11. Task Area 11: DoD Architecture Framework (DODAF) Product Support. (Optional Task) *This task shall be executed at the discretion of the Government***

**1.3.11.1.** Acquisition Category (ACAT) programs are required to submit DODAF products views in their requirements documents as an appendix. As required by the Government, the contractor shall technically assist the USTRANSCOM's IT program managers who are responsible for writing Joint Capability Integration Development System (JCIDS) documents. The contractor shall extract information from the IRMDR Tool Suite that will support the required documents. DODAF products shall include but are not limited to operational views, system views, and technical views in accordance with DODAF version 1.5 dated 23 April 07 ([http://www.defenselink.mil/cio-nii/docs/DoDAF\\_Volume\\_II.pdf](http://www.defenselink.mil/cio-nii/docs/DoDAF_Volume_II.pdf)). The contractor shall support up to five (5) Government requests from Acquisition Category (ACAT) programs for DODAF Product Support per year. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing DODAF products.

**1.3.11.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order.

**1.3.12. Task Area 12: EA Federation**

The contractor shall ensure the DPO EA aligns with disparate Department of Defense (DOD) architectures and reference models including but not limited to the Joint Staff, Office of Secretary of Defense's (OSD) Business Enterprise Architecture, Defense Logistics Agency (DLA), Services, and Combatant Commands (COCOMs) logistics-related architectures. These architectures are based on the Supply-Chain Council's Supply Chain Operations Reference (SCOR) model which also is periodically updated. The contractor shall facilitate and schedule configuration control boards to reevaluate changes among federated architectures ensuring configuration management. The contractor shall be responsible for using USTRANSCOM approved architecture tool to employ and maintain the existing federation established between the aforementioned architectures. The contractor shall provide a monthly status report addressing EA Federation. The contract shall receive Government approval prior to commencing will all updates to any architecture alignments.

**1.3.12.1. Investment Support/Compliance**

Using the EA Federation, the contractor shall provide EA compliance support to the Distribution Portfolio Manager for Investment Review Board/Defense Business Management System Council. The contractor shall be prepared to support a quarterly request for EA compliance support and on an as needed basis. For each Government approved project, the contractor shall provide a ROM on resources required prior to the EA compliance support.

**1.3.13. Task Area 13: Functional Architecture Support**

As directed by the Government, the contractor shall provide functional (operational/business) architecture experts to solve current, real time DPO-related business problems using current databases and analysis methods. The

contractor shall focus on solving distribution challenges, recommending new business rules, and enabling better resource allocation decisions while improving delivery of forces and sustainment to desired points of effect. Contractor must demonstrate functional and technical experience measuring service support levels and identifying trends affecting overall performance of the logistics/distribution network. Deliverables include analyses and recommendation reports by government directed topic on business process improvement proposals and requirements documents involving materiel and personnel deployment, distribution, and sustainment operations. The contractor shall provide analyses and recommendations by topic submitted into Government provided system (e.g. Knowledge Management and Decision Support (KMDS)) and should include a summary included in the weekly activity report.

#### **1.3.14. Task Area 14: Continuous Process Improvement Support**

New information technology (IT) requirements identified by the Government in Task 3, 4, 9 or 10 may require an analysis of the mission or business process change that the IT requirement is supposed to solve. Contractor shall conduct business process improvement projects to analyze a specific line of business as directed by the Government. For each Government approved project, the contractor shall provide a ROM on resources required prior to starting the process improvement support project. Contractor shall have personnel that are trained and experienced in supply-chain operations and EA fundamentals. Literature reviews, subject matter expert interviews, process documentation and analyses, workshop facilitation, and information presentation are all professional skills that the contractor shall demonstrate to accomplish these routine tasks. While certification is not required, it is highly recommended to be certified in the SCOR model, Supply Chain Management, EA, Service Oriented Architecture (SOA), DODAF, and Federal Enterprise Architecture (FEA) and LEAN/Six Sigma, particularly for contractor task leads. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the DODAF products.

