

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**Contract No. HTC711-09-D-0004  
DOD Logistics Automatic Identification Technology (AIT)  
Support to USTRANSCOM Program Management Office  
Or Other DOD Components  
18 February 2009**

**Awarded to: SRA**

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER		PAGE 1 OF 20	
2. CONTRACT NO. HTC711-08-D-0004		3. AWARD/EFFECTIVE DATE 18-Feb-2008		4. ORDER NUMBER		5. SOLICITATION NUMBER HTC711-08-R-0033	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME CAREY N. GROPP		b. TELEPHONE NUMBER (No Collect Calls) 618-229-2469		8. OFFER DUE DATE/LOCAL TIME 11:00 AM 05 Dec 2008	
9. ISSUED BY USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357  TEL: CONTACT BUYER FAX: CONTACT BUYER		CODE HTC711		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 23M NAICS: 541519		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO AS SPECIFIED ON INDIVIDUAL ORDER PER INDIVIDUAL ORDER INDORD INDORD AA		CODE INDORD		16. ADMINISTERED BY  SEE ITEM 9			
17a. CONTRACTOR/OFFEROR SYSTEMS RESEARCH AND APPLICATIONS CORPORA (b)(6) 4300 FAIR LAKES CT FAIRFAX VA 22033-4232  TEL: (b)(6)		CODE 6R517  FACILITY CODE 6R517		18a. PAYMENT WILL BE MADE BY DFAS-LIVESTONE - F67100 ATTN: DFAS-LI-JAQBDD 27 ARKANSAS RD LIVESTONE ME 04751-6216			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  \$0.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR  (b)(6)				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <i>Carey N. Gropp</i>		31c. DATE SIGNED  18-Feb-2009	
30b. NAME AND TITLE OF SIGNER  (b)(6)		30c. DATE SIGNED  02/19/09		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) CAREY N. GROPP / CONTRACTING OFFICER TEL: 618-229-2469 EMAIL: carey.gropp@ustrancom.mil			



SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 20	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE			
		42a. RECEIVED BY (Print)			
		42b. RECEIVED AT (Location)			
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS		

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001		UNDEFINED	Months	UNDEFINED	\$0.00

Base Year - Labor  
FFP

Labor, in accordance with each individual Task Order Level Performance Work Statement, for the period of 16 Mar 2009 through 15 Mar 2010.

Firm Fixed Price

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

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MAX  
NET AMT

\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002		UNDEFINED	Lot	UNDEFINED	\$0.00

Base Year - Travel  
COST

Travel, in accordance with the Federal Travel Regulation, for the period of 16 Mar 2009 through 15 Mar 2010.

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST

UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003		UNDEFINED	Lot	UNDEFINED	\$0.00
	Base Year - Other Direct Costs COST				
	Allowable Other Direct Costs for the period of 16 Mar 2009 through 15 Mar 2010.				
	Not to Exceed				
	Amount to be determined on an individual task order basis.				
	FOB: Destination				
	PROJECT: 000				
	SIGNAL CODE: A				

MAX COST

UNDEFINED



ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1001 OPTION	Option 1 - Labor FFP	UNDEFINED	Months	UNDEFINED	\$0.00

Labor, in accordance with each individual Task Order Level Performance Work Statement, for the period of 16 Mar 2010 through 15 Mar 2011.

Firm Fixed Price

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1002 OPTION	Option 1 - Travel COST	UNDEFINED	Lot	UNDEFINED	\$0.00

Travel, in accordance with the Federal Travel Regulation, for the period of 16 Mar 2010 through 15 Mar 2011.

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST	UNDEFINED
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1003 OPTION		UNDEFINED	Lot	UNDEFINED	\$0.00

Option 1 - Other Direct Costs  
COST

Allowable Other Direct Costs for the period of 16 Mar 2010 through 15 Mar 2011.

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST

UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2001 OPTION		UNDEFINED	Months	UNDEFINED	\$0.00

Option 2 - Labor  
FFP

Labor, in accordance with each individual Task Order Level Performance Work Statement, for the period of 16 Mar 2011 through 15 Mar 2012.

Firm Fixed Price

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX  
NET AMT

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\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2002 OPTION	Option 2 - Travel COST Travel, in accordance with the Federal Travel Regulation, for the period of 16 Mar 2011 through 15 Mar 2012.  Not to Exceed  Amount to be determined on an individual task order basis. FOB: Destination PROJECT: 000 SIGNAL CODE: A	UNDEFINED	Lot	UNDEFINED	\$0.00
				MAX COST	UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2003 OPTION	Option 2 - Other Direct Costs COST Allowable Other Direct Costs for the period of 16 Mar 2011 through 16 Mar 2012.  Not to Exceed  Amount to be determined on an individual task order basis. FOB: Destination PROJECT: 000 SIGNAL CODE: A	UNDEFINED	Lot	UNDEFINED	\$0.00
				MAX COST	UNDEFINED



ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3001 OPTION	Option 3 - Labor FFP Labor, in accordance with each individual Task Order Level Performance Work Statement, for the period of 16 Mar 2012 through 15 Mar 2013.  Firm Fixed Price  Amount to be determined on an individual task order basis. FOB: Destination PROJECT: 000 SIGNAL CODE: A	UNDEFINED	Months	UNDEFINED	\$0.00
MAX NET AMT					<hr/> \$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3002 OPTION	Option 3 - Travel COST	UNDEFINED	Lot	UNDEFINED	\$0.00

Travel, in accordance with the Federal Travel Regulation, for the period of 16 Mar 2012 through 15 Mar 2013.

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST

UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3003 OPTION	Option 3 - Other Direct Costs COST	UNDEFINED	Lot	UNDEFINED	\$0.00

Allowable Other Direct Costs for the period of 16 Mar 2012 through 15 Mar 2013.

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST

UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4001 OPTION	Option 4 - Labor FFP Labor, in accordance with each individual Task Order Level Performance Work Statement, for the period of 16 Mar 2013 through 15 Mar 2014.	UNDEFINED	Months	UNDEFINED	\$0.00

Firm Fixed Price

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4002 OPTION	Option 4 - Travel COST Travel, in accordance with the Federal Travel Regulation, for the period of 16 Mar 2013 through 15 Mar 2014.	UNDEFINED	Lot	UNDEFINED	\$0.00

Not to Exceed

Amount to be determined on an individual task order basis.

FOB: Destination

PROJECT: 000

SIGNAL CODE: A

MAX COST	UNDEFINED
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4003 OPTION	Option 4 - Other Direct Costs COST Allowable Other Direct Costs for the period of 16 Mar 2013 through 15 Mar 2014.  Not to Exceed  Amount to be determined on an individual task order basis. FOB: Destination PROJECT: 000 SIGNAL CODE: A	UNDEFINED	Lot	UNDEFINED	\$0.00

MAX COST

UNDEFINED

### CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$25,000.00		\$48,000,000.00

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 16-MAR-2009 TO 15-MAR-2010	N/A	AS SPECIFIED ON INDIVIDUAL ORDER PER INDIVIDUAL ORDER INDORD INDORD AA FOB: Destination	INDORD
0002	POP 16-MAR-2009 TO 15-MAR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
0003	POP 16-MAR-2009 TO 15-MAR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
1001	POP 16-MAR-2010 TO 15-MAR-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
1002	POP 16-MAR-2010 TO 15-MAR-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
1003	POP 16-MAR-2010 TO 15-MAR-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
2001	POP 16-MAR-2011 TO 15-MAR-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
2002	POP 16-MAR-2011 TO 15-MAR-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
2003	POP 16-MAR-2011 TO 15-MAR-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD

3001	POP 16-MAR-2012 TO 15-MAR-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
3002	POP 16-MAR-2012 TO 15-MAR-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
3003	POP 16-MAR-2012 TO 15-MAR-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
4001	POP 16-MAR-2013 TO 15-MAR-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
4002	POP 16-MAR-2013 TO 15-MAR-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD
4003	POP 16-MAR-2013 TO 15-MAR-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	INDORD

## CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns	JUL 2005
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-9	Small Business Subcontracting Plan	APR 2008
52.219-9 Alt II	Small Business Subcontracting Plan (Apr 2008) Alternate II	OCT 2001
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-28	Post-Award Small Business Program Rerepresentation	JUN 2007
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-50	Combating Trafficking in Persons	AUG 2007
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004



52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.239-1	Privacy or Security Safeguards	AUG 1996
52.245-1	Government Property	JUN 2007
52.245-9	Use And Charges	JUN 2007
252.201-7000	Contracting Officer's Representative	DEC 1991
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.219-7003	Small Business Subcontracting Plan (DOD Contracts)	APR 2007
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7012	Preference For Certain Domestic Commodities	MAR 2008
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
5552.204-9000	Notification of Government security activity and visitor group security agreements	APR 2007
5552.204-9001	Facility Clearance	APR 2007
5552.223-9001	Health and Safety on Government Installations	APR 2007
5552.242-9000	Common Access Cards (CACs) for Contractor Personnel	AUG 2008
52.216-18	Ordering	OCT 1995

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$25,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of \$48M.;

(2) Any order for a combination of items in excess of \$48M; or

(3) A series of orders from the same ordering office within 30 calendar days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

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

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 calendar days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the

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

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated. The quantities of supplies and services shall be specified on an individual task order basis.

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 15 Mar 2015.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 15 calendar 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 calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar 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 5 years 6 months.



(End of clause)

52.222-39 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES  
(DEC 2004)

(a) Definition. As used in this clause--

United States means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).

Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board  
Division of Information  
1099 14th Street, N.W.  
Washington, DC 20570  
1-866-667-6572  
1-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR part 470, Subpart B--Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to--

(1) Contractors and subcontractors that employ fewer than 15 persons;

(2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;

(3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;

(4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that--

(i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and

(ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or

(5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.

(f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall--

(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR part 470, Subpart B--Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of clause)



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

<http://farsite.hill.af.mil>

(End of clause)

#### REQUIRED INSURANCE

In accordance with FAR 52.228-5, the contractor shall provide evidence of insurance when work is to be performed on a Government installation. This documentation shall be provided to the Contracting Officer at the post award conference and each year prior to the beginning of any option period.

#### TYPE

##### Automobile

Bodily Injury Liability - \$200,000 per person  
\$500,000 per occurrence

Property Damage Liability - \$20,000 per occurrence

##### Comprehensive General Liability

Bodily Injury Liability - \$500,000 per occurrence

##### Workmen's Compensation and Employers Liability

Workers Compensation and Occupational Coverage  
in accordance with statutory limits.

Employers Liability Coverage with a minimum  
limit of - \$100,000.00

Note: the requirement for Workman's Compensation Insurance and Employers Liability Insurance is mandatory for designated contractors and subcontractors only with respect to those employees who are citizens of the United States or residents of the United States and were hired by the contractor in the United States.

#### INVOICE SUBMITTAL

All invoices shall be submitted as specified in individual task orders.

#### NON-PERSONAL SERVICES

This contract is a "nonpersonal services contract" as defined in FAR 37.101. It is, therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified in the PWS as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, or financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method or performance of the



services specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject the work, comply with such general direction of the contracting officer, or the duly authorized representative of the contracting officer as is necessary to ensure accomplishment of the contract objectives.

#### CLAUSES INCORPORATED BY REFERENCE

52.212-4                      Contract Terms and Conditions--Commercial Items                      FEB 2007

##### 52.212-4 ADDENDUM

52.212-4      CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (FEB 2007)

#### **Addendum to FAR 52.212-4 – CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (FEB 2007)**

Paragraph (a) entitled "Inspection/Acceptance" is tailored to read: The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any services that have been tendered for acceptance. The Government may require reperformance of nonconforming services at no increase in contract price. If the nonconforming services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and (2) reduce the contract price to reflect the reduced value of the services performed. If the Contractor fails to promptly perform acceptable services or to take the necessary action to ensure future performance is in conformity with contract requirements, the Government may by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service.

#### CLAUSES INCORPORATED BY FULL TEXT

##### **52.212-5      CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (OCT 2008) (DEVIATION)**

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007)(E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006)(38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201)

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007)(41 U.S.C. 351, et seq.).

(vii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)) flow down required for all subcontracts subject to the Service Contract Act of 1965 (41U.S.C. 351, et seq.).

(viii) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.)

(ix) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements "(Nov 2007)" (41 U.S.C. 351, et seq.)

