

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30**1. REQUISITION NUMBER  
F3ST956133AC02

PAGE 1 OF 23

2. CONTRACT NO. GS-35F-0410R		3. AWARD/EFFECTIVE DATE 01-Jul-2008		4. ORDER NUMBER HTC711-08-F-0038		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME		12. DISCOUNT TERMS Net 30 Days	
9. ISSUED BY USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357  TEL: 618-229-2513 FAX: 618-256-8316		CODE HTC711		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 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 type="checkbox"/> RFP			
15. DELIVER TO USTC/J6 - F3ST95 CLAUVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357		CODE F3ST95		16. ADMINISTERED BY  <b>SEE ITEM 9</b>		CODE			
17a. CONTRACTOR/OFFEROR  ROSS TECHNOLOGIES INC (b)(6) 8825 STANFORD BLVD SUITE 306 COLUMBIA MD 21045-4754  TEL. 410-290-0092, EXT 1176		CODE 1UND1		18a. PAYMENT WILL BE MADE BY  DFAS-LIMESTONE - F67100 ATTN: DFAS-LI-JAQBDD 27 ARKANSAS RD LIMESTONE ME 04751-6216		CODE F67100			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		FACILITY CODE		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input 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  See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  \$394,934.62			
<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									
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED									
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input 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				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED  01-Jul-2008			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  Gina K. Lee / Contracting Officer  TEL: 618-256-6257 EMAIL: gina.lee@ustranscom.mil					

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLESTANDARD FORM 1449 (REV 4/2002)  
Prescribed by GSA  
FAR (48 CFR) 53.212

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 23	
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		42a. RECEIVED BY (Print)			
		42b. RECEIVED AT (Location)			
		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	
41c. DATE					

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Task 1.4.1) DPO Funds POP: 1 July 2008 to 30 September 2008  FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 PROJECT: 000 SIGNAL CODE: A	1	Lot	\$223,760.78	\$223,760.78
TOT ESTIMATED PRICE					\$223,760.78
CEILING PRICE					\$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Funding LH Funding for CLIN 0001 - IRMDR Tool Suite Support (Task 1.4.1) FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 SIGNAL CODE: A		Lot		
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AA CIN: F3ST958133AC020000AD					\$223,760.78

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Tasks 1.2, 1.3, 1.4.2, 1.4.3, 1.4.5, 1.4.6, 1.4.7, 1.5) TWCF Funds POP: 1 July 2008 to 30 September 2008  FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 PROJECT: 000 SIGNAL CODE: A	1	Lot	\$149,173.84	\$149,173.84

TOT ESTIMATED PRICE	\$149,173.84
CEILING PRICE	\$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Funding LH Funding for CLIN 0002 - IRMDR Tool Suite Support (Tasks 1.2, 1.3, 1.4.2, 1.4.3, 1.4.5, 1.4.6, 1.4.7, 1.5) FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 SIGNAL CODE: A		Lot		
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AB CIN: F3ST958133AC020000AE					\$149,173.84

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Lot	\$17,000.00	\$17,000.00
	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Tasks 1.4.4, & 1.4.5) TWCF Funds POP: 1 July 2008 to 30 September 2008  FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 PROJECT: 000 SIGNAL CODE: A				

TOT ESTIMATED PRICE	\$17,000.00
CEILING PRICE	\$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301			Lot		
	Funding LH Funding for CLIN 0003 - IRMDR Tool Suite Support (Tasks 1.4.4,& 1.4.5) FOB: Destination PURCHASE REQUEST NUMBER: F3ST958133AC02 SIGNAL CODE: A  TOT ESTIMATED PRICE \$0.00 CEILING PRICE \$0.00  ACRN AC \$17,000.00 CIN: F3ST958133AC020000AF				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	IRMDR Tool Suite Support - Travel/ODCs		Lot		
	COST				
	IRMDR Tool Suite Support - Travel and ODCs				
	TWCF Funds				
	POP: 1 July 2008 to 30 September 2008				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: F3ST958133AC02				
	SIGNAL CODE: A				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000401	Funding for CLIN 0004		Lot		
	COST				
	Funding for CLIN 0004 - Travel/ODCs				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: F3ST958133AC02				
	SIGNAL CODE: A				

ESTIMATED COST	\$0.00
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ACRN AB	\$5,000.00
CIN: F3ST958133AC020000AE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Tasks 1.4.1) DPO Funds POP: 1 October 2008 to 30 September 2009 FOB: Destination SIGNAL CODE: A	1	Lot	\$696,385.65	\$696,385.65
TOT ESTIMATED PRICE					\$696,385.65
CEILING PRICE					\$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Tasks 1.2, 1.3, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7, 1.5) TWCF Funds POP: 1 October 2008 to 30 September 2009 FOB: Destination SIGNAL CODE: A	1	Lot	\$363,439.71	\$363,439.71
TOT ESTIMATED PRICE					\$363,439.71
CEILING PRICE					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	IRMDR Tool Suite Support - Travel/ODCs		Lot		
OPTION	COST				
	IRMDR Tool Suite Support - Travel and ODCs				
	TWCF Funds				
	POP: 1 October 2008 to 30 September 2009				
	FOB: Destination				
	SIGNAL CODE: A				