#### **1.3.15. Task Area 15: Federation Pilot - Pilot Initiatives (Optional Task)**

*This task shall be executed at the discretion of the Government*

**1.3.15.1.** The contractor shall provide Government directed support for continued OSD Networks & Information Integration pilot initiatives. Initiatives are designed to expand reference model alignments and concepts as the federation principles mature. For each Government approved project, the contractor shall provide a ROM on resources required prior to producing the transition architecture.

**1.3.15.2.** This task shall be executed at the discretion of the Government. The Government will provide the contractor with a request for proposal based on the specific task to be accomplished. The Contractor shall provide a proposal breaking out the labor categories/rates and number of hours to accomplish the task, after accomplishment of negotiations, the Government will process a modification to the task order

#### **2.0. Deliverable Schedules**

The contractor shall coordinate with the Task Lead or COR to agree upon an appropriate format and final product prior to delivery of all products delivered outside of Command, Control, Communications and Computer Systems Architecture Division (TCJ6-A).

<b>PWS Para #</b>	<b>PWS Task #</b>	<b>Performance Objective</b>	<b>Delivery Schedule</b>
1.3.1.1	Task 1	Task Order Management Plan	Draft – 15 days after award Final – 5 business days after Government comment
1.3.1.2.1	Task 1	Monthly Cost/Status and Utilization Report	10 <sup>th</sup> day of each month
1.3.1.2.2	Task 1	WAR	Weekly, COB Wednesday
1.3.13	Task 13		
1.3.1.2.3	Task 1	Dashboard Report	Daily
1.3.1.2.4	Task 1	Project Charter	As required by Government
1.3.1.3	Task 1	IPR Documentation	Within one business day after IPR
1.3.2.1.1	Task 2	EACRF progress and issue feedback meeting	One business day after meeting

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
		Provide Interim conceptual Reference Framework  Provide Baseline Conceptual Reference Framework	Draft – 1 Aug 2008 Final – Within 10 business days after Government comment  Draft – 15 Sep 2008 Final – Within 10 business days after Government comment
1.3.2.1.2 1.3.2.2.1 1.3.2.2.2 1.3.2.3.1 1.3.2.3.3	Task 2	Progress/issue feedback meeting  Documentation on assigned action items and resolution	Monthly  One business day after meeting
1.3.2.1.2	Task 2	Document list of information populated in IRMDR	5 <sup>th</sup> day of each month
1.3.2.1.3	Task 2	Develop/Document a EA Configuration Management Plan	15 Aug 2008
1.3.2.2.1	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 2 Final – 10 <sup>th</sup> of each month after Government acceptance metric
1.3.2.2.2	Task 2	Provide Interim Prescriptive reference model  Provide Baseline Prescriptive Reference model	Draft – 1 Mar 2009 Final – Within 10 business days after Government comment  Draft – 1 Sep 2009 Final – Within 10 business days after Government comment
1.3.2.2.3	Task 2	Provide draft transition architecture template  Develop and document standard transition architecture template	1 Nov 2008  1 Apr 2009
1.3.2.2.3	Task 2	Provide Transition Architecture Labor Hour ROM for each analysis request  Provide Transition Architecture	Within five days after request  Within One business day after analysis is complete
1.3.2.2.4	Task 2	Configuration Management Reports	10 <sup>th</sup> day of each month
1.3.2.3.1	Task 2	Develop level-of-completion metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3	Tasks 2, 3, 4, 9, 10, 12 and 14	Provide Labor Hour ROM for each analysis request  Provide Recommendation and Findings Report	Within five business days after request  Within one business day