(x) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

# ATTACHMENTS

## TITLE:

1	Contract Level Performance Work Statement (PWS)
2	Contract Level Pricing Matrix
3	Subcontracting Plan
4	Labor Category Descriptions

**SF1449**  
**ATTACHMENT**  
**1**



**CONTRACT LEVEL PERFORMANCE WORK STATEMENT  
FOR  
DEPARTMENT OF DEFENSE (DOD) LOGISTICS AUTOMATIC IDENTIFICATION TECHNOLOGY  
(AIT) SUPPORT TO THE UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)  
PROGRAM MANAGEMENT (PM) OFFICE OR OTHER DEPARTMENT OF DEFENSE (DOD)  
COMPONENTS**

23 Oct 2008

**1. DESCRIPTION OF SERVICES.**

**1.1 Objective.** This Performance Work Statement (PWS) defines the general tasks to be performed under the contract known as DOD Logistics Automatic Identification Technology (AIT) Support. The objective of this contract is to provide AIT subject matter experts (SMEs) to USTRANSCOM and its national partners (Office of Secretary of Defense, Joint Staff, Combatant Commands (COCOMs), Military Services, Defense Agencies, and their subcomponents) for their AIT-related projects and implementations supporting the DOD Concept of Operations (CONOPS) for Supply and Distribution, the DOD AIT Implementation Plan, focused logistics, total asset visibility (TAV), integration within the DOD Supply Chain, and those tasks that assist USTRANSCOM in addressing automatic data capture policies and standards, assessing AIT technology, examining future trends, and recommending Department policies providing the warfighter the best possible integrated solution. Knowledge of DOD transportation and distribution management processes, AIT policies and procedures, Electronic Product Code (EPC) global standards, and technical knowledge of AIT are required to ensure interoperability with automated systems in DOD, commercial industry, and with coalition partners. In addition, a clear understanding of the USTRANSCOM Distribution Process Owner (DPO) mission and lead proponent role for Radio Frequency Identification (RFID) and related AIT is imperative.

**1.2 Scope.** This contract shall serve as a vehicle to provide broad AIT and asset visibility technical support in the development of policy, standards, and guidance, and technical direction over its initiatives, program management, implementation, and strategic planning to improve the overall distribution process. It shall be used to complement the Government's technical expertise in accomplishing its mission. Outputs may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training and services. A majority of the work performed under this contract shall support USTRANSCOM requirements with the remaining work effort supporting other DOD organizations described in paragraph 1.1 above. In order to successfully complete the above stated objectives, a business working relationship shall be maintained with the following organizations: USD (AT&L) L&MR, OSD Supply Chain Integration, USTRANSCOM, COCOMs, DLA, PM J-AIT, DOD AIT Synchronization Group, DOD AIT Implementation Plan Global Team, Services AIT Offices, and DOD AIT/RFID data standards working group.

**1.3 General Tasks.**

Work shall be specified and performed under individual TOs. Each individual TO shall exist within the scope of the following six (6) task areas:

1. Contract Program Management Support
2. AIT Program Management Support
3. Technical Engineering Support
4. Data Integration
5. Evaluation and Planning
6. Other AIT Related Tasks

**1.3.1 Task Area 1 – Contract Program Management Support.** This task consists of functional activities relating to administration and management. The contractor shall provide centralized program management capability. This function shall encompass administrative, clerical, documentation, and related functions. The contractor shall designate a Program Manager (PM), who shall be the primary point of contact for the acceptance of tasks and all services performed. In support of this task area, the Contractor may be requested to provide documents such as Task



Order Management Plans (TOMPs), Monthly Status Reports (MSRs), and In Progress Reviews (IPRs) in addition to briefings, point papers, trip reports and meeting minutes related to the status of task order performance.

**1.3.2 Task Area 2 – AIT Project Management Support.** The Contractor shall provide project management support services for an AIT project to include designated aspects of life-cycle management, facilitation of requirements identification, documentation, scheduling, functional/technical liaison/collaboration, technical review of external service provider deliverables, assistance to complete and register architectural designs in appropriate repositories for historical purposes, preparation of briefing documents, and representing the Government at designated forums. In support of this task area, the Contractor may be required to track and report expenditures of funds, purchase AIT equipment, and/or provide maintenance for a specific project on a reimbursable basis.

**1.3.3 Task Area 3 – Technical Engineering Support.**

1.3.3.1 The Contractor shall contribute technical engineering services and participate as technical advisor with respect to AIT, including active and passive RFID technology. Efforts include conducting engineering reviews and technical evaluation AIT and RFID acquisition contract change proposals (CCPs); and coordinating contract change proposals with configuration management actions, identifying AIT and RFID articles requiring Hazards of Electromagnetic Radiation to Ordnance (HERO) safety evaluation, testing and evaluation various AIT devices in controlled and operational conditions to determine utility in DOD operations, examining wireless security issues with respect to AIT and RFID relevant to National Institute of Standards and Technology (NIST) testing and Federal Information Processing Standards (FIPS) 140-11-2 Standards. This task area also includes initiating and coordinating planning efforts to have AIT products safety evaluated for use around people, equipment, and ordnance.

1.3.3.2 The Contractor shall maintain familiarity with DOD Unique Identification (UID) policy, passive RFID Electronic Product Code (EPC) standards promulgated by EPC Global Inc., and Common Criteria Certification guidelines promulgated by the National Security Agency (NSA), DOD wireless policy, and Federal Information Processing Standards.

1.3.3.3 The Contractor shall assist in the creation, refinement, and resolution of logistics AIT standardization issues including supporting international, national, and industry standards. The Contractor shall attend standards meetings at various DOD levels, NATO, coalition partners, and with commercial AIT industry.

1.3.3.4 The Contractor shall participate in sponsored International Standards Organization (ISO) Working Integrated Product Team (WIPT) chartered with developing the ISO Migration Plan and identifying mitigating impacts of the migration approach from the current National Committee for Information Technology Standards (NCITS) and Joint Defense Total Asset Visibility (JDTAV) standards to ISO 18000-7 and MH10 standards. The Contractor shall attend and participate in other technical forums, seminars, symposiums, and conferences.

1.3.3.5 The Contractor shall perform all functions necessary to assure that logistics AIT standards at all levels are maintained in concert with the DOD leadership vision and guidance. The Contractor shall coordinate and assist with AIT/AIS integration with both the functional and IT organizations to assure AIT standards are applied in AIS developments.

1.3.3.6 The Contractor shall maintain cognizance of emerging commercial and scientific development of next generation AIT technical solutions. This includes providing expert technical advice and assistance to organizations responsible for planning and implementation of TAV systems including evaluating AIS AIT improvements to enhance ITV and TAV.

1.3.3.7 The Contractor shall assist in testing and evaluating AIT devices under controlled climatic and field conditions, test capability of AIT devices to function with ordnance and electromagnetic devices.

1.3.3.8 The Contractor shall provide technical advice and support in obtaining frequency clearances.

1.3.3.9 The Contractor shall provide assistance to COCOMs, Services, and Defense Agencies in procurement of AIT hardware, software, and services.



1.3.3.10 In support of this task area, the Contractor may be required to provide documents such as memoranda, written recommendations, and trip reports.

#### **1.3.4. Task Area 4 – Data Integration.**

1.3.4.1 The Contractor shall provide expert technical advice and assistance to managers responsible for planning and implementation of asset visibility programs. The Contractor shall recommend requirements collection strategies, methodologies, schedules, and activities; and provide technical advice related to data, security, and system engineering.

1.3.4.2 The Contractor shall support the formulation and monitoring of program budget and schedule of activities, and provide recommendations to ensure integrated contribution to overall effort.

1.3.4.3 The Contractor shall coordinate with Government support staff to ensure focus on and contribution to program goals, and to align work efforts with program milestone schedules and evolving design concepts and priorities.

1.3.4.4 The Contractor shall assist in development of metrics relating to AIT and ITV, by analyzing data from AIT and ITV databases for effectiveness and efficient use of AIT devices in the distribution process.

1.3.4.5 The Contractor shall assist in the integration of item data (UID) and serialized asset management across the DOD asset management systems.

1.3.4.6 In support of this task area, the Contractor may be required to provide documents such as metrics.

#### **1.3.5 Task Area 5 – Evaluation and Planning.**

1.3.5.1 The Contractor shall assist in the development or revision, coordination, and publication of logistics AIT policies. The Contractor shall provide assistance to implement AIT. The Contractor shall provide inputs and recommended changes to the AIT CONOPS, Implementation Plan, or strategic plans; and shall provide inputs in determining a baseline use for AIT.

1.3.5.2 The Contractor shall maintain liaison with the necessary organizations for early planning for logistics AIT support to the warfighters. The Contractor shall assist in the identification of warfighter logistic requirements for use of AIT media such as Common Access Card (CAC) and RFID implementation, satellite tracking or sensor technology.

1.3.5.3 The Contractor shall provide planning and evaluation support to COCOMs and Services to implement AIT in support of Unit Deployments and Exercises or other logistical processes.

1.3.5.4 The Contractor shall determine, facilitate, and coordinate the expansion of the use of AIT media across the DOD supply chain including the identification of emerging AIT technologies and evaluation of potential utilization. Contractor will identify DOD assets and business process opportunities that would benefit from certified AIT use. This includes assisting in the development of DOD policy for the use of AIT and its use from the factory to the foxhole/last tactical mile.

1.3.5.5 In support of this task area, the Contractor may be required to provide documents such as AIT Policy documentation.

#### **1.3.6 Task Area 6 – Other AIT Related Tasks.**

1.3.6.1 The Contractor shall work assigned taskers relating to AIT including preparing papers, briefings, articles, and other documents. The Contractor shall provide memoranda of meetings and trip reports.

1.3.6.2 The Contractor shall prepare technical content for program management weekly, monthly, quarterly, and annual progress reports.

1.3.6.3 The Contractor shall plan and coordinate meetings with senior personnel located at various headquarters and with OSD, Joint Staff, and Service AIT stakeholders for the dissemination and exchange of AIT information.

1.3.6.4 The Contractor shall plan, coordinate, and provide staffing for AIT booths and displays at conferences and symposiums.

1.3.6.5 The Contractor shall prepare AIT articles for DOD or commercial publications and provide, create, or revise documents for posting to a government website.

1.3.6.6 In support of this task area, the Contractor may be required to provide documents such as point papers, briefings, articles, memoranda, trip reports, articles, and website documentation.

## **2. DELIVERY SUMMARY.**

**2.1 Deliverables.** Deliverables shall be identified on each individual task order.

**2.1.1 Inspection and Acceptance.** Unless specified under individual task orders, final inspection and acceptance of all work performed, reports, and other deliverables shall be performed at the place of delivery. The designated Contracting Officer's Representative (COR) will review and accept or reject deliverables within 10 workdays. The Contractor shall complete revisions or corrections as identified by the COR within 5 workdays of receipt of requested revisions/corrections.

**2.2 Service Delivery Summary (SDS).** A SDS shall be identified on each individual task order.

## **3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES.**

**3.1 Government-Furnished Equipment and Information.** GFE/GFI, if any, shall be specified on each individual task order.

**3.2 Facilities.** Facilities, if any, shall be specified on each individual task order.

## **4. GENERAL INFORMATION.**

**4.1 Place of Performance.** The primary place of performance may take place either at the Contractor's location, in Government facilities, or as mutually agreed between the Contractor and the Government. The place of performance shall be identified on each individual task order.

**4.2 Travel.** Performance under this PWS may require contractor travel within and outside the Continental United States (OCONUS). The Government shall reimburse the contractor for travel expenses subject to the current Federal Acquisition Regulation (FAR) and Federal Travel Regulation (FTR). All contractor travel shall be coordinated with and validated by the primary or alternate COR, specified on each individual Task Order, prior to incurring any travel expenses. Travel requests shall be submitted in writing at least five (5) business days in advance from the travel commencement date and contain the dates, location and estimated costs for the travel. The contractor shall identify personnel who will be traveling in sufficient time to obtain the lowest possible rates for airfare, rental car and lodging. Contractor invoices (along with associated receipts) shall support all travel reimbursement requests. The Government will not reimburse local travel and related expenses to the contractor for daily travel to or from the place of performance stipulated in each individual task order. Contractors shall not use General Services Administration city pair contracts.