ESTIMATED COST	\$35,000.00
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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	IRMDR Tool Suite Support - Labor	1	Lot	\$696,385.65	\$696,385.65
OPTION	LH				
	IRMDR Tool Suite Support - Labor (Tasks 1.4.1)				
	DPO Funds				
	POP: 1 October 2009 to 30 September 2010				
	FOB: Destination				
	SIGNAL CODE: A				

TOT ESTIMATED PRICE	\$696,385.65
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CEILING PRICE	\$0.00
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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	IRMDR Tool Suite Support - Labor LH IRMDR Tool Suite Support - Labor (Tasks 1.2, 1.3, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7, 1.5) TWCF Funds POP: 1 October 2009 to 30 September 2010 FOB: Destination SIGNAL CODE: A	1	Lot	\$363,439.71	\$363,439.71
TOT ESTIMATED PRICE					\$363,439.71
CEILING PRICE					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003 OPTION	IRMDR Tool Suite Support - Travel/ODCs COST IRMDR Tool Suite Support - Travel and ODCs TWCF Funds POP: 1 October 2009 to 30 September 2010 FOB: Destination SIGNAL CODE: A		Lot		
ESTIMATED COST					\$50,000.00

## 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
000101	N/A	N/A	N/A	Government
0002	Destination	Government	Destination	Government
000201	N/A	N/A	N/A	Government
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	Government
0004	Destination	Government	Destination	Government

000401	N/A	N/A	N/A	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

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUL-2008 TO 30-SEP-2008	N/A	USTC/J6 - F3ST95 CLAVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357 618-229-1890 FOB: Destination	F3ST95
000101	N/A	N/A	N/A	N/A
0002	POP 01-JUL-2008 TO 30-SEP-2009	N/A	USTC/J6 - F3ST95 CLAVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357 618-229-1890 FOB: Destination	F3ST95
000201	N/A	N/A	N/A	N/A
0003	POP 01-JUL-2008 TO 30-SEP-2008	N/A	USTC/J6 - F3ST95 CLAVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357 618-229-1890 FOB: Destination	F3ST95
000301	N/A	N/A	N/A	N/A
0004	POP 01-JUL-2008 TO 30-SEP-2008	N/A	USTC/J6 - F3ST95 CLAVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357 618-229-1890 FOB: Destination	F3ST95
000401	N/A	N/A	N/A	N/A

1001	POP 01-OCT-2008 TO 30-SEP-2009	N/A	USTC/J6 - F3ST95 CLAVERIE, SANDY 508 SCOTT DR SCOTT AFB IL 62225-5357 618-229-1890 FOB: Destination	F3ST95
1002	POP 01-OCT-2008 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST95
1003	POP 01-OCT-2008 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST95
2001	POP 01-OCT-2009 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST95
2002	POP 01-OCT-2009 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST95
2003	POP 01-OCT-2009 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST95

## ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930.FD50 6F8 70AB 124090 G62X00 43900 000000 667100 F67100 ESP:PD  
AMOUNT: \$223,760.78  
CIN F3ST958133AC020000AD: \$223,760.78

AB: 97X4930.FD50 6F8 70AB 128120 G642G0 43900 000000 667100 F67100  
AMOUNT: \$154,173.84  
CIN F3ST958133AC020000AE: \$154,173.84

AC: 97X4930.FD50 6F8 70AB 129040 G642G0 43900 000000 667100 F67100  
AMOUNT: \$17,000.00  
CIN F3ST958133AC020000AF: \$17,000.00

## CLAUSES INCORPORATED BY REFERENCE

52.204-7	Central Contractor Registration	APR 2008
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008

## CLAUSES INCORPORATED BY FULL TEXT

## 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years and 3 months.

(End of clause)

## 5352.237-9001 REQUIREMENTS AFFECTING CONTRACTOR PERSONNEL PERFORMING MISSION ESSENTIAL SERVICES (OCT 2004)

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

(b) Within 15 days after contract award or incorporation of this clause into a contract by modification, the Contractor shall provide a written list of all "Mission Essential Contractor Personnel" to the Contracting Officer or designee. The list shall identify names and country(ies) where each employee will perform work under this contract.

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

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

5552.204-9000 Notification of Government security activity and visitor group security agreements.