PWS Para #	PWS Task #	Performance Objective	Delivery Schedule
1.3.4 1.3.9 1.3.10 1.3.12.1 1.3.14			after analysis is completed
1.3.2.3.2 1.3.2.3.3	Task 2	Provide level-of-completion metric	Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.4	Task 2	Provide Transition Architecture for each request  Develop timeline of evaluation criteria	As required by the Government  As required by the Government
1.3.2.3.5	Task 2	Define/Develop Technical Assessment criteria  Develop compliance metric	Initial – 30 calendar days within start of Spiral 3 Final – Within 10 business days after Government comment  Initial – 30 calendar days within the start of Spiral 3 Final – 10 <sup>th</sup> day of each month after Government acceptance metric
1.3.2.3.6	Task 2	Electronically publish EA	1 Sep 2010
1.3.3 1.3.4	Tasks 3 and 4	Provide documented standard analysis procedures	15 Aug 2008
1.3.5	Task 5	Provide minutes of actions and resolutions from working group meetings	Within one business day after meeting
1.3.6	Task 6	Attend and participate in information exchange meetings  Provide meeting minutes or trip report	As required by Government  Within one business day after meeting
1.3.7	Task 7	Populate, maintain, retrieve and archive EA information, to include information stored prior to this contract	As required by Government
1.3.8	Task 8	Perform FACCSM Duties	As required by Government
1.3.11	Task 11	Provide Labor Hour ROM for each analysis request  Recommendation and DODAF Products	To Be Determined at time of modification (Optional Task)
1.3.12.	Task 12	Monthly Status Report	10 <sup>th</sup> day of each month
1.3.13	Task 13	Analyses/Recommendation by topic submitted into Government provided- system	Within 3 days of task assignment
1.3.15	Task 15	Provide Labor Hour ROM for each analysis request  Provide Recommendation and Findings Report	To Be Determined at time of modification (Optional Task)

### 3.0. Service Delivery Summary

PWS Para##/ Task #	Performance Objective	Performance Threshold
1.3.2.1.1 Task 2 1.3.2.2.2 Task 2	Interim conceptual Reference Framework contains a draft of all required definitions, descriptions and standard operating procedures.  Baseline Conceptual Reference Framework contains all definitions, descriptions and standard operating procedures, and all major changes, baseline principles, and reference models used to calibrate enterprise requirements.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.1.3 Task 2	All Change Requests submitted have viable recommendations.	A 97% compliance rate is acceptable to provide this deliverable IAW PWS.
1.3.2.2.3 1.3.2.3.2 1.3.2.3.3 1.3.2.3.4 1.3.3 1.3.4 1.3.9 1.3.10 1.3.11 Task 11 1.3.14 Tasks 2, 3, 4, 9, 10, 11 and 14	All Labor Hour ROMs are executable and final Recommendation and Findings Report for each analysis request are viable.	A 98% compliance rate is acceptable to provide these deliverables IAW PWS.
1.3.2.3.4 Task 2	All Transition Architectures are executable.	A 99% compliance rate is acceptable to provide these deliverables IAW PWS when required by the Government.
All remaining Tasks	Provide deliverables on time in complete concise format.	A 95% compliance rate is acceptable to provide these deliverables IAW PWS.

### 4.0 GENERAL INFORMATION

#### 4.1. Place of Performance.

Services will be performed both on-site within TCJ6, Buildings 1961, Scott AFB, IL, during normal duty hours, 7:30 a.m. – 4:00 p.m., Monday-Friday, excluding Government holidays, and at the contractor's off-site facility. The Government has space for up to 15 on-site contractors, any additional contractor employees will work off-site. Contractor off-site facility shall be within 30 miles of Scott AFB and have meeting facilities, like a conference room, available for collaborative work.

#### 4.2. Period of Performance.

The initial Period of Performance for this contract is 1 July 2008 – 30 September 2008.  
 Period of Performance for the first option year is 1 October 2008 – 30 September 2009.  
 Period of Performance for the second option year is 1 October 2009 – 30 September 2010.  
 Period of Performance for the third option year is 1 October 2010 – 30 September 2011.

**4.3. Travel.**

Travel requirements will be determined on an "as required" basis and will be a cost reimbursable contract line item. The COR must validate the anticipated travel costs prior to the contractor incurring these costs. Contractor invoices (along with associated receipts) shall support all travel reimbursement requests. The Government will reimburse the contractor for travel expenses subject to Federal Acquisition Regulation (FAR) and Joint Travel Regulation (JTR). The contractor shall identify people who will be traveling in sufficient time to obtain the lowest possible rates for airfare, rental car and lodging. The Government will not reimburse local travel and related expenses to the contractor for daily travel to and from work at Scott AFB.