**4.3 Other Direct Costs (ODC).** The Government will reimburse allowable other direct costs (ODCs) incurred in the performance of this PWS. ODCs may include, but are not limited to, Group Teleconferencing fees and membership/conference fees. All ODCs shall be coordinated with and approved by the primary or alternate COR, specified on each individual Task Order, prior to incurring any expenses. ODC requests shall be submitted in



writing to the COR at least five (5) business days in advance from incurring any expenses and contain estimated costs. The Contractor may be required to submit at least two quotes for high dollar value items. Contractor invoices (along with associated receipts) shall support all ODC reimbursement requests. Not all Task Orders may require ODCs.

**4.4 Security.** Security items shall be further defined in each individual task order.

**4.4.1 Security Requirements.** The contractor is required to comply with all security regulations and directives as identified herein, and as identified in each task order. The contractor may be required to comply with the DD Form 254, Department of Defense Contract Security Classification Specification, to be issued on a task order basis. Contractor personnel shall comply with government's directives regarding building access. The Contractor shall provide employee identification badges and acquire all necessary base passes for its personnel. The Government will provide security badges. The Contractor shall obtain a long-term visitor agreement in order to gain access to work areas within government facilities. The Contractor's security officer shall forward a visitor request letter to the government point of contact, as well as to the Industrial Security Office.

**4.4.2 Security Clearance.** On-site contractor personnel shall be required to have access to SECRET information or data within a government-controlled space and are required to hold a SECRET security clearance. Security clearances for off-site contractor personnel shall be obtained for all personnel who will deal with classified data in the execution of this contract. Exceptions to these security requirements will be evaluated on a case-by-case basis. The Government provides security classification guidance to the Contractor. At the Government's discretion, provisions may be made to allow Contractor employees to perform duties, outside of the classified areas, while obtaining their clearances, provided they are under the supervision of an individual with the required security clearance, need-to-know, and escort privileges. The Government will provide unrestricted access to facilities consistent with security clearances.

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

**4.4.4 Non-Public Information.** In performance of this contract, the Contractor may obtain access to sensitive, non-public information. The Contractor agrees to: (a) use and protect such information from unauthorized disclosure in accordance with the Federal Acquisition Regulation (FAR); (b) use and disclose such information only for the purpose of performing this contract and to not use or disclose such information for any personal or commercial purpose; (c) obtain permission from the contracting officer's representative (COR) before disclosing/discussing such information with a third party; (d) return, upon Government request, any non-public, sensitive information no longer required for contractor performance; and (e) advise the COR of any unauthorized release of such information. The Government may require Contractor personnel to sign a non-disclosure statement to protect non-public information of other Contractors and/or the Government, to be required on a task order basis.

**4.4.5 Automated Data Processing (ADP) Position Sensitivity.** Department of Defense Instruction (DODI) 5200.2-R, DOD Personnel Security Program, requires DOD Contractor personnel who perform work on sensitive automated information systems to be assigned to positions, which are designated at one of two sensitivity levels (ADP-I, ADP-II). These designations equate to Critical Sensitive, Non-critical Sensitive. All positions required for DOD task orders are, at a minimum, ADP-II. ADP position sensitivity will be addressed in individual task orders. The Contractor shall assure that individuals assigned have completed the appropriate forms. The required investigation shall be completed prior to the assignment of individuals to sensitive duties associated with the positions. The Contractor shall forward their employee clearance information (completed SF 85P, Questionnaire for Positions of Public Trust, and two DD Forms 258 (Fingerprint cards) to: Defense Security Service (DSS) and for further assistance they can be reached through their website at [www.dss.mil](http://www.dss.mil). USTRANSCOM and national partners that use this IDIQ contract retain the right to request removal of Contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this contract, clearly conflict with the interests of the



Government. The reason for removal will be fully documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor shall within three working days assign qualified personnel to any vacancy(ies) thus created.

**4.5 Hours of Operation.** Unless specified under individual task orders, normal core duty hours are between 0630 and 1830, Monday through Friday, with the exception of Federal holidays. If on-site contractor personnel deem it necessary to work outside normal duty hours, it must be coordinated with the COR assigned to the task order. The following will be observed as Federal holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Note: Any of the above holidays falling on a Saturday shall be observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday.

**4.6 Subcontracting Requirements.** In accordance with FAR 19.201, it is policy of the Government to provide maximum practicable opportunities to small business, veteran-owned small business, service –desables veterm-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns must also have the maximum practicable opportunity to particiapte as subcontractors in the contracts awarded by the government. Based on this policy, the following small business subcontracting goals have been established for this effort.

The contractor shall meet the following minimum goals for awards of subcontract(s) to and utilization of small business and small disadvantaged business concern(s):

At least thirty percent (30%) of the total dollar amount awarded under the contract shall be performed by small business concern(s) as defined by FAR 2.101

At least eight and one half percent (8.5%) of the total total dollar amount awarded under the contract shall be performed by small disadvantaged business concerns as defined by FAR 2.101. The 8.5% to be subcontracted to small disadvantaged business concerns is included in the 30% total set aside for small business.

At least five (5%) of the total total dollar amount awarded under the contract shall be performed by Woman-Owned Small Business concerns as defined by FAR 2.101. The 5% to be subcontracted to woman owned small business concerns is included in the 30% total set aside for small business.

At least two and one half percent (2.5%) of the total total dollar amount awarded under the contract shall be performed by Veteran Owned Small Business concerns as defined by FAR 2.101. The 2.5% to be subcontracted to verteran owned small business concerns is included in the 30% total set aside for small business.

At least two and one half percent (2.5%) of the total total dollar amount awarded under the contract shall be performed by Service Disabled Veteran-Owned Small Business concern(s) as defined by FAR 2.101. The 2.5% to be subcontracted to Service Disabled Veteran-Owned Small Business is included in the 30% total set aside for small business.

At least one and one-half percent (1.5%) of the total dollar amount awarded under the contract shall be performed by Hub-Zone Small Business concerns as defined by FAR 2.101. The 1.5% to be subcontracted to Hub-zone small business concerns is included in the 30% total set aside for small business.

A small business prime contractor may use their work performance to meet the small business commitment.

(For example: If the maximum level of effort, \$48,000,000, were to be awarded during the first year, a total of \$14,400,000 shall be subcontracted to small business concerns.)

#### **4.7 Glossary of Terms.**

ADP – Automated Data Processing

AFB – Air Force Base

AIS – Automatic Information System

AIT - Automatic Identification Technology  
 AT&L – Acquisition, Technology & Logistics  
 CAC - Common Access Card  
 CAR – Corrective Action Request  
 CCP - Contract Change Proposal  
 CJOAS - Combined Joint Operations Areas  
 COCOM – Combatant Command  
 COR – Contract Officer’s Representative  
 CONOPS – Concept of Operations  
 DLA – Defense Logistics Agency  
 DODI – DOD Instruction  
 DTR – Defense Transportation Regulation  
 DSS- Defense Security Service  
 DTS – Defense Transportation System  
 DOD – Department of Defense  
 DPO – Distribution Process Owner  
 EPC - Electronic Product Code  
 FIPS - Federal Information Processing Standards  
 FMS - Foreign Military Sales  
 GDP – Global Defense Posture  
 GFE – Government Furnished Equipment  
 ISO - International Organization for Standardization  
 ITV - Intransit Visibility  
 HERO - Hazards of Electromagnetic Radiation to Ordnance  
 IDIQ - Indefinite Delivery, Indefinite Quantity  
 JDTAV - Joint Defense Total Asset Visibility  
 MH - Material Handling  
 NATO – North Atlantic Treaty Organization  
 NCITS - National Committee for Information Technology Standards  
 NIST - National Institute of Standards and Technology  
 NSA - National Security Agency  
 OSD - Office, Secretary of Defense  
 PM J-AIT – Program Management Joint-Automatic Identification Technology  
 PWS – Performance Work Statement  
 RFID – Radio Frequency Identification  
 SDS – Service Delivery Summary  
 SF – Standard Form  
 SME – Subject Matter Experts  
 TAV – Total Asset Visibility  
 TO – Task Order  
 UID - Unique Identification  
 USD – Under Secretary of Defense  
 USTRANSCOM – United States Transportation Command  
 WIPT – Working Integrated Product Team



**Library of References**

<b><i>Policy, Guidelines and Directives</i></b>	<b><i>Date of Document</i></b>
Radio Frequency Identification (RFID) Policy Update <b>Location:</b> <a href="http://www.acq.osd.mil/log/rfid/rfid_policy.htm">http://www.acq.osd.mil/log/rfid/rfid_policy.htm</a>	20-Feb-2004
Radio Frequency Identification (RFID) Policy <b>Location:</b> <a href="http://www.acq.osd.mil/log/rfid/rfid_policy.htm">http://www.acq.osd.mil/log/rfid/rfid_policy.htm</a>	2-Oct-2003
Radio Frequency Identification (RFID) Policy Update <b>Location:</b> <a href="http://www.acq.osd.mil/log/rfid/rfid_policy.htm">http://www.acq.osd.mil/log/rfid/rfid_policy.htm</a>	30-Jul-2004
Defense Transportation Regulation (DTR), 4500.9-R-Part III Mobility <b>Location:</b> <a href="http://www.transcom.mil/j5/pt/dtr_part_iii.cfm">http://www.transcom.mil/j5/pt/dtr_part_iii.cfm</a>	Aug-2007
Unique Identification Information <b>Location:</b> <a href="http://www.acq.osd.mil/dpap/pdi/uid/index.html">http://www.acq.osd.mil/dpap/pdi/uid/index.html</a>	
DFARS RFID Clause <b>Location:</b> <a href="http://www.acq.osd.mil/dpap/dars/dfars/html/current/252211.htm#252.211-7006">http://www.acq.osd.mil/dpap/dars/dfars/html/current/252211.htm#252.211-7006</a>	12-Feb-2007
Advance Shipment Notice Requirement <b>Location:</b> <a href="http://www.acq.osd.mil/log/rfid/advance_shipment_ntc.htm">http://www.acq.osd.mil/log/rfid/advance_shipment_ntc.htm</a>	
MIL-STD-129P <b>Location:</b> <a href="http://www.acq.osd.mil/log/rfid/mil_std_129pch3.htm">http://www.acq.osd.mil/log/rfid/mil_std_129pch3.htm</a>	19-Sep-2007
DOD AIT CONOPS for Supply and Distribution Operations <b>Location:</b> <a href="https://portal.transcom.mil/#top">https://portal.transcom.mil/#top</a>	11-Jun-2007
DOD AIT Implementation Plan (Volume I and II) <b>Location:</b> <a href="https://portal.transcom.mil/#top">https://portal.transcom.mil/#top</a>	Mar-2008
Active RFID Information <b>Location:</b> <a href="http://www.eis.army.mil/ait/technology/rfid_active.asp">http://www.eis.army.mil/ait/technology/rfid_active.asp</a>	
Passive RFID Information <b>Location:</b> <a href="http://www.eis.army.mil/ait/technology/rfid_passive.asp">http://www.eis.army.mil/ait/technology/rfid_passive.asp</a>	
RF-ITV Information <b>Location:</b> <a href="http://www.eis.army.mil/ait/RF-ITV/system/systems.asp">http://www.eis.army.mil/ait/RF-ITV/system/systems.asp</a>	
ISO Migration <b>Location:</b> <a href="http://www.cascom.army.mil/automation/ITV/newsletter/2006/PMJ-AITITVOperationsandTrainingNewsletterSep06.pdf">www.cascom.army.mil/automation/ITV/newsletter/2006/PMJ-AITITVOperationsandTrainingNewsletterSep06.pdf</a>	
DoDI 5158.06, Distribution Process Owner (DPO) <b>Location:</b> <a href="http://www.dtic.mil/whs/directives/corres/pdf/515806p.pdf">www.dtic.mil/whs/directives/corres/pdf/515806p.pdf</a>	30-Jul-2007
Guidelines for Securing Radio Frequency Identification (RFID) Systems <b>Location:</b> <a href="http://csrc.nist.gov/publications/nistpubs/800-98/SP800-98_RFID-2007.pdf">csrc.nist.gov/publications/nistpubs/800-98/SP800-98_RFID-2007.pdf</a>	Apr-2007
USTRANSCOMI 20-2, Tactics, Techniques, and Procedures For ITV <b>Location:</b> <a href="http://www.transcom.mil/ait/">http://www.transcom.mil/ait/</a>	1-Mar-2004

**SF1449**  
**ATTACHMENT**  
**2**

**CONTRACT LEVEL PRICING MATRIX**

Note: All contract level pricing for contract HTC711-09-D-0004 is listed in the below tables. No price information is to be listed in the CLIN structures. CLIN structures are provided for information in regards to the structure of task orders.