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY AND VISITOR GROUP SECURITY  
AGREEMENTS (APRIL 2007)

This contract contains a DD Form 254, DOD Contract Security Classification Specification, and requires performance at a government location in the U.S. or overseas. Prior to beginning operations involving classified information on an installation identified on the DD Form 254, the contractor shall take the following actions:

(a) At least thirty days prior to beginning operations, notify the security police activity shown in the distribution block of the DD Form 254 as to:

- (1) The name, address, and telephone number of this contract company's representative and designated alternate in the U.S. or overseas area, as appropriate;
- (2) The contract number and military contracting command;
- (3) The highest classification category of defense information to which contractor employees will have access which must coincide with the level of classification granted to the company and cage code located in the Joint Personnel Adjudication System (JPAS);
- (4) The installations in the U.S. (in overseas areas, identify only the APO number(s)) where the contract work will be performed;
- (5) The date contractor operations will begin on base in the U.S. or in the overseas area;
- (6) The estimated completion date of operations on base in the U.S. or in the overseas area; and,
- (7) Any changes to information previously provided under this clause.

This requirement is in addition to visit request procedures contained in DOD 5220.22-M, National Industrial Security Program Operating Manual.

(b) Prior to beginning operations involving classified information on an installation identified on the DD Form 254 where the contractor is not required to have a facility security clearance, the contractor shall enter into a Visitor Group Security Agreement (or understanding) with the installation commander to ensure that the contractor's security procedures are properly integrated with those of the installation. As a minimum, the agreement shall identify the security actions that will be performed:

- (1) By the installation for the contractor, such as providing storage and classified reproduction facilities, guard services, security forms, security inspections under DOD 5220.22-M, classified mail services, security badges, visitor control, and investigating security incidents; and
- (2) Jointly by the contractor and the installation, such as packaging and addressing classified transmittals, security checks, internal security controls, and implementing emergency procedures to protect classified material.

(End of clause)

5552.223-9001 Health and Safety on Government Installations.

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS (APRIL 2007)

- (a) In performing work under this contract on a Government installation, the contractor shall:
- (1) Comply with the specific health and safety requirements established by this contract;
  - (2) Comply with the health and safety rules of the Government installation that concern related activities not directly addressed in this contract;
  - (3) Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and
  - (4) Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.
- (b) The contracting officer may, by written order, direct Air Force Occupational safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.
- (c) Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

(End of Clause)

#### 5552.242-9000 Common Access Cards (CACs) for Contractor Personnel.

##### COMMON ACCESS CARDS (CACs) FOR CONTRACTOR PERSONNEL (APRIL 2007)

- (a) For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:
- (1) Require logical access to Department of Defense computer networks and systems in either:
    - (i) the unclassified environment; or
    - (ii) the classified environment where authorized by governing security directives.
  - (2) Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.
- (b) Contractors and their personnel shall use the following procedures to obtain CACs:
- (1) Contractors shall provide a listing of personnel authorized a CAC to the contracting officer. The contracting officer will provide a copy of the listing to the government representative in the local organization designated to authorize issuance of contractor CACs (i.e., "authorizing official").
  - (2) Contractor personnel on the listing shall each complete and submit a DD Form 1172-2 or other authorized DoD electronic form to the authorizing official. The authorizing official will verify the applicant's name against the contractor's listing and return the DD Form 1172-2 to the contractor personnel.
  - (3) Contractor personnel will proceed to the nearest CAC issuance workstation (usually the local Military Personnel Flight (MPF) with the DD Form 1172-2 and appropriate documentation to support their identification and/or citizenship. The CAC issuance workstation will then issue the CAC.
- (c) While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.
- (d) During the performance period of the contract, the contractor shall:
- (1) Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing official;
  - (2) Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;
  - (3) Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and
  - (4) Report lost or stolen CACs in accordance with local policy/directives.
- (e) Within 7 working days following completion/termination of the contract, the contractor shall return all CACs

issued to their personnel to the issuing office or the location specified by local policy/directives.  
 (f) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)

## Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	DD254	2	01-JUL-2008

### PERF. WORK STATEMENT (PWS)

**UNITED STATES TRANSPORTATION COMMAND  
 COMMAND, CONTROL, COMMUNICATIONS AND COMPUTER SYSTEMS DIRECTORATE (TCJ6)  
 CHIEF INFORMATION OFFICER (CIO)  
 SUPPORT DIVISION**

## INFORMATION RESOURCE MANAGEMENT DATA REPOSITORY TOOL SUITE

### PERFORMANCE WORK STATEMENT

23 Apr 2008

### PERFORMANCE WORK STATEMENT

## 1.0. Description of Services

### 1.1. Scope.

This Performance Work Statement (PWS) defines the general tasks to be performed under the United States Transportation Command (USTRANSCOM) Information Resource Management Data Repository (IRMDR) Tool Suite contract as an element of the broader Enterprise Architecture service environment known as the Joint Deployment and Distribution Architecture (JDDA). The IRMDR Tool Suite currently includes Corporate Resource Information Source (CRIS) database, the Universal Description Discovery Integrator (UDDI), NetVis, and ARIS. The primary work will provide front-end enhancements, web services, generate and maintain system documentation for purpose of system accreditation and for sustainment. It also includes working issues to achieve system accreditations and to evaluate new tools as required.