The following estimates are provided for planning purposes only:

Number of Personnel	Number of Days	Number of Trips
1-2 each	3-5	5

**4.4. Security Requirements.**

Contractor shall establish, document, and execute procedures to comply with contractor requirements cited in DOD 5220.22-M, the National Industrial Security Program Operating Manual. The contractor shall acquire all necessary installation passes for contractor personnel. Contractors operating on Government installations shall ensure their personnel always wear a contractor-furnished identification badge and provided USTRANSCOM Security Badges on their outer clothing, on the front of the body, between the neck and the waist, and it shall be visible at all times.

**4.5. Security Regulation Compliance.**

The contractor is required to comply with all security regulations and directives as identified herein and other security requirements in this contract. The contractor shall comply with DD Form 254, Contract Security Classification Specification.

**4.6. Personnel Security Clearances.**

The primary contractor (task leader) and all supporting contract personnel must possess a SECRET Security Clearance granted by the DoD in accordance with Defense Industrial Security Clearance Office (DISCO) before access will be granted to UTRANSCOM classified network. The security clearance level for this contract is SECRET; all key personnel and personnel requiring access to Government personnel working in a classified environment or working with, or in a work area containing SECRET data shall possess a minimum of a Secret Clearance. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. The contractor shall comply with all appropriate provisions or applicable security regulations. Contractor shall ensure changes in assigned and accepted personnel shall comply with security clearance requirements. To ensure cognizance of, and adherence to, security classification regulations, the contractor and contractor personnel will comply with all applicable DoD 5220.22-M National Industrial Security Program (NISPO), Air Force, USTRANSCOM, and Scott AFB Directives and instructions. Specific security requirements are identified in the DD Form 254, Contract Security Classification Specification.

**4.7. Inspection and Acceptance Criteria:**

All work performed under this PWS, and all final deliverables provided under this PWS, are subject to inspection and acceptance by the Government

**4.8. Packaging, Packing and Shipping Instructions.**

All deliverables will be submitted to the contract manager in electronic format. Deliverables in electronic format shall be delivered on Compact Disk (CD) for large files. Multiple deliverables may be combined on a CD. All deliverables will be submitted to the respective contract manager.

**4.9. Government Furnished Equipment (GFE)/Government Furnished Information.**

The Government will provide a work area for contractor personnel within TCJ6 that is comparable to those currently occupied by Government personnel. The Government will also provide access to Class "A" phone service and personal computers, as required, comparable to those provided to Government employees already on site. The

contractor shall control all equipment and software provided by the Government as GFE. The contractor shall release all GFE to the Government upon termination of the specific task or subtask, whichever date is earlier, in which its use is no longer necessary. The Government will provide the contractor with information about the development of, and plan to implement future distribution process improvements. This information will be reviewed by the contractor and incorporated as appropriate in contractor products.

The contractor shall be responsible for providing work stations, peripherals, and any Commercial-Off-The-Shelf (COTS) software as required for employees working off-site. The Government will provide Government-Off-The-Shelf (GOTS) software as required. All products developed under this contract shall be considered Government work and shall have no license encumbrances.

#### **4.10. Contractor Proposed ODC.**

The contractor shall recommend and procure any hardware and software required to support the EA implementation. A complete requirements list and price quotes for hard and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Contractor proposed ODCs that are approved and purchased under this contract become the property of the Government.

#### **4.11. Government Proposed ODC.**

The contractor shall procure any hardware and software as directed by Government in support of the EA implementation. Price quotes for hardware and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement. Government proposed ODCs that are approved and purchased under this contract become the property of the Government.

#### **4.12 Conference ODC.**

The contractor shall procure (but is not limited to) the following in support of conferences: art, graphics, communications charges, meeting facility charges, conference, fees, reproduction, printing, duplication, scanning costs, and other related expenses as related to task area 6. The Contractor shall receive authorization to procure ODCs from the COR prior to purchasing. The COR will validate the necessity to procure ODCs and the Contracting Officer will approve the ODC. Such approval is considered to be in place up to the dollar value of the ODC CLIN in the task order upon validation of the necessity of the ODC by the COR.