IDIQ Labor Rate Table

HTC711-09-D-0004

BASE PERIOD (16 MAR 2009 - 15 MAR 2010)

CAT NO.	LABOR CATEGORY	GOVT SITE RATE	CONTRACTOR SITE RATE
1	Program Manager	\$129.80	\$149.53
2	Project Manager	\$124.25	\$143.12
3	Senior Functional Analyst	\$94.70	\$116.42
4	Functional Analyst	\$89.35	\$102.82
5	Administrative Specialist	\$41.99	\$48.11
6	Subject Matter Expert	\$132.59	\$152.76
7	Technical Writer	\$59.34	\$68.14
8	Project Control Specialist	\$87.73	\$100.95

IDIQ Labor Rate Table

HTC711-09-D-0004

OPTION YEAR 1 (16 MAR 2010 - 15 MAR 2011)

CAT NO.	LABOR CATEGORY	GOVT SITE RATE	CONTRACTOR SITE RATE
1	Program Manager	\$134.02	\$154.43
2	Project Manager	\$128.29	\$147.82
3	Senior Functional Analyst	\$97.82	\$120.21
4	Functional Analyst	\$92.22	\$106.14
5	Administrative Specialist	\$43.27	\$49.61
6	Subject Matter Expert	\$136.90	\$157.75
7	Technical Writer	\$61.20	\$70.31
8	Project Control Specialist	\$90.53	\$104.20

IDIQ Labor Rate Table

HTC711-09-D-0004

OPTION YEAR 2 (16 MAR 2011 - 15 MAR 2012)

CAT NO.	LABOR CATEGORY	GOVT SITE RATE	CONTRACTOR SITE RATE
1	Program Manager	\$134.48	\$159.47
2	Project Manager	\$132.55	\$152.62
3	Senior Functional Analyst	\$101.07	\$124.13
4	Functional Analyst	\$95.29	\$109.60
5	Administrative Specialist	\$44.74	\$51.24
6	Subject Matter Expert	\$141.45	\$162.88
7	Technical Writer	\$63.24	\$72.61
8	Project Control Specialist	\$93.55	\$107.61

IDIQ Labor Rate Table  
HTC711-09-D-0004

OPTION YEAR 3 (16 MAR 2012 - 15 MAR 2013)

CAT NO.	LABOR CATEGORY	GOVT SITE RATE	CONTRACTOR SITE RATE
1	Program Manager	\$143.19	\$164.77
2	Project Manager	\$137.06	\$157.70
3	Senior Functional Analyst	\$104.50	\$128.24
4	Functional Analyst	\$98.54	\$113.25
5	Administrative Specialist	\$46.25	\$52.95
6	Subject Matter Expert	\$146.27	\$168.31
7	Technical Writer	\$65.40	\$75.03
8	Project Control Specialist	\$96.74	\$111.19

IDIQ Labor Rate Table  
HTC711-09-D-0004

OPTION YEAR 4 (16 MAR 2013 - 15 MAR 2014)

CAT NO.	LABOR CATEGORY	GOVT SITE RATE	CONTRACTOR SITE RATE
1	Program Manager	\$148.19	\$170.53
2	Project Manager	\$141.87	\$163.23
3	Senior Functional Analyst	\$108.17	\$132.75
4	Functional Analyst	\$102.00	\$117.23
5	Administrative Specialist	\$47.86	\$54.79
6	Subject Matter Expert	\$151.39	\$174.21
7	Technical Writer	\$67.71	\$77.66
8	Project Control Specialist	\$100.12	\$115.09

**SF1449**  
**ATTACHMENT**  
**3**



## **E PART V – SMALL BUSINESS SUBCONTRACTING EFFORT**

Systems Research and Applications Corporation, a wholly-owned subsidiary of SRA International, Inc., hereinafter referred to as “SRA” is responding to Public Law 95-507 and the Federal Acquisition Regulation (FAR) concerning specific Subcontracting Plan requirements.

SRA hereby uses the term “Small Business” or “Small Businesses” to refer to the respective entities of Small Business, Small Disadvantaged Business, Woman-Owned Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, HUBZone Small Business, Historically Black Colleges and Universities, and Minority Institutions. Subcontracts awarded to an ANC or Indian tribe shall be counted towards the subcontracting goals for small business and small disadvantaged business (SDB) concerns, regardless of the size or Small Business Administration certification status of the ANC or Indian tribe.

SRA is submitting this Subcontracting Plan for the United States Transportation Command (USTRANSCOM) Command Acquisition (TCAQ) in support of the Logistics Automatic Identification Technology Support Program.

This is an Individual Plan where all elements were developed specifically for this contract and are applicable for the full term of this contract. The North American Industry Classification Standard (NAICS) for this program is 541519.

### **E.1 Small Business Subcontracting Awards And Recognition**

SRA has a tradition of mentoring small businesses, both formally and informally, and we take our small business commitments seriously. SRA’s on-going mentor protégé programs represent our firm’s corporate commitment to provide tangible assistance and support to our protégé firms. SRA has six protégé companies that we actively mentor, as their needs require.

Currently SRA does not procure products or services from any AbilityOne companies. Should a future need arise, we will consider the AbilityOne Program.

### **E.2 SMALL BUSINESS SUBCONTRACTING GOALS FOR THE LOGISTICS AUTOMATED IDENTIFICATION TECHNOLOGY SUPPORT CONTRACT**

#### **E.2.1 Method Used to Select Current Teammates**

SRA is currently providing Program Management and AIT subject matter expertise (SME) support to the DOD Logistics AIT Office under the direction of the Asset Visibility Division, USTRANSCOM. To address the requirements of this program, we propose a team structure and subcontracting management approach that capitalizes on established momentum and value, and also provides for the flexibility to add additional team members (as needed) to address the dynamic requirements of the DOD AIT arena. Our proposal is based on our extensive experience and our proven subcontract management processes. Our approach also takes into account two key data points: 1) we know that AMYX, Inc. (AMYX) and Logistics Management Institute (LMI) are well established Asset Visibility Division partners providing valuable AIT-related services; and, 2) we expect that Program Management support to the Asset Visibility Division will be the sole task order issued in concurrence with the award of this IDIQ contract. As such, SRA added AMYX, a small business, and LMI, a large business, to our team—a team that we believe is well-positioned for success given our successful and cooperative working relationships with both organizations in the past.



Since we do not expect additional tasks to be awarded at time of contract award, there are cogent reasons why SRA did not add additional small businesses to our team. Specifically, it is very difficult to determine what small businesses to add to our team when we do not know, with reasonable confidence, which Service, COCOM, or Defense Agency will be adding task orders to this IDIQ vehicle, the nature of those task orders, and more importantly, the location of where those task orders would be performed. This statement is not without precedence—for example, our current contract had tasks added after initial contract award that required the provision of AIT SME to U.S. forces in Okinawa, California, North Carolina, Florida, Ohio, Virginia, Pennsylvania, and Washington D.C. The associated requirements and execution locations for these tasks orders were not known at the time of the initial contract award. Accordingly, SRA structured our team to account for the known or forecasted requirements of the program. However, when additional tasks are added to this contract and work locations are known, SRA will make every effort to add qualified small business subcontractors to our team.

## E.2.2 Estimated Planned Subcontracting Goals and Dollars by Business Type

The subcontracting goals listed herein are estimates, and SRA will make best efforts to exceed these goals whenever possible.

The Logistics Automatic Identification Technology Support Contract Goals have been established as follows in percentages:

- Small Business: 30% of Contract Value, (Including ANC and Indian Tribes)
- Small Disadvantaged Business: 8.5% of Contract Value; 22.94% of Subcontracted Value (Including ANC and Indian Tribes)
- Women-Owned Business: 5.0% of Contract Value; 13.49% of Subcontracted Value
- Veteran-Owned Small Business: 2.5% of Contract Value; 6.75 of Subcontracted Value
- Service Disabled Veteran-Owned Small Business: 2.5%; of Contract Value; 6.75% of Subcontracted Value
- HUBZone: 1.5% of Contract Value; 4.05% of Subcontracted Value

The subcontract goals listed herein are estimates, not guarantees. SRA will make best efforts to exceed these goals whenever possible. In those areas where SRA has not identified a specific subcontractor/vendor, SRA will, prior to and following contract award, seek qualified firms to assist SRA in meeting or exceeding these goals.

Figure E-1 below represents the small business subcontracting goals for this program that SRA will make best efforts to achieve, in terms of overall percentage of subcontracted dollars and total subcontracted dollar amount. The table also indicates the total dollar value of the work that SRA expects to perform, as a prime contractor, over the course of this contract. The subcontracting targets indicated in the Figure below are in alignment with the goals established as per the RFP.

Prime or Subcontractor Business Type	Base Year Est. Dollars	Option Year 1 Est. Dollars	Option Year 2 Est. Dollars	Option Year 3 Est. Dollars	Option Year 4 Est. Dollars	Total/Est Sub. Dollars	Percent/ Est. Contract Value	Percent/ Est. Subcontract Value
Total Contract Amt.	\$9,600,000	\$9,600,000	\$9,600,000	\$9,600,000	\$9,600,000	\$48,000,000		
SRA	\$6,048,000	\$6,048,000	\$6,048,000	\$6,048,000	\$6,048,000	\$30,240,000	63%	
Large Business	\$672,000	\$672,000	\$672,000	\$672,000	\$672,000	\$3,360,000	7%	18.9%
Small Business	\$2,880,000	\$2,880,000	\$2,880,000	\$2,880,000	\$2,880,000	\$14,400,000	30%	81.1%



Prime or Subcontractor Business Type	Base Year Est. Dollars	Option Year 1 Est. Dollars	Option Year 2 Est. Dollars	Option Year 3 Est. Dollars	Option Year 4 Est. Dollars	Total/Est Sub. Dollars	Percent/ Est. Contract Value	Percent/ Est. Subcontract Value
Small Disadvantaged Business	\$816,000	\$816,000	\$816,000	\$816,000	\$816,000	\$4,080,000	8.5%	22.97%
Women-Owned Small Business	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$2,400,000	5%	13.51%
Veteran-Owned Small Business	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,200,000	2.5%	6.76%
Service-Disabled Veteran-Owned Small Business	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,200,000	2.5%	6.76%
HUBZone SB	\$144,000	\$144,000	\$144,000	\$144,000	\$144,000	\$720,000	1.5%	4.05%
<b>Subcontract Totals</b>	<b>\$3,552,000</b>	<b>\$3,552,000</b>	<b>\$3,552,000</b>	<b>\$3,552,000</b>	<b>\$3,552,000</b>	<b>\$17,760,000</b>	<b>37%</b>	<b>100%</b>

**Figure 0-1: Small Business Subcontracting Goals**

### E.2.3 Types of Services to be Subcontracted

AMYX, Inc. (AMYX) – NAICS Codes: 541519, 541512, 517919, 518210, 523920, 541330, 541511, 541513, 541611, 541614, 541618, 561210, 611420 and Logistics Management Institute (LMI) – NAICS Codes: 541519, 541512, 541611, 541612, 541618, 541620, 541690 are anticipated to provide AIT related services in support of the Asset Visibility Division. SRA will ensure that additional small business team members that we select for specific engagements are the most qualified and are capable of providing industry leading services relative to requirements of any resultant awarded task orders. The types of services that SRA will subcontract for will vary depending upon future task order requirements, but at this time, we foresee the majority of services will fit within the NAICS 541519 (Other Computer Related Services).

### E.2.4 Method Used to Select Future Teammates

As additional Task Orders are placed, SRA will identify additional Small Business, Small Disadvantaged Business, Woman-Owned Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, and/or HUBZone Small Business teammates. Teammates will be identified using existing company source lists, the Central Contractor Registration database (CCR), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations.

From these sources, SRA will identify SB/SDB companies with the type of experience, skills, and/or products in the proper locations necessary during contract performance. SRA will then contact those firms identified as possible candidates to join the SRA team. Based on our assessment of their capabilities, SRA will request additional and specific information from these companies and in some circumstances, invites companies to make formal presentations and (when applicable) to present live-demonstrations of their capabilities and products. Each company will then be evaluated against the draft Request for Task Order, the results of their interview with SRA, and SRA's findings relative to their past performance and Dunn & Bradstreet rating (when applicable). Once the final selections are made, SRA will enter into formal Teaming



Arrangements with the successful contributors to SRA's solution and receives a proposal for their expected work scope. When a Task Order is awarded SRA will then add them to the team.