### 1.2. Contract Management Plan.

The Contractor shall prepare a Contract Management Plan describing the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution. The Contractor shall provide a monthly cost, status, and resource utilization summary report that reflects resources expended versus customer requests for prior month, monitor quality assurance, configuration management, costs, and security management applied to the contract. The Contractor shall

provide the monthly summary report and a Weekly Activity Report (WAR) reflecting only substantial level events/activities in an agreed upon format as designated by the Contracting Officer Representative (COR).

### **1.3. In Process Reviews.**

The Contractor shall conduct In Process Reviews (IPRs) on a bimonthly basis, or upon request, summarizing status, progress, recommendations, and concerns regarding this PWS. The Contractor shall deliver IPR minutes, with a copy of the presentation slides. At a minimum, the minutes shall reflect a record of activity, decisions made, date, location, and attendees.

### **1.4. Information Resource Management (IRM) Data Repository (IRMDR) Tool Suite Support.**

Senior decision makers must have accurate, pertinent, and reliable integrated data available to them in a timely manner to make educated decisions. This holds true not only for decisions supporting USTRANSCOM's primary function, managing DOD transportation, but also for decisions supporting the management of USTRANSCOM's information resources. Data supporting the information resource management process falls into one of the following four categories: Information Technology Investment; Higher Headquarters Reporting; DODAF Architecture Data; and Metadata. This data will be instantiated in a corporate Information Resource Management Data Repository (IRMDR) that will support both the tactical and strategic goals of the USTRANSCOM Information Resource Management process. Currently the primary tool for this information is the Corporate Resource Information Source (CRIS) database, supported by other tools to include the UDDI, NetVis, and ARIS. New tools are continually being evaluated as possible candidates to become part of the IRMDR suite. The contractor shall also support the CIO Program Review Process (CPRP), Investment Review Board (IRB) and Defense Business Management Systems Council (DBMSC) in extracting and presenting required data from the IRMDR. The Contractor provides stewards for the system and technical data in the IRMDR and will be the functional database manager, to include internal configuration management controls of the CRIS database.

The Contractor shall provide technical support for federation of IRMDR database(s).

#### **1.4.1. Distribution Process Owner (DPO) Web /Application Front-End Support.**

The Contractor shall develop, enhance, and maintain web front-end applications for the IRMDR database to allow local and remote users to add, update or delete information as required. In addition, the front-end applications will facilitate database queries and graphical representation for accessing DPO data. The web functionality shall support input of data supporting the DPO process as required by the Government. This effort will provide support for end-to-end analysis that will be required to support the Corporate Service Vision. This web effort will be integrated with existing web pages, and maintain a consistent look and feel with the strategic planning and technical view input screens.

#### **1.4.2. Transportation Working Capital Fund Web /Application Front-End Support.**

The Contractor shall develop, enhance, and maintain web front-end applications for the IRMDR database to allow local and remote users to add, update or delete information as required. In addition, the front-end applications will facilitate database queries and graphical representation of the IRM data. The web functionality shall support input of IRM data, the CPRP process, the portfolio management process, and other processes as required by the Government. This web effort will be integrated with existing web pages, and maintain a consistent look and feel with the strategic planning and technical view input screens.

#### **1.4.3. Account Maintenance and Help Desk Support.**

The Contractor shall manage all access accounts and role level privileges associated with the IRMDR and provide 'Help Desk' support during core business hours as defined by USTRANSCOM to all active and prospective IRMDR users. The Contractor shall maintain a template for the IRMDR database account form, as well as maintain the completed forms for all active accounts. The Contractor shall assist all prospective users in filling out and completing the form, make arrangements for the creation of accounts, and assist with such issues as changing passwords, unlocking accounts, resolving firewall problems, and requesting static IP addresses. The Contractor shall also prepare an account report of all IRMDR accounts with associated privileges on a quarterly basis. The Contractor shall develop and maintain metrics on help desk functions (number of calls answered, number of users, etc).



**1.4.4. Configuration Management (CM).**

The Contractor shall document the configuration management of the IRMDR life cycle, to include requirements documentation and tracking logical and physical data model change management, front end and physical schema instantiation and change management, and instance data oversight for that data for which the contractor is assigned stewardship. The Contractor shall participate, with Government direction, in identifying, reviewing, and prioritizing architecture requirements that impact configuration of the Joint Deployment and Distribution Architecture (JDDA). The Contractor shall develop and maintain a documented USTRANSCOM policy encompassing all aspects of IRMDR configuration management, to include data stewardship responsibilities and procedures. The Contractor shall coordinate this policy and have it approved by the IRMDR Tool Suite Program Manager.

**1.4.5. System Security Requirements.**

The Contractor shall follow the standards for database security established for USTRANSCOM and the JDDA. The Contractor shall understand and follow all USTRANSCOM procedures required to maintain a current USTRANSCOM Authority to Operate (ATO) security accreditation for the IRMDR. The Contractor shall work with the USTRANSCOM Certification and Accreditation (C&A) support personnel in securing the required network security authorizations.