#### **4.13. Nondisclosure Agreement for Contractor Employees.**

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

#### **4.14. Performance of Services during Crisis Declared by the President or Secretary of Defense up to and including War.**

None.

#### **4.15. Contractor Transition.**

##### **4.15.1. Exit Requirements.**

If this contract is terminated for any reason by the Government or if an option year is not executed, the contractor shall be given a sixty work day transition period. The contractor shall organize all work related documents and files, store them on the designated shared drives, and provide a file plan outlining the file structure. Status for each project will be documented, to include recent, current and pending actions. The contractor shall provide a listing of all GFE and COTS utilized in support of this task and soft copies of all procedures and training materials developed as part of this task. In addition the contractor shall provide a complete list of all badges, vehicle passes, and Government software access permissions (i.e. CRIS, ModelMart, etc.) by individual currently on the task. The contractor must ensure no logistics or contract data is corrupted, changed, or altered in a manner that would cause damage to the Government.

**4.15.2. Ramp-Up Time.**

The contractor shall have 50 percent of personnel available 15 calendar days after contract award. The contractor shall ensure that personnel start dates do not impair performance to meet all contract deliverables.

**NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES  
SUPPORTING USTRANSCOM CONTRACTS**

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, \_\_\_\_\_ currently an employee of \_\_\_\_\_, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # \_\_\_\_\_ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and information that has not been released to the general public and has not been authorized for such release (as defined for government employees in 5 CFR 2635.703).

c) Not to use such information for any non-governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject to protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Government COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES			
			Z	1	8		
2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE 01-Oct-2008	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)			
6. ISSUED BY USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357	CODE HTC711	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ASYNCHRONY SOLUTIONS, INC. (b)(6) 1701 WASHINGTON AVE SAINT LOUIS MO 63103-1734			9A. AMENDMENT OF SOLICITATION NO.				
			9B. DATED (SEE ITEM 11)				
			X	10A. MOD. OF CONTRACT/ORDER NO. HTC711-07-D-0016-0002			
			X	10B. DATED (SEE ITEM 13) 16-Jun-2008			
CODE 1QV05	FACILITY CODE						
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Part 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: tcsw andq082005 The purpose of this modification is to provide funding to exercise the Option Period #01 for Government Fiscal Year 2009. POC for this action is Ms. Debbie Young, USTRANSCOM/TCAQ, 618-256-9602, Deborah.Young@ustrancom.mil							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)				
			GINA K LEE / CONTRACTING OFFICER TEL: 618-256-6257 EMAIL: gina.lee@ustrancom.mil				
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED			
(Signature of person authorized to sign)		BY <u>Gina K. Lee</u>		01-Oct-2008			
		(Signature of Contracting Officer)					

EXCEPTION TO SF 30  
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

Attachment 4

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$4,025,242.00 from \$1,331,404.00 to \$5,356,646.00.

**SUPPLIES OR SERVICES AND PRICES**

CLIN 1001

The option status has changed from Option to Option Exercised.

CLIN 1002

The option status has changed from Option to Option Exercised.

CLIN 1003

The CLIN description has changed from Labor for Enterprise Architecture to Optional Labor.

CLIN 1004

The CLIN description has changed from Labor for Enterprise Architecture to Optional Labor.

CLIN 1005

The option status has changed from Option to Option Exercised.

CLIN 1006

The option status has changed from Option to Option Exercised.

SUBCLIN 100101 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
100101 EXERCISED OPTION	Labor for Enterprise Architecture LH Funding for Enterprise Architecture Support Services Tasks 3, 5, 6, 7, 9, 12, 14 (DPO Funds)		Lot		
POP: 1 October 2008 through 30 September 2009					
FOB: Destination					
MILSTRIP: F3ST958211AC01					
PURCHASE REQUEST NUMBER: F3ST958211AC01					
PROJECT: 000					
SIGNAL CODE: A					
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AC					\$1,065,071.00
CIN: F3ST958211AC010000AA					