### **E.2.5 Indirect and Overhead Costs Have Not Been Included in The Dollar and Percentage Subcontracting Goals Stated Above**

The subcontracting goals include only direct subcontracts for the purchase of labor and do not include indirect cost allocation. However, SRA continues to increase its use of small businesses for all of its outside needs. For example, furniture, equipment, and office supply vendor lists are predominately small business enterprises.

## **E.3 SMALL BUSINESS SUBCONTRACTING ON PAST PERFORMANCE CITATIONS**

SRA and its subcontract team are committed to providing USTRANSCOM with an integrated team approach to meet all the needs of the Logistics Automatic Identification Technology (AIT) Support Program. SRA and its team are committed to the adherence of Public Law 95-507 and FAR Part 19.7. As a former small business, SRA understands the inherent value that small business brings to the federal contracting market and SRA is committed to working with its large business subcontractors to encourage their utilization of small business.

SRA has established contract-specific goals for subcontracting with small businesses; however, these goals do not limit the specific goals established for this particular procurement.

### **E.3.1 Historical Performance during the Semi-annual ISR and SSR periods**

Figure E-2 below presents SRA's historical performance during the semi-annual Individual Subcontracting Reporting (ISR) and Summary Subcontracting Reporting (SSR) periods.

SRA Fiscal Year	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	TOTAL
Total Subcontracted Dollars	\$72.5	\$79.7	\$83.3	\$93.5	\$86.8	\$81.3	\$188.0	\$168.0	\$316.8	\$290.0	\$1,459.9

SB	Value	\$33.8	\$38.4	\$45.3	\$58.6	\$47.8	\$52.5	\$87.7	\$90.4	\$164.0	\$139.8	\$758.2
	% total	46.6%	48.2%	54.4%	62.7%	55.0%	64.6%	46.6%	53.8%	51.8%	48.2%	51.9%
SDB	Value	\$12.0	\$13.8	\$17.5	\$15.9	\$10.5	\$14.4	\$23.6	\$14.2	\$51.7	\$26.9	\$200.6
	% total	16.5%	17.3%	21.0%	17.1%	12.0%	17.7%	12.6%	8.5%	16.3%	9.3%	13.7%
WOSB	Value	\$5.3	\$6.1	\$4.3	\$4.2	\$8.6	\$12.7	\$16.2	\$11.8	\$28.1	\$20.8	\$117.9
	% total	7.3%	7.6%	5.1%	4.5%	10.0%	15.6%	8.6%	7.0%	8.9%	7.2%	8.1%
HUB Zone	Value	Not Available								\$1.1	\$2.2	\$3.3
	% total	Not Available								0.4%	0.8%	0.5%
HBCU	Value	Not Available								\$0.3	\$0.4	\$0.7
	% total	Not Available								0.0%	0.0%	0.1%
VOSB	Value	Not Available								\$33.5	\$16.4	\$49.9
	% total	Not Available								10.6%	5.7%	8.2%
SDVOSB	Value	Not Available								\$3.9	\$4.1	\$8.0
	% total	Not Available								1.2%	1.4%	1.3%
ANC	Value	Not Available									\$0.0	\$0.0
	% total	Not Available									0.0%	0.0%

Figure 0-2: SRA's historical performance



### 3.2 Historical performance as demonstrated by SF 294s

For the three contracts referenced under Past Performance Part II, SRA has provided as a separate attachment under this Part V, all of the most recent SF 294s “Subcontracting Report for Individual Contracts.” In one case, W91WAW-07-P-0180, SRA did not award any subcontracts to small business categories; due to the relatively small nature of this procurement (3 FTEs), there have not been growth opportunities that would allow for additional work to be subcontracted.

In this case, as per the RFP, SRA has substituted data for a relevant AIT contract, which is under GS-23F-9806H. In cases where individual targets were not met on submitted contracts, SRA has provided an explanation as to why in the attachments.

As shown in Figure E-3 below, these SF 294s clearly demonstrate SRA’s commitment and ability to deliver work to Small Business concerns.

Contract Number	Task Order/Delivery Order Number (if applicable)	Name	Goal Percentage	2008 Actual Percentage	Notes
HHSN263999900029I	USTRANSCOM J5/4-I	CIO-SPII	23.0 %	55.9 %	Precursor to the subject RFP
GS-10F-0557P	FA4452-06-F-0045	Air Mobility Command AIT Support	40.0 %	90.9 %	
GS-23F-9806H	DO SP470308F9010	ADUSD-TP Project	39.0 %	75.3 %	Replacement for W91WAW-07-P-0180

**Figure 0-3: SRA’s Commitment to deliver work for Small Business concerns.**

## E.4 SRA’S APPROACH FOR SUBCONTRACTING

### E.4.1 Subcontracting Program Management

The Subcontracting program will be administered by the Logistics AIT Support Contract Program Manager, Mr. Robert Day.

Plan administration responsibilities and duties include the following:

- A. Ensure that small businesses are afforded an equitable opportunity to compete for SRA subcontracts. The following list outlines ways in which SRA and the SBLO monitor small business outreach:
  1. SRA “Trains its Technical Project Manager” (TPM) (or Program Directors) providing informational training and motivation regarding the use of small businesses.
  2. Contact appropriate sources (SBA’s Dynamic Small Business Search) to identify additional small businesses as required.
  3. Arrange corporate participation in trade associations, business development organizations, and conferences/trade shows to locate small businesses.
  4. Counsel and discuss subcontracting opportunities with potential small businesses and arrange SRA assistance to these companies as required and practicable. SRA keeps documentation on assistance given to small businesses. Specific examples include:
    - (a) Provide instructions and verbal guidance for completion of required Government forms as outlined in the SRA Project Management Handbook.



- (b) Provide copies of Federal Acquisition Regulation (FAR) clauses and discuss applicability of these clauses.
  - (c) Offer practical guidance concerning business development programs and teaming opportunities with SRA and/or other similar firms.
  - (d) Offer guidance and direction concerning appropriate accounting structure for Government compliance.
5. Review planned procurement (subcontract or purchase order) of \$100,000 or more to assure maximum solicitation from small businesses and as a minimum make all reasonable efforts to:
- (a) Identify and solicit at least one small business source for each item or service.
  - (b) Solicit small businesses on procurements when adequate competition is known to exist.
  - (c) Give each newly identified small business an opportunity to compete.
6. Conduct site visits, as appropriate, to potential small businesses.
7. Assist small businesses by helping and responding to solicitations.
8. Provide notice to businesses concerning penalties and remedies for misrepresentations of business status as small businesses for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contract's subcontracting plan.
9. Consider the use of small businesses in all "make-or-buy" decisions.
10. Report to the Vice President of Corporate Contracts and Procurement semi-annually on the status of the SRA subcontracting program.
11. Collaborate with the cognizant SRA Subcontract Administrators and Project Managers to further encourage the utilization of small businesses.
- B. When the Prime Contract exceeds \$550,000 and includes FAR Clause 52.219-9, Small Business Subcontracting Plan, SRA will flow the requirement down to all subcontracts that exceed \$550,000 with large business concerns with further subcontracting possibilities. In addition, SRA will monitor the subcontract database to determine when awards to large businesses have exceeded the \$550,000 threshold. In the event the large business becomes subject to the requirements of FAR 52.219-7, and a determination is made that there are further subcontracting opportunities, SRA will issue a letter to the large business requesting a subcontracting plan. Any determination that there are no further subcontracting opportunities will be documented with a memorandum to the file that will be signed by the SBLO.

SRA will require that each subcontractor with a subcontracting plan will:

- 1. Provide the prime contract number, its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports as part of its subcontracting plan; and
  - 2. Agree to submit the ISR and/or the SSR using eSRS.
- C. Perform internal audits of SRA's compliance with all current small business requirements, and review of progress toward attaining goals semi-annually.

## **E.4.2 Equitable Opportunity**

SRA complies with the FAR Part 19 and ensures that small businesses have an equitable opportunity to compete for subcontracts. SRA's efforts include, but are not limited to, the following activities:

### **A. Outreach efforts to obtain sources:**

- Contacting minority and small business trade associations
- Contacting business development organizations and Local Chamber of Commerce
- Attending small, minority, and women-owned small business concern procurement conferences and trade fairs
- Requesting sources from the Small Business Administration's Dynamic Small Business Search system
- Conducting market surveys to identify new sources

### **B. Internal efforts to guide and encourage purchasing personnel:**

- Presenting workshops, seminars and training programs
- Establishing, maintaining, and using small business source lists, guides, and other data for soliciting subcontracts
- Monitoring activities to evaluate compliance with the subcontracting plan.

### **C. Additional efforts:**

#### **(1) Mentoring of small businesses:**

SRA views its corporate responsibility in a larger context. This leads SRA to mentor and develop its small business teammates when SRA is in a prime contractor or subcontractor role. SRA maintains an active small business-mentoring program. This program mentors and supports small business in several ways:

SRA provides mentored firms with access to its facilities, including SRA's fully equipped Advanced Technology Center (ATC) and SRA proposal facilities. SRA provides access to these facilities at no cost upon request.

SRA has tutored many businesses in its management and marketing processes. This includes project management procedures and policies, cost accounting principles, business planning, proposal development, and line management. SRA has shared its confidential and proprietary Program Management Handbook and Acquisition Manual with small business partners.

SRA routinely offers its small business affiliates opportunities to attend SRA training.

SRA provides mentored firms with marketing support and access to its repositories and libraries.

#### **(2) Establishing Long-Range Relationships**

SRA has established long-range relationships with numerous small businesses. Many of SRA's small businesses participate in more than one active program. SRA not only includes small businesses on its proposal teams, but also frequently serves as subcontractor to small businesses in the procurement process. In this manner, SRA assists the growth of small businesses. SRA helps to prepare small businesses for their future in the open and competitive market place.



### **E.4.3 Clause Inclusion and Flowdown**

SRA shall include FAR Clause 52.219-8, Utilization of Small Business Concerns in all subcontract agreements with large businesses that exceed the simplified acquisition threshold and offer further subcontracting opportunities. All subcontracts to large businesses in excess of \$550,000 (\$1,000,000 for construction) will contain the FAR Clause at 52-219-9, Small Business Subcontracting Plan. (Exception: procurements for commercial items/services).

### **E.4.4 Reporting and Cooperation**

SRA will: (1) cooperate in any studies or surveys as may be required; (2) submit periodic reports which show compliance with the subcontracting plan; (3) submit Standard Form (SF) 294, "Subcontracting Reports for Individual Contracts," and SF 295, "Summary Subcontract Report," or equivalent in accordance with the instructions on the forms and as outlined in the FAR; and (4) ensure that subcontractors agree to submit SF 294 and SF 295 or equivalent.

### **E.4.5 Record Keeping**

SRA maintains records to demonstrate the procedures adopted comply with the requirements and goals in the subcontracting plan. SRA complies with FAR 19.704(a) (11). As an accredited contractor, SRA maintains a Contractor Purchasing System Review approved status since December 1998, and maintains extensive and complete documentation consistent with Defense Contract Management Agency policy. These records include, but are not limited to, the following:

- A. SRA communicates with the U.S. Small Business Administration (SBA) to ensure that updated information on small businesses is kept on file. SRA keeps records and certificates of seminars attended on small businesses. SRA uses the SBA's *Dynamic Small Business Search* on the SBA website ([http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)) to obtain information on SBs, SDBs, and WOSBs.
- B. A formal procurement package is required for solicitations resulting in an award of more than \$100,000 indicating: (1) if small businesses were solicited, and if not, why; (2) rationale as to why a small business did not receive the award; and (3) whether or not the area of service is located within a HUBZone.
- C. Records to support subcontractor selection and award are maintained on a contract-by-contract basis. These records include the name, address, and business size of each company solicited, evaluation criteria, and selection rationale, including reasons why small businesses were not selected if applicable.
- D. SRA provides internal training to guide and to encourage Corporate Development, Program Management, and Contracts and Procurement personnel to consider and to utilize small businesses when making purchases for the company. SRA participates in workshops and training seminars on a regular basis to keep employees current. SRA also monitors activities to ensure compliance.