**1.4.6. Attend Architecture Integration Steering Group (AISG).**

The Contractor shall attend and participate in a bi-weekly Government-led AISG or other Government-led meetings as required. The AISG is designed to review, collaborate, and provide status on issues associated with the broader JDDA environment. Specific focus is to be provided on the integration efforts associated with production, storage, utilization, and governance of data supporting the combined Enterprise Operational, Systems and Technical architectures.

The Contractor shall perform other related duties including coordination of workshop support, travel, meeting facilitation, development of pictorial and/or graphical charts, and training that ensures accurate and timely support for the fluid work environment surrounding the entire enterprise IRM process. The Contractor shall attend Government forums as needed to demonstrate or present presentation. The Contractor shall provide periodic training sessions for IRMDR users.

**1.4.7. Miscellaneous Duties.**

**1.4.7.1.** The Contractor shall develop Standard Operation Procedures, System Administration Guide, and User Manuals for CRIS during the base year of the contract. The Contractor shall develop documentation for other tools as required by the Government throughout the duration of the contract.

**1.4.7.2.** The Contractor shall update and maintain Standard Operation Procedures, System Administration Guide, and User Manuals for CRIS and other tools as required by the Government.

**1.4.7.3.** The Contractor shall develop and maintain at least three metrics that visually describe the efficiency and effectiveness of the primary IRM processes. Example metrics could include IRMDR Tool Suite utilization, satisfying architecture customer requirements in a timely manner, and relative amount of IRM information resident in the IRMDR versus accessed via federated electronic links.

**1.5. Primary Functional Area Communications and Computer Systems Manager (FACCSM) Duties.**

The Contractor shall perform FACCSM duties IAW USTRANSCOM Instruction 33-16, paragraphs 4.5, 5.1, 6, 7, and 8 for the Distribution Enterprise Architecture Division. The instruction can be found at <http://www.transcom.mil/>. The Contractor shall complete the necessary training required by the USTRANSCOM Network Office.

**2.0. Deliverables.**

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PWS Para.	Performance Objective	Delivery Schedule
1.2	<p>Prepare a Contract Management Plan describing the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution.</p> <p>Provide a monthly Cost/Status Report</p> <p>Provide a Resource Utilization Summary Report</p> <p>Provide a monthly summary report</p> <p>Provide a WAR</p>	<p>Draft -15 calendar days after award</p> <p>Final - 10 calendar days after Government comment.</p> <p>10<sup>th</sup> day of each month</p> <p>10<sup>th</sup> day of each month.</p> <p>By the 10<sup>th</sup> of each month</p> <p>By COB each Wednesday</p>
1.3	IPR Minutes/Presentation Materials	10 <sup>th</sup> day after Bi-Monthly IPR
1.4.1	The Contractor shall develop, maintain and enhance web front-end applications for the IRMDR database.	As required by Government
1.4.3	The Contractor shall develop and maintain metrics on help desk functions (number of calls answered, number of users, etc)	<p>Draft - within 30 calendar days of award</p> <p>Final - 10 calendar days after Government comment</p>
1.4.4	The Contractor shall develop and maintain a Configuration Management Plan	<p>Draft - within 30 calendar days of award</p> <p>Final - 10 calendar days after Government comment</p> <p>As required by Government</p>
1.4.5	The Contractor shall provide coordination with network operations, perform system testing and maintain currency on all system accreditation as required by Government	
1.4.6	The Contractor shall attend AISG meeting or other designated Government-led meeting and provide meeting minutes to Government representative.	Meeting minutes within 1 business day
1.4.7.1	The Contractor shall develop SOP, SA Guide, and User Manuals for CRIS.	<p>Draft 45 calendar days after contract award</p> <p>Final – 10 calendar days after Government comment</p>
	Develop documentation for other tools	As required by Government
1.4.7.2	The Contractor shall update and maintain SOP, SA Guide, and User Manuals for CRIS and other tools as required.	As required by Government
1.4.7.3	The Contractor shall develop and maintain at least three metrics that visually describe the efficiency and effectiveness of the primary IRM processes.	15 calendar days after determination of metric requirement
1.5.	Perform FACCSM Duties	As required by Government in

		accordance with USTRANSCOM Instruction 33-16, paragraphs 4.5, 5.1, 6, 7, and 8
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### 3.0. Service Delivery Summary

PWS Para.	Performance Objective	Performance Threshold
1.2, 1.3, 1.4.4, 1.4.5, 1.4.7	Provide deliverables on time in complete concise format.	A 95% compliance rate is acceptable to provide deliverables IAW PWS.
1.4.1, 1.4.2, 1.4.3, 1.4.5, 1.4.6	Provide deliverables on time in complete concise format.	A 98% compliance rate is acceptable to provide deliverables IAW PWS.

### 4.0. General Information.

#### 4.1. Place of Performance.

Services will be performed both on-site within TCJ6, Buildings 1961, Scott AFB, IL, during core business hours, 0730-1600, Monday-Friday, excluding Government holidays, and at the contractor's off-site facility. The Government has space for up to nine on-site Contractors, any additional Contractor employees will work off-site.