SUBCLIN 100102 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
100102 EXERCISED OPTION	Labor for Enterprise Architecture LH Funding for Enterprise Architecture Support Services Tasks 1, 4, 8, 10 (TWCF Funds)		Lot		
POP: 1 October 2008 through 30 September 2009					
FOB: Destination					
MILSTRIP: F3ST958211AC01					
PURCHASE REQUEST NUMBER: F3ST958211AC01					
PROJECT: 000					
SIGNAL CODE: A					
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AD					\$1,399,411.00
CIN: F3ST958211AC010000AB					

SUBCLIN 100201 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
100201 EXERCISED OPTION	Labor for Enterprise Architecture LH Labor for Enterprise Architecture Support Services Task 2 (Spiral 2)		Lot		
POP: 1 October 2008 through 30 September 2009					
FOB: Destination					
MILSTRIP: F3ST958211AC01					
PURCHASE REQUEST NUMBER: F3ST958211AC01					
PROJECT: 000					
SIGNAL CODE: A					
				TOT ESTIMATED PRICE	\$0.00
				CEILING PRICE	\$0.00
ACRN AC CIN: F3ST958211AC010000AA					\$1,500,760.00

SUBCLIN 100501 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100501 EXERCISED OPTION	Travel for Enterprise Architecture COST Travel Funding for Enterprise Architecture Support Service		Lot		\$0.00
POP: 1 October 2008 through 30 September 2009					
FOB: Destination					
MILSTRIP: F3ST958211AC01					
PURCHASE REQUEST NUMBER: F3ST958211AC01					
PROJECT: 000					
SIGNAL CODE: A					
				ESTIMATED COST	\$0.00
ACRN AC CIN: F3ST958211AC010000AA					\$50,000.00

SUBCLIN 100601 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100601	Other ODCs for Enterprise Architecture		Lot		\$0.00
EXERCISED OPTION	COST				
	Funding for Other ODCs for Enterprise Architecture Support Service				
	POP: 1 October 2008 through 30 September 2009				
	FOB: Destination				
	MILSTRIP: F3ST958211AC01				
	PURCHASE REQUEST NUMBER: F3ST958211AC01				
	PROJECT: 000				
	SIGNAL CODE: A				
				ESTIMATED COST	\$0.00
	ACRN AC				\$10,000.00
	CIN: F3ST958211AC010000AA				

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$4,025,242.00 from \$1,331,404.00 to \$5,356,646.00.

SUBCLIN 100101:

Funding on SUBCLIN 100101 is initiated as follows:

ACRN: AC

CIN: F3ST958211AC010000AA

Acctng Data: 97X4930.FD50 6F9 70AB 124090 G62X00 50640 000000 667100 F67100 ESP:PD

Increase: \$1,065,071.00

Total: \$1,065,071.00

SUBCLIN 100102:

Funding on SUBCLIN 100102 is initiated as follows:

ACRN: AD

CIN: F3ST958211AC010000AB

Acctng Data: 97X4930.FD50 6F9 70AB 128120 G642G0 50640 000000 667100 F67100

Increase: \$1,399,411.00

Total: \$1,399,411.00

SUBCLIN 100201:

Funding on SUBCLIN 100201 is initiated as follows:

ACRN: AC

CIN: F3ST958211AC010000AA

Acctng Data: 97X4930.FD50 6F9 70AB 124090 G62X00 50640 000000 667100 F67100 ESP:PD

Increase: \$1,500,760.00

Total: \$1,500,760.00

SUBCLIN 100501:

Funding on SUBCLIN 100501 is initiated as follows:

ACRN: AC

CIN: F3ST958211AC010000AA

Acctng Data: 97X4930.FD50 6F9 70AB 124090 G62X00 50640 000000 667100 F67100 ESP:PD

Increase: \$50,000.00

Total: \$50,000.00

SUBCLIN 100601:

Funding on SUBCLIN 100601 is initiated as follows:

ACRN: AC

CIN: F3ST958211AC010000AA

Acctng Data: 97X4930.FD50 6F9 70AB 124090 G62X00 50640 000000 667100 F67100 ESP:PD

Increase: \$10,000.00

Total: \$10,000.00

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to SUBCLIN 100101:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 100102:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 100201:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 100501:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 100601:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 100101:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 100102:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 100201:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 100501:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 100601:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

(End of Summary of Changes)