### **E.4.6 Demonstration of A Creative and Innovative Program**

SRA's Subcontracting Plan offers a creative way of utilizing small businesses through joint marketing initiatives, networking sessions, and mentoring processes. SRA aspires to have a mentoring relationship with all of SRA's small business teammates regardless of classification, and to ensure that all small businesses have an opportunity to compete for business. SRA has established a website to promote outreach to small businesses (see <http://smallbusiness.sra.com>).



Department Of Defense Logistics Automatic Identification Technology (AIT) Support  
RFP HTC711-08-R-0033

E - Part V - Small Business Subcontracting Effort

#### **E.4.7 Timely Payment to Subcontractors**

FAR Part 19.702 requires SRA to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with small businesses. SRA has established and uses the following procedures: SRA regularly reviews invoices submitted by businesses to ensure that services performed are in accordance with the subcontract. The Subcontract Invoice Administrator receives the invoices; they are date-stamped and submitted to the SRA Project Managers and Business Operations Analysts for review and approval. Once the invoices are reviewed and approved for payment, they are submitted to Accounting for payment. Approved invoices for all small businesses are paid within a negotiated period.

#### **E.4.8 Corporate Commitment**

SRA is committed to the Small Business Program and SRA will ensure that small businesses are given every maximum practicable opportunity to compete in SRA procurements.

#### **E.5 SIGNATURES REQUIRED**

This Subcontracting Plan was submitted by:

Signature:

(b)(6)

Typed Name:

Title:

Senior Contracts Administrator

Date:

February 19, 2009

#### **Client Approval**

Signature:



Typed Name:

Carey N. Gropp

Title:

Contracting Officer

Date:

February 19, 2009



Use or disclosure of data contained on this sheet is subject to the restriction on the cover sheet of this proposal or quote.

## E.6 294s AND SYNOPSIS

**HHSN263999900029I**

**Name of Contract: CIO-SPII**

**Contract Number: HHSN263999900029I**

**Delivery Order: USTRANSCOM J5/4-I**

**Award Date: 12/21/2000**

**Applicable Goals and Actual Performance:**

Type of Business	Goal Total Contract Whole Dollars	Goal Percentage	2008 Actuals Whole Dollars	2008 Actuals Percentage
Small Business (SB)	\$2,875,000	23.0%	\$188,524,383	55.9 %
Small Disadvantaged Business (SDB)	\$625,000	5.0%	\$69,742,473	20.7%
Woman-Owned Small Business (WOSB)	\$625,000	5.0%	\$54,411,720	16.1%
HUBZone SB	\$187,500	1.5%	\$831,976	0.2%
Veteran Owned Small Business(VOSB)	\$0	0.0 %	\$10,405,306	3.1%
Service-Disabled Veteran Owned Small Business (SDVOSB)	\$0	0.0%	\$3,204,171	0.9%

Delivery Order USTRANSCOM J5/4-I was awarded under this Contract. The Delivery Order did not require a separate subcontract plan. The SF 294 that was submitted reflected all Delivery Orders issued under this Contract Number.

### Explanation on Deviations from Small Business Goals

Despite a 23% goal, SRA awarded over 55% of all subcontract activity to small businesses. To date, HUBZone companies have been difficult to find that have available personnel to meet the requirements in awarded task orders within the timeframes required. All other goals have been greatly exceeded. SRA will continue to seek qualified HUBZONE companies that can fulfill the requirements. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.



SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS (See instructions on reverse)				OMB No: 9000-0006 Expires: 11/30/2010	
Public reporting burden for this collection of information is estimated to average 55.34 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405.					
1. CORPORATION, COMPANY, OR SUBDIVISION COVERED			3. DATE SUBMITTED		
a. COMPANY NAME Systems Research and Applications Corporation			10/30/2008		
b. STREET ADDRESS 4300 Fair Lakes Court			4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU		
c. CITY Fairfax			<input type="checkbox"/> MAR 31 <input checked="" type="checkbox"/> SEPT 30    YEAR 2008		
d. STATE VA			e. ZIP CODE 22033		
2. CONTRACTOR IDENTIFICATION NUMBER 09-777-9698			5. TYPE OF REPORT		
			<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED		
6. ADMINISTERING ACTIVITY (Please check applicable box)					
<input type="checkbox"/> ARMY		<input type="checkbox"/> GSA		<input type="checkbox"/> NASA	
<input type="checkbox"/> NAVY		<input type="checkbox"/> DOE		<input checked="" type="checkbox"/> OTHER FEDERAL AGENCY (Specify)	
<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY		DHHS / NIH	
7. REPORT SUBMITTED AS (Check one and provide appropriate number)			8. AGENCY OR CONTRACTOR AWARDING CONTRACT		
<input checked="" type="checkbox"/> PRIME CONTRACTOR			a. AGENCY'S OR CONTRACTOR'S NAME DHHS/NIH: NITAAC/CIO-SP		
<input type="checkbox"/> SUBCONTRACTOR			b. STREET ADDRESS 6011 Executive Boulevard, Room 503P		
9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS:			c. CITY Rockville		
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS <input checked="" type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS			d. STATE MD		
			e. ZIP CODE 20852		

#### SUBCONTRACT AWARDS

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$2,875,000.00	23.0%	\$188,524,383.00	55.9%
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$9,625,000.00		\$148,854,611.00	44.1%
10c. TOTAL (Sum of 10a and 10b.)	\$12,500,000.00	100.0%	\$337,378,994.00	100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625,000.00	5.0%	\$69,742,473.00	20.7%
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625,000.00	5.0%	\$54,411,720.00	16.1%
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$187,500.00	1.5%	\$831,976.00	0.2%
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$10,405,306.00	3.1%
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$3,204,171.00	0.9%
17. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
18. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%

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Prescribed by GSA-FAR (48 CFR 53.219(a))



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19. REMARKS

SRA exceeded the goal for small business concerns by more than 34%. Further, SRA exceeds lower-tier designations by more than 10% of the stated goal in all categories except for HUBZone. The goal for HUBZone was missed by less than 2% of the stated goal. This strong performance demonstrates SRA's continuous commitment to supporting small businesses.

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20a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN

20b. TELEPHONE NUMBER

(b)(6)

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STANDARD FORM 294 (REV. 6/2007) PAGE 2



#### GENERAL INSTRUCTIONS

1. This report is not required for small businesses.
2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.
3. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$550,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually, during contract performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
5. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.
6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
7. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors unless you have been designated to receive an SB and SDB credit from an Alaska Native Corporation (ANC) or Indian tribe.
8. FAR 19.703 sets forth the eligibility requirements for participating in the subcontracting program.
9. Actual achievements must be reported on the same basis as the goals set forth in the contract. For example, if goals in the plan do not include indirect and overhead items, the achievements shown on this report should not include them either.

#### SPECIFIC INSTRUCTIONS

**BLOCK 2:** For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The contractor should be prepared to provide the following information: (i) Company legal business name. (ii) Trade style, doing business, or other name by which your entity is commonly recognized. (iii) Company physical street address, city, state and ZIP Code. (iv) Company mailing address, city, state and ZIP Code (if separate from physical). (v) Company telephone number. (vi) Date the company was started. (vii) Number of employees at your location. (viii) Chief executive officer/key manager. (ix) Line of business (industry). (x) Company Headquarters name and address (reporting relationship within your entity).

**BLOCK 4:** Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated on this block.

**BLOCK 5:** Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7. A "Revised" report is a change to a report previously submitted for the same period.

**BLOCK 6:** Identify the department or agency administering the majority of subcontracting plans.

**BLOCK 7:** Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

**BLOCK 8:** Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

**BLOCK 9:** Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 16. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

**BLOCKS 10a through 18:** Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSB, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 19. The amounts entered in Blocks 10a through 16 should reflect the revised goals.) There are no goals for Blocks 17 and 18. Under "Actual Cumulative," enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards. However, the dollar amounts reported under "Actual Cumulative" must be for the same period of time as the dollar amounts shown under "Current Goal." For a contract with options, the current goal should represent the aggregate goal since the inception of the contract. For example, if the contractor is submitting the report during Option 2 of a multiple year contract, the current goal would be the cumulative goal for the base period plus the goal for Option 1 and the goal for Option 2.

**BLOCK 10a:** Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSB, VOSB, service-disabled VOSB, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs. Include subcontracts awarded to ANCs and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs where you have been designated to receive their SB and SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

**BLOCK 10b:** Report all subcontracts awarded to large businesses (LBs) and any other-than-small businesses. Do not include subcontracts awarded to ANCs and Indian tribes that have been reported in 10a above.

**BLOCK 10c:** Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

**BLOCKS 11 - 16:** Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women or veterans).

**BLOCK 11:** Report all subcontracts awarded to SDBs (including WOSB, VOSB, service-disabled VOSBs, and HUBZone SB SDBs). Include subcontracts awarded to ANCs and Indian tribes that have not been certified by SBA as SDBs where you have been designated to receive their SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive their SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company. For DoD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

**BLOCK 12:** Report all subcontracts awarded to WOSBs (including SDBs, VOSBs (including service-disabled VOSBs), and HUBZone SBs that are also WOSBs).

**BLOCK 13:** (For contracts with DoD, NASA, and Coast Guard) Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

**BLOCK 14:** Report all subcontracts awarded to HUBZone SBs (including WOSBs, VOSBs (including service-disabled VOSBs), and SDBs that are also HUBZone SBs).

**BLOCK 15:** Report all subcontracts awarded to VOSBs including service-disabled VOSBs (and including SDBs, WOSBs, and HUBZone SBs that are also VOSBs).

**BLOCK 16:** Report all subcontracts awarded to service-disabled VOSBs (including SDBs, WOSBs, and HUBZone SBs that are also service-disabled VOSBs).

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**BLOCK 17:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 11, but have not been certified by SBA as SDBs.

**BLOCK 18:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 10a, but are not small businesses.

**BLOCK 19:** Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSB, service-disabled VOSB, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the six goals were not met.

#### DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts, those awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

#### DISTRIBUTION OF THIS REPORT

##### For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Contract Management Agency (DCMA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

##### For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.

**Name of Contract: GSA Schedule 874 V- LOGWORLD**

**Contract Number: GS-10F-0557P/FA4452-06-F-0045**

**Delivery Order: Air Mobility Command AIT Support**

**Award Date: 8/31/2004**

**Applicable Goals and Actual Performance:**

Type of Business	Goal Total Contract Whole Dollars	Goal Percentage	2008 Actuals Whole Dollars	2008 Actuals Percentage
Small Business (SB)	\$5,000	40.0%	\$6,701,875	90.9 %
Small Disadvantaged Business (SDB)	\$1,000	8.0%	\$0	0.0%
Woman-Owned Small Business (WOSB)	\$625	5.0%	\$203,504	2.8%
HUBZone SB	\$375	3.0%	\$2,353,861	31.9%
Veteran Owned Small Business(VOSB)	\$625	5.0 %	\$6,523,612	88.4%
Service-Disabled Veteran Owned Small Business (SDVOSB)	\$375	3.0%	\$2,499,477	33.9%

Delivery Order FA4452-06-F-0045 - Air Mobility Command AIT Support was awarded under this Contract. The Delivery Order did not require a separate subcontract plan. The SF 294 that was submitted reflected all Delivery Orders issued under this Contract Number.

**Explanation on Deviations from Small Business Goals**

Despite a 40% goal, SRA awarded over 90% of all activity to small businesses. While we have not met the SDB or the WOSB goals, we have far exceeded the goals in the HUBZone, VOSB and SDVOSB categories. SDB and WOSBs have been solicited and will continue to be solicited as additional tasks are identified that require the skills, experience, or past performance needed to fulfill government requirements within the timeframe required. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.