#### 4.2. Period of Performance.

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

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

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

#### 4.3. Travel.

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

Location	No. Trips	No. Days	No. of People
Washington, DC	5	5	2

#### 4.4. Personnel Security Clearances.

The primary Contractor (task leader) and all supporting contract personnel must possess a SECRET Security Clearance granted by the DOD in accordance with the Defense Industrial Security Clearance Office (DISCO) before access will be granted to USTRANSCOM classified network. The security clearance level for this contract is SECRET; all key personnel and personnel requiring access to Government personnel working in a classified environment or working with, or in a work area containing SECRET data shall possess a minimum of a Secret

clearance. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. The Contractor shall comply with all appropriate provisions or applicable security regulations. The Contractor shall ensure changes in assigned and accepted personnel shall comply with security clearance requirements. To ensure cognizance of, and adherence to security classification regulations, the Contractor and Contractor personnel will comply with all applicable DOD 5220.22-M National Industrial Security Program (NISPOM), Air Force, USTRANSCOM, and Scott AFB Directives and instructions. Specific security requirements are identified in the DD Form 254, Contract Security Classification Specification.

#### **4.5. Notification of Installation Security.**

The Contractor shall notify local security personnel of contract start at each installation in accordance with TRANSFAR 5552.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements. At a minimum, the security agreement shall address the following topics:

- Visitor/Vehicle Pass
- National Agency Check (NAC) (AF Form 2584), as required
- Restricted Area Badges, AF Form 1199, as required
- Designated Government security manager
- Issue and turn in
- Control and accountability
- Inventories
- Associated training
- Escorts
- Pre-announcement Procedures

#### **4.6. Inspection and Acceptance Criteria:**

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

#### **4.7. Packaging, Packing and Shipping Instructions.**

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

#### **4.8. Government Furnished Property/Information.**

Government furnished property (materiel, equipment, and information) will be provided to the Contractor in conjunction with required performance under this contract. USTRANSCOM will provide nine work spaces, workstations, and related terminals, including system hardware and software, similar to Government personnel, to the Contractor. All utilities (including Internet access, Government e-mail accounts, Government telephones, fax machines, and copiers) will be provided. Government telephones, fax machines, and copiers are for official use only. The Contractor shall supply all other office expendables and administrative support.

#### **4.9. Contractor Proposed ODC.**

The Contractor shall recommend and procure any hardware and software required to support the EA implementation. A complete requirements list and price quotes for hardware and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The Contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement.

#### **4.10. Government Proposed ODC.**

The Contractor shall procure any hardware and software as directed by Government in support of the EA implementation. Price quotes for hardware and software shall be submitted to the COR for review and approval PRIOR TO PURCHASE. The Contractor shall obtain the COR signature on the itemized equipment list proposal prior to proceeding with any hardware or software procurement.

**4.11. Nondisclosure Agreement for Contractor Employees.**

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

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

None.

**4.13. Contractor Transition.****4.13.1. Exit Requirements**

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

**4.13.2. Ramp-Up Time**

The Contractor shall ensure that personnel start dates do not impair performance to meet all contract deliverables

ADMINISTRATIVE MATTERS

## ADMINISTRATIVE MATTERS

**A. ACQUISITION POINT OF CONTACT:**

Contracting Officer  
Lisa A. Gross  
USTRANSCOM/TCAQ-D  
PHONE: 618-256-6259  
FAX: 618-256-9600  
E-MAIL: [lisa.gross@ustranscom.mil](mailto:lisa.gross@ustranscom.mil)

**B. ADMINISTRATIVE POINT OF CONTACT:**

Contracting Specialist  
USTRANSCOM/TCAQ-D  
Carol Sinnard  
Phone: 618-256-9612  
Fax: 618-256-9600  
E-Mail: [carol.sinnard@ustranscom.mil](mailto:carol.sinnard@ustranscom.mil)

**C. Contracting Officer's Representative (COR)**

Primary  
USTRANSCOM/J6  
ATTN: Ms. Sandy Claverie  
PHONE: 618-229-1210  
E-Mail: [sandy.claverie@ustranscom.mil](mailto:sandy.claverie@ustranscom.mil)

D. This is a Labor Hour task order.

E. Block 18b of the SF 1449 is hereby considered checked.

F. The Contractor's Technical quote dated June 25, 2008, including all revisions, is incorporated into this task order by reference. In the event of inconsistencies between the Performance Work Statement and the Contractor's Technical Quote, the provisions of the PWS will take precedence.

G. INSPECTION AND ADMINISTRATION: Ms. Sandy Claverie is designated as the Contracting Officer's Representative (COR) responsible for the administration, inspection, and acceptance of work performed under this order.