<b>SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS</b> (See instructions on reverse)				OMB No: 9000-0006 Expires: 11/30/2010	
Public reporting burden for this collection of information is estimated to average 55.34 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405.					
1. CORPORATION, COMPANY, OR SUBDIVISION COVERED			3. DATE SUBMITTED		
a. COMPANY NAME Systems Research and Applications Corporation			10/30/2008		
b. STREET ADDRESS 4300 Fair Lakes Court			4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU:		
c. CITY Fairfax			<input type="checkbox"/> MAR 31 <input checked="" type="checkbox"/> SEPT 30    YEAR 2008		
d. STATE VA			e. ZIP CODE 22033		
2. CONTRACTOR IDENTIFICATION NUMBER 09-777-9698			5. TYPE OF REPORT		
			<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED		
6. ADMINISTERING ACTIVITY (Please check applicable box)					
<input type="checkbox"/> ARMY <input checked="" type="checkbox"/> GSA <input type="checkbox"/> NASA <input type="checkbox"/> NAVY <input type="checkbox"/> DOE <input type="checkbox"/> OTHER FEDERAL AGENCY (Specify) <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY					
7. REPORT SUBMITTED AS (Check one and provide appropriate number)			8. AGENCY OR CONTRACTOR AWARDED CONTRACT		
<input checked="" type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR			a. AGENCY'S OR CONTRACTOR'S NAME GSA		
PRIME CONTRACT NUMBER GS-10F-0557P			b. STREET ADDRESS 400 15th Street, SW Room 2757		
SUBCONTRACT NUMBER			c. CITY Auburn		
9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS			d. STATE WA		
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS <input checked="" type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS			e. ZIP CODE 98001-6599		

**SUBCONTRACT AWARDS**

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$5,000.00	40.0%	\$6,701,875.00	90.9%
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$7,500.00		\$673,854.00	9.1%
10c. TOTAL (Sum of 10a and 10b.)	\$12,500.00	100.0%	\$7,375,729.00	100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$1,000.00	8.0%	\$0.00	0.0%
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625.00	5.0%	\$203,504.00	2.8%
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375.00	3.0%	\$2,353,861.00	31.9%
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625.00	5.0%	\$6,523,612.00	88.4%
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375.00	3.0%	\$2,499,477.00	33.9%
17. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
18. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%

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19. REMARKS

Despite a 40% goal, SRA awarded 90% of all activity to small businesses. Further, HUBZone, VOSB, and SDVOSB received an average of 51% of all activity despite an average goal of 3%. SDB and WOSB solicited, but did not possess the skills, experience and past performance needed to meet government requirements. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.

---

20a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN

(b)(6)

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20b. TELEPHONE NUMBER  
AREA CODE NUMBER

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#### GENERAL INSTRUCTIONS

1. This report is not required for small businesses.
2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.
3. This form collects subcontract award data from prime contractors/ subcontractors that: (a) hold one or more contracts over \$550,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually, during contract performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
5. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.
6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
7. Subcontract award data reported on this form by prime contractors/ subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors unless you have been designated to receive an SB and SDB credit from an Alaska Native Corporation (ANC) or Indian tribe.
8. FAR 19.703 sets forth the eligibility requirements for participating in the subcontracting program.
9. Actual achievements must be reported on the same basis as the goals set forth in the contract. For example, if goals in the plan do not include indirect and overhead items, the achievements shown on this report should not include them either.

#### SPECIFIC INSTRUCTIONS

**BLOCK 2:** For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The contractor should be prepared to provide the following information: (i) Company legal business name. (ii) Trade style, doing business, or other name by which your entity is commonly recognized. (iii) Company physical street address, city, state and ZIP Code. (iv) Company mailing address, city, state and ZIP Code (if separate from physical). (v) Company telephone number. (vi) Date the company was started. (vii) Number of employees at your location. (viii) Chief executive officer/key manager. (ix) Line of business (industry). (x) Company Headquarters name and address (reporting relationship within your entity).

**BLOCK 4:** Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated on this block.

**BLOCK 5:** Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7. A "Revised" report is a change to a report previously submitted for the same period.

**BLOCK 6:** Identify the department or agency administering the majority of subcontracting plans.

**BLOCK 7:** Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

**BLOCK 8:** Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

**BLOCK 9:** Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 16. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

**BLOCKS 10a through 18:** Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSB, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 19. The amounts entered in Blocks 10a through 16 should reflect the revised goals.) There are no goals for Blocks 17 and 18. Under "Actual Cumulative," enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards. However, the dollar amounts reported under "Actual Cumulative" must be for the same period of time as the dollar amounts shown under "Current Goal." For a contract with options, the current goal should represent the aggregate goal since the inception of the contract. For example, if the contractor is submitting the report during Option 2 of a multiple year contract, the current goal would be the cumulative goal for the base period plus the goal for Option 1 and the goal for Option 2.

**BLOCK 10a:** Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSB, VOSB, service-disabled VOSB, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs. Include subcontracts awarded to ANCs and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs where you have been designated to receive their SB and SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

**BLOCK 10b:** Report all subcontracts awarded to large businesses (LBs) and any other-than-small businesses. Do not include subcontracts awarded to ANCs and Indian tribes that have been reported in 10a above.

**BLOCK 10c:** Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

**BLOCKS 11 - 16:** Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women or veterans).

**BLOCK 11:** Report all subcontracts awarded to SDBs (including WOSB, VOSB, service-disabled VOSBs, and HUBZone SB SDBs). Include subcontracts awarded to ANCs and Indian tribes that have not been certified by SBA as SDBs where you have been designated to receive their SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive their SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company. For DoD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

**BLOCK 12:** Report all subcontracts awarded to WOSBs (including SDBs, VOSBs (including service-disabled VOSBs), and HUBZone SBs that are also WOSBs).

**BLOCK 13:** (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

**BLOCK 14:** Report all subcontracts awarded to HUBZone SBs (including WOSBs, VOSBs (including service-disabled VOSBs), and SDBs that are also HUBZone SBs).

**BLOCK 15:** Report all subcontracts awarded to VOSBs including service-disabled VOSBs (and including SDBs, WOSBs, and HUBZone SBs that are also VOSBs).

**BLOCK 16:** Report all subcontracts awarded to service-disabled VOSBs (including SDBs, WOSBs, and HUBZone SBs that are also service-disabled VOSBs).

**BLOCK 17:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 11, but have not been certified by SBA as SDBs.

**BLOCK 18:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 10a, but are not small businesses.

**BLOCK 19:** Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSB, service-disabled VOSB, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the six goals were not met.

#### DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts, these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

#### DISTRIBUTION OF THIS REPORT

##### For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Contract Management Agency (DCMA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

##### For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.



SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS (See instructions on reverse)				OMB No: 9000-0006 Expires: 11/30/2010	
Public reporting burden for this collection of information is estimated to average 55.34 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405.					
1. CORPORATION, COMPANY, OR SUBDIVISION COVERED			3. DATE SUBMITTED		
a. COMPANY NAME Systems Research and Applications Corporation			10/30/2008		
b. STREET ADDRESS 4300 Fair Lakes Court			4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU		
c. CITY Fairfax			d. STATE VA		e. ZIP CODE 22033
2. CONTRACTOR IDENTIFICATION NUMBER 09-777-9698			5. TYPE OF REPORT		
			<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED		
6. ADMINISTERING ACTIVITY (Please check applicable box)					
<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE		<input checked="" type="checkbox"/> GSA <input type="checkbox"/> DOE <input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY		<input type="checkbox"/> NASA <input type="checkbox"/> OTHER FEDERAL AGENCY (Specify)	
7. REPORT SUBMITTED AS (Check one and provide appropriate number)			8. AGENCY OR CONTRACTOR AWARDING CONTRACT		
<input checked="" type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR			a. AGENCY'S OR CONTRACTOR'S NAME GSA		
PRIME CONTRACT NUMBER GS-10F-0557P			b. STREET ADDRESS 400 15th Street, SW Room 2757		
SUBCONTRACT NUMBER			c. CITY Auburn		
9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS			d. STATE WA		e. ZIP CODE 98001-6599
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS <input checked="" type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS					

**SUBCONTRACT AWARDS**

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$5,000.00	40.0%	\$6,701,875.00	90.9%
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$7,500.00		\$673,854.00	9.1%
10c. TOTAL (Sum of 10a and 10b.)	\$12,500.00	100.0%	\$7,375,729.00	100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$1,000.00	8.0%	\$0.00	0.0%
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625.00	5.0%	\$203,504.00	2.8%
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375.00	3.0%	\$2,353,861.00	31.9%
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625.00	5.0%	\$6,523,612.00	88.4%
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375.00	3.0%	\$2,499,477.00	33.9%
17. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
18. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%

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STANDARD FORM 294 (REV. 9/2007)  
Prescribed by GSA-FAR (48 CFR 53.219(a))

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19. REMARKS

Despite a 40% goal, SRA awarded 90% of all activity to small businesses. Further, HUBZone, VOSB, and SDVOSB received an average of 51% of all activity despite an average goal of 3%. SDB and WOSB solicited, but did not possess the skills, experience and past performance needed to meet government requirements. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.

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20a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN

20b. TELEPHONE NUMBER

(b)(6)

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STANDARD FORM 294 (REV. 9/2007) PAGE 2





#### GENERAL INSTRUCTIONS

1. This report is not required for small businesses.
2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.
3. This form collects subcontract award data from prime contractors/ subcontractors that : (a) hold one or more contracts over \$550,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually, during contract performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
5. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.
6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
7. Subcontract award data reported on this form by prime contractors/ subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors unless you have been designated to receive an SB and SDB credit from an Alaska Native Corporation (ANC) or Indian tribe.
8. FAR 19.703 sets forth the eligibility requirements for participating in the subcontracting program.
9. Actual achievements must be reported on the same basis as the goals set forth in the contract. For example, if goals in the plan do not include indirect and overhead items, the achievements shown on this report should not include them either.

#### SPECIFIC INSTRUCTIONS

**BLOCK 2:** For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The contractor should be prepared to provide the following information: (i) Company legal business name. (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized. (iii) Company physical street address, city, state and ZIP Code. (iv) Company mailing address, city, state and ZIP Code (if separate from physical). (v) Company telephone number. (vi) Date the company was started. (vii) Number of employees at your location. (viii) Chief executive officer/key manager. (ix) Line of business (industry). (x) Company Headquarters name and address (reporting relationship within your entity)

**BLOCK 4:** Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated on this block.

**BLOCK 5:** Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7. A "Revised" report is a change to a report previously submitted for the same period.

**BLOCK 6:** Identify the department or agency administering the majority of subcontracting plans.

**BLOCK 7:** Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

**BLOCK 8:** Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

**BLOCK 9:** Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 16. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

**BLOCKS 10a through 18:** Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSB, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 19. The amounts entered in Blocks 10a through 16 should reflect the revised goals.) There are no goals for Blocks 17 and 18. Under "Actual Cumulative," enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards. However, the dollar amounts reported under "Actual Cumulative" must be for the same period of time as the dollar amounts shown under "Current Goal." For a contract with options, the current goal should represent the aggregate goal since the inception of the contract. For example, if the contractor is submitting the report during Option 2 of a multiple year contract, the current goal would be the cumulative goal for the base period plus the goal for Option 1 and the goal for Option 2.

**BLOCK 10a:** Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSB, VOSB, service-disabled VOSB, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs. Include subcontracts awarded to ANCs and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs where you have been designated to receive their SB and SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

**BLOCK 10b:** Report all subcontracts awarded to large businesses (LBs) and any other-than-small businesses. Do not include subcontracts awarded to ANCs and Indian tribes that have been reported in 10a above.

**BLOCK 10c:** Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

**BLOCKS 11 - 16:** Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women or veterans).

**BLOCK 11:** Report all subcontracts awarded to SDBs (including WOSB, VOSB, service-disabled VOSBs, and HUBZone SB SDBs). Include subcontracts awarded to ANCs and Indian tribes that have not been certified by SBA as SDBs where you have been designated to receive their SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive their SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company. For DoD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

**BLOCK 12:** Report all subcontracts awarded to WOSBs (including SDBs, VOSBs (including service-disabled VOSBs), and HUBZone SBs that are also WOSBs).

**BLOCK 13:** (For contracts with DoD, NASA, and Coast Guard) Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

**BLOCK 14:** Report all subcontracts awarded to HUBZone SBs (including WOSBs, VOSBs (including service-disabled VOSBs), and SDBs that are also HUBZone SBs).

**BLOCK 15:** Report all subcontracts awarded to VOSBs including service-disabled VOSBs (and including SDBs, WOSBs, and HUBZone SBs that are also VOSBs).

**BLOCK 16:** Report all subcontracts awarded to service-disabled VOSBs (including SDBs, WOSBs, and HUBZone SBs that are also service-disabled VOSBs).

**BLOCK 17:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 11, but have not been certified by SBA as SDBs.

**BLOCK 18:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 10a, but are not small businesses.

**BLOCK 19:** Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSB, service-disabled VOSB, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the six goals were not met.

#### DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).

2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

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##### For the Awarding Agency or Contractor:

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##### For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.