H. INVOICE AND PAYMENT

The Contractor shall submit invoices in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests. The Contractor shall utilize Wide Area Work Flow (WAWF) for the creation of electronic receiving reports (DD Form 250) and electronic invoices. The WAWF routing information is incorporated herein. The contractor should utilize the "Cost Voucher" document generation option in WAWF. The contractor should submit monthly invoices.

I. Blocks 25 and 26. The total not to exceed (NTE) amount of this task order is \$394,934.62.

WAWF INSTRUCTIONS

WIDE AREA WORKFLOW (WAWF)  
ELECTRONIC INVOICING INSTRUCTIONS

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

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow system at <https://wawf.eb.mil>.

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

THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR COST VOUCHERS AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER:

DELIVERY ORDER NUMBER:

TYPE OF DOCUMENT:

CAGE CODE:

ISSUE BY DODAAC:

ADMIN DODAAC:

DCAA OFFICE:

SERVICE ACCEPTOR DODAAC:

PAY OFFICE DODAAC:

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACT ADMINISTRATOR:

CONTRACTING OFFICER:

ADDITIONAL NOTIFICATION:

**RTGX Contact:** 8825 Stanford Boulevard Suite 306  
Columbia, Maryland 21045  
www.rtgx.com  
410-290-0092 (Office)  
443-546-1899 (fax)

**Submitted by:** Armando Seay  
Senior Vice President  
Office: 410-290-0092 ext. (b)(6)  
Mobile: 410-456- (b)(6)

(b)(6)



Ross Technologies, Inc. Proposal Response  
**USTRANSCOM Distribution**  
**Enterprise Architecture Division Information**  
**Resource Management Data Repository**



Ross Technologies, Inc. (RTGX) is an SBA Certified 8(a) and woman owned Enterprise.  
RTGX's GSA schedule number is GS-35F0410R

**RTGX**  
ROSS TECHNOLOGIES, INC.



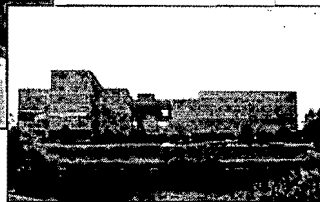


## Executive Summary

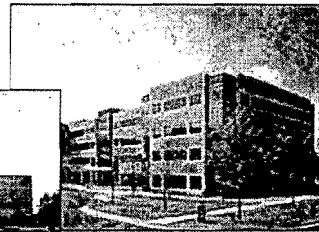
Ross Technologies appreciates the opportunity to respond to the Government's request for proposal. Ross Technologies, Inc. (RTGX) was founded in 1997. The company employs over 100 employees distributed throughout Maryland, Virginia, Florida, and Illinois. Corporate Headquarters are located in Columbia, Maryland and the company has program support offices in Florida, Annapolis Junction Maryland and beginning June of 2008 the company will open a program support office near Scott Air Force Base Illinois.



Scott AFB - O'Fallon, IL



Columbia, MD



Annapolis Junction, MD

Ross Technologies and its employees have an almost three (3) year history of providing support to SDDC and USTRANSCOM. The company has supported the Defense Personal Property system Program Management Office since 2006. Throughout the years Ross and its employees have continued to provide increased levels of support to the Government and in support of U.S. Military families around the world.

Ross's customers include the following to name a few:

- The U.S. Securities and Exchange Commission (SEC)
- The National Security Agency (NSA)
- The United States Air Force Research Labs (AFRL)
- The United States Special Operations Command (SOCOM)
- The Federal Centers for Medicaid and Medicare (CMS)

In addition to the representative Federal customers listed above, Ross counts as customers to name a few:

- The Maryland Department of Transportation
- Fiserv Corporation, Orlando Florida
- The Maryland Department of Human Resources
- Autozone Corporation, Memphis Tennessee

## Other Ross Customers:

2

Ross Technologies, Inc. : 8825 Stanford Blvd. Suite 306 • Columbia, MD • 21045  
410.290.0092 tel • 443.546.1899 fax • info@rtgx.com • www.rtgx.com