**W91WAW-07-P-0180 and Substitution GS-23-F-9806H**

Due to the relatively small nature of this procurement (3 FTEs), there have not been growth opportunities that would allow for additional work to be subcontracted. SRA has substituted data for a relevant AIT contract which is under GS-23-F-9806H (see below).

<b>Name of Contract:</b>				
<b>Contract Number:</b> W91WAW-07-P-0180		<b>Award Date:</b> 3/21/07		
<b>Applicable Goals and Actual Performance:</b>				
<b>Type of Business</b>	<b>Goal Total Contract Whole Dollars</b>	<b>Goal Percentage</b>	<b>2008 Actuals Whole Dollars</b>	<b>2008 Actuals Percentage</b>
Small Business (SB)	\$0	25.0%	\$0	0.0%
Small Disadvantaged Business (SDB)	\$0	5.0%	\$0	0.0%
Woman-Owned Small Business (WOSB)	\$0	5.0%	\$0	0.0%
HUBZone SB	\$0	5.0%	\$0	0.0%
Veteran Owned Small Business(VOSB)	\$0	0.0%	\$0	0.0%
Service-Disabled Veteran Owned Small Business (SDVOSB)	\$0	3.0%	\$0	0.0%
No subcontracting was awarded under this contract.				
<b><u>Explanation on Deviations from Small Business Goals</u></b>				
Due to the relatively small nature of this procurement (3 FTEs), there have not been growth opportunities that would allow for additional work to be subcontracted. SRA has substituted data for a relevant AIT contract which is under GS-23-F-9806H.				

**GS-23-F-9806H,  
DO SP470308F9010 (ADUSD-TP Project)**

<b>Name of Contract:</b> GSA Schedule 874 - MOBIS
<b>Contract Number:</b> GS-23-F-9806H
<b>Delivery Order:</b> DO SP470308F9010 (ADUSD-TP Project)
<b>Award Date:</b> 7/15/1998
<b>Applicable Goals and Actual Performance:</b>

Type of Business	Goal Total Contract Whole Dollars	Goal Percentage	2008 Actuals Whole Dollars	2008 Actuals Percentage
Small Business (SB)	\$4,875,000	39.0%	\$43,164,411	75.3%
Small Disadvantaged Business (SDB)	\$750,000	6.0%	\$4,113,512	7.2%
Woman-Owned Small Business (WOSB)	\$625,000	5.0%	\$9,179,822	16.0%
HBCU/MI	\$0	0%	\$76,355	0.1%
HUBZone SB	\$375,000	3.0%	\$140,455	0.2%
Veteran Owned Small Business (VOSB)	\$625,000	5.0%	\$3,991,571	7.1%
Service-Disabled Veteran Owned Small Business (SDVOSB)	\$375,000	3.0%	984,954	1.7%

This Delivery Order DO SP470308F9010 (ADUSD-TP Project) was awarded under this Contract. The Delivery Order did not require a separate subcontract plan. The SF 294 that was submitted reflected all Delivery Orders issued under this Contract Number.

**Explanation on Deviations from Small Business Goals**

Despite a 39% goal, SRA awarded over 75% of all subcontract activity to small businesses. To date, HUBZone and SDVOSB companies have been difficult to find that have available personnel to meet the requirements in task orders issued by the Government within the timeframes required. All other goals have been greatly exceeded. SRA will continue to seek qualified HUBZone and SDVOSB companies that can fulfill the requirements. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.



<b>SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS</b> (See instructions on reverse)				OMB No: 9000-0006 Expires: 11/30/2010	
Public reporting burden for this collection of information is estimated to average 55.34 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405.					
1. CORPORATION, COMPANY, OR SUBDIVISION COVERED			3. DATE SUBMITTED		
a. COMPANY NAME Systems Research and Applications Corporation			10/30/2008		
b. STREET ADDRESS 4300 Fair Lakes Court			4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU		
c. CITY Fairfax			<input type="checkbox"/> MAR 31 <input checked="" type="checkbox"/> SEPT 30    YEAR 2008		
d. STATE    e. ZIP CODE VA    22033			5. TYPE OF REPORT		
2. CONTRACTOR IDENTIFICATION NUMBER 09-777-9698			<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED		
6. ADMINISTERING ACTIVITY (Please check applicable box)					
<input type="checkbox"/> ARMY <input checked="" type="checkbox"/> GSA <input type="checkbox"/> NASA <input type="checkbox"/> NAVY <input type="checkbox"/> DOE <input type="checkbox"/> OTHER FEDERAL AGENCY (Specify) <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DEFENSE CONTRACT MANAGEMENT AGENCY					
7. REPORT SUBMITTED AS (Check one and provide appropriate number)			8. AGENCY OR CONTRACTOR AWARDED CONTRACT		
<input checked="" type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR			a. AGENCY'S OR CONTRACTOR'S NAME Acquisition Division 10FTP-M b. STREET ADDRESS 400 15th Street, SW		
9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS			c. CITY    d. STATE    e. ZIP CODE		
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS <input checked="" type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS			Auburn    WA    98001-6599		

**SUBCONTRACT AWARDS**

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$4,875,000.00	39.0%	\$43,164,411.00	75.3%
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$7,625,000.00		\$14,173,723.00	24.7%
10c. TOTAL (Sum of 10a and 10b.)	\$12,500,000.00	100.0%	\$57,338,134.00	100.0%
11. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$750,000.00	6.0%	\$4,113,512.00	7.2%
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625,000.00	5.0%	\$9,179,822.00	16.0%
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$76,355.00	0.1%
14. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375,000.00	3.0%	\$140,455.00	0.2%
15. VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$625,000.00	5.0%	\$3,991,571.00	7.1%
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.) (SEE SPECIFIC INSTRUCTIONS)	\$375,000.00	3.0%	\$984,954.00	1.7%
17. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%
18. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES (Dollar Amount) (SEE SPECIFIC INSTRUCTIONS)	\$0.00	0.0%	\$0.00	0.0%

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Prescribed by GSA FAR (48 CFR 53.219(a))



19. REMARKS

Despite a 39% goal, SRA awarded nearly 76% of all activity to small businesses. Further, the goals for SDB, WOSB and VOSB were exceeded by an average of 5% of the stated goals. HUBZone and SDVOSB solicited, but did not possess the skills, experience, or past performance needed to fulfill government requirements. SRA will continue to support small businesses and award to suppliers in lower-tier designations who demonstrate the appropriate qualifications and abilities.

20a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN

20b. TELEPHONE NUMBER  
AREA CODE NUMBER

(b)(6)

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#### GENERAL INSTRUCTIONS

1. This report is not required for small businesses.
2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.
3. This form collects subcontract award data from prime contractors/ subcontractors that : (a) hold one or more contracts over \$550,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually, during contract performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
5. Only subcontracts involving performance in the U.S. or its outlying areas should be included in this report.
6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
7. Subcontract award data reported on this form by prime contractors/ subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors unless you have been designated to receive an SB and SDB credit from an Alaska Native Corporation (ANC) or Indian tribe.

8. FAR 19.703 sets forth the eligibility requirements for participating in the subcontracting program.

9. Actual achievements must be reported on the same basis as the goals set forth in the contract. For example, if goals in the plan do not include indirect and overhead items, the achievements shown on this report should not include them either.

#### SPECIFIC INSTRUCTIONS

**BLOCK 2:** For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The contractor should be prepared to provide the following information: (i) Company legal business name. (ii) Trade style, doing business, or other name by which your entity is commonly recognized. (iii) Company physical street address, city, state and ZIP Code. (iv) Company mailing address, city, state and ZIP Code (if separate from physical). (v) Company telephone number. (vi) Date the company was started. (vii) Number of employees at your location. (viii) Chief executive officer/key manager. (ix) Line of business (industry). (x) Company Headquarters name and address (reporting relationship within your entity).

**BLOCK 4:** Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated on this block.

**BLOCK 5:** Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7. A "Revised" report is a change to a report previously submitted for the same period.

**BLOCK 6:** Identify the department or agency administering the majority of subcontracting plans.

**BLOCK 7:** Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

**BLOCK 8:** Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

**BLOCK 9:** Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 16. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

**BLOCKS 10a through 18:** Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSB, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 19. The amounts entered in Blocks 10a through 18 should reflect the revised goals.) There are no goals for Blocks 17 and 18. Under "Actual Cumulative," enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards. However, the dollar amounts reported under "Actual Cumulative" must be for the same period of time as the dollar amounts shown under "Current Goal." For a contract with options, the current goal should represent the aggregate goal since the inception of the contract. For example, if the contractor is submitting the report during Option 2 of a multiple year contract, the current goal would be the cumulative goal for the base period plus the goal for Option 1 and the goal for Option 2.

**BLOCK 10a:** Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSB, VOSB, service-disabled VOSB, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs. Include subcontracts awarded to ANCs and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs where you have been designated to receive their SB and SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

**BLOCK 10b:** Report all subcontracts awarded to large businesses (LBs) and any other-than-small businesses. Do not include subcontracts awarded to ANCs and Indian tribes that have been reported in 10a above.

**BLOCK 10c:** Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

**BLOCKS 11 - 16:** Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women or veterans).

**BLOCK 11:** Report all subcontracts awarded to SDBs (including WOSB, VOSB, service-disabled VOSBs, and HUBZone SB SDBs). Include subcontracts awarded to ANCs and Indian tribes that have not been certified by SBA as SDBs where you have been designated to receive their SDB credit. Where your company and other companies have been designated by an ANC or Indian tribe to receive their SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company. For DoD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

**BLOCK 12:** Report all subcontracts awarded to WOSBs (including SDBs, VOSBs (including service-disabled VOSBs), and HUBZone SBs that are also WOSBs).

**BLOCK 13:** (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

**BLOCK 14:** Report all subcontracts awarded to HUBZone SBs (including WOSBs, VOSBs (including service-disabled VOSBs), and SDBs that are also HUBZone SBs).

**BLOCK 15:** Report all subcontracts awarded to VOSBs including service-disabled VOSBs (and including SDBs, WOSBs, and HUBZone SBs that are also VOSBs).

**BLOCK 16:** Report all subcontracts awarded to service-disabled VOSBs (including SDBs, WOSBs, and HUBZone SBs that are also service-disabled VOSBs).

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**BLOCK 17:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 11, but have not been certified by SBA as SDBs.

**BLOCK 18:** Report all subcontracts awarded to ANCs and Indian tribes that are reported in Block 10a, but are not small businesses.

**BLOCK 19:** Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSB, service-disabled VOSB, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the six goals were not met.

#### DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).

2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

#### DISTRIBUTION OF THIS REPORT

##### For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Contract Management Agency (DCMA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

##### For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.



**SF1449**  
**ATTACHMENT**  
**4**

## **LABOR CATEGORY DESCRIPTIONS**

1. Program Manager: Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. The Program Manager is responsible for overall contract performance.

Minimum Education/Experience: The Program Manager must have a Bachelor's Degree (Master's preferred) in Business or a relevant discipline and 15-years of experience in the field of work.

2. Project Manager - Supervises multiple small to medium sized complex AIT and logistical projects. Responsible for allocating resources among tasks and is principal liaison with customer for business and technical matters.

Minimum Education/Experience: The Project Manager should possess bachelor's degree with at least 15 yrs of experience in the field

3. Senior Functional Analyst - Serves as lead analyst on large, technically complex AIT and logistical projects. May be responsible for executing less complex projects.

Minimum Education/Experience: The Senior Functional Analyst should possess bachelor's degree with at least 10 yrs of experience in the field or related area.

4. Functional Analyst: Formulates and defines scope and objectives for assigned AIT and logistical projects and is responsible to complete the necessary work. Solves complex problems involving AIT.

Minimum Education/Experience: The Functional Analyst should possess at least 7 years of experience in the field or related area.

5. Administrative Specialist: Provides general purpose administrative and clerical support for project tasks. May include secretarial, word-processing, graphics, desktop publishing, editing, and coordination.

Minimum Education: No degree is required for the Administrative Specialist. Minimum 3-years of experience in the appropriate area is preferred.

6. Subject Matter Expert: Serves as a subject matter technical expert in AIT and logistical areas. Provides guidance on the functional procedures/processes/policies, reflecting detailed knowledge of those functional areas.



Minimum Education/Experience: The Subject Matter Expert should possess at least 10 years of experience in the field or related area.

7. Technical Writer: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and other reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only under general direction.

Minimum Education/Experience: The Technical Writer must have an Associate's Degree (Bachelor's preferred) in a related discipline and 3-years of related experience.