RTGX is an 8(a) certified woman-owned business. GSA Schedule # GS-35F0410R

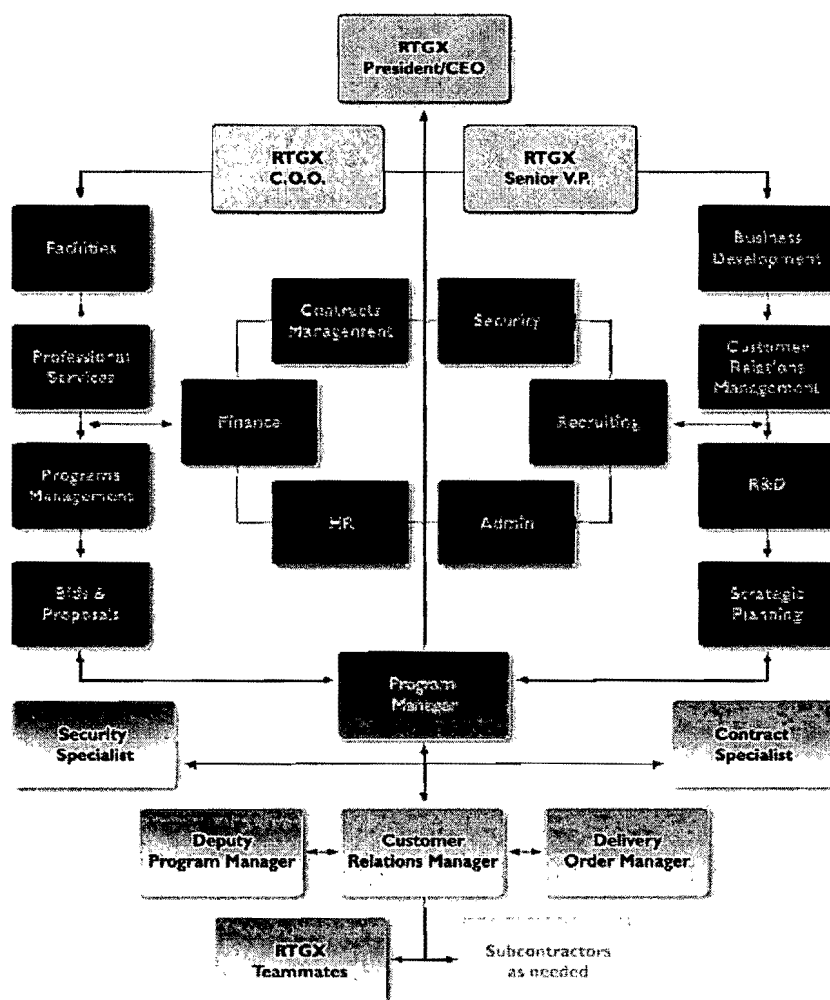
~~This document includes information proprietary to Ross Technologies, Inc. (RTGX).~~





The list above while representative reflects the diversity of customer engagements the company has experience with. Almost 90% of the Ross staff holds Top Secret or higher clearances. The company leases over 4,000 square feet of classified SCIF space in support of our Intelligence community customers such as the NSA. Ross employees have served their country in all branches of the Military including the U.S. Army, The U.S. Air Force, Coast Guard, The U.S. Marines and the U.S. Navy. The company interacts with members of the Armed Forces as part of our work with the National Security Agency and other contracts such as our contract with the Special Operations Command in Tampa Florida.

Ross provides support to its Government customers by leveraging a robust infrastructure and access to a variety of contracting vehicles. Ross is a member of the ITES-2 Army GWAC, Ross holds a GSA-70 Schedule and it a woman owned 8(a) certified company. The chart below depicts the robust organization that stands behind Ross's operations allowing it to support customer's world wide including, Pakistan, London, Ohio, California, Korea, Florida and many other locations throughout the world. Ross has an approved accounting system suitable for cost plus and other types of Government contracts, Ross, uses the Deltek Accounting System as it is designed from the ground up for Government Contracting.





## Enterprise Architecture Experience

Ross Technologies has been part of several Enterprise Architecture Programs in support of the Department of Defense. The company has been a part of the National Security Agency Enterprise Architecture and Decision Support Contract (NEADS) for the past 4 years. The contract was one of the largest enterprise architectures efforts within DoD at one point with a total contract value of over \$500 million dollars.

Ross quickly grew to be the number one rated and the largest small business supplying enterprise architecture and related consulting services on the contract.

Prior to the NEADS contract, Ross personnel supported the prior Enterprise Architecture contract at The NSA, Enterprise 21.

The Ross staff has familiarity and experience supporting the Department of Defense Architecture Framework (DODAF) and its former iteration called C4ISR.

Ross personnel were responsible over the years for supporting the administration of the EA repository which in most instances utilized the Telelogic Systems Architect to store, track and publish the various views including System and Services View, Operational View, and Technical Standard Views. The NSA also used Telelogic DOORS as a standard for requirements tracking across various NSA enterprises.

Ross has provided System Architects and System Engineers as part of the enterprise architecture efforts at NSA. Having participated in large EA efforts within DoD Ross is a firm believer that EA projects have to deliver ROI by focusing on simpler and measurable EA efforts. The NSA projects were large with over 150 contractor personnel. The Government eventually downsized the EA effort in order to gain efficiency, value and faster return on investment.

Ross supports customer EA efforts in a variety of manners and subscribes to best practices. The following diagram depicts a common Ross EA approach:



```

graph LR
    A[CREATE INITIAL ARCHITECTURE] -- "Models  
Vision" --> B[COMMUNICATE ARCHITECTURE TO STAKEHOLDERS]
    B -- "Feedback  
Models Vision" --> C[UPDATE ARCHITECTURE]
    C -- "Models Vision  
Feedback" --> D[WORK WITH PROJECT TEAMS]
    D -- "Models Vision" --> A
    E[ENTERPRISE ARCHITECTURE ARTIFACTS EVOLVE AND ARE FLESHED OUT OVER TIME]
  
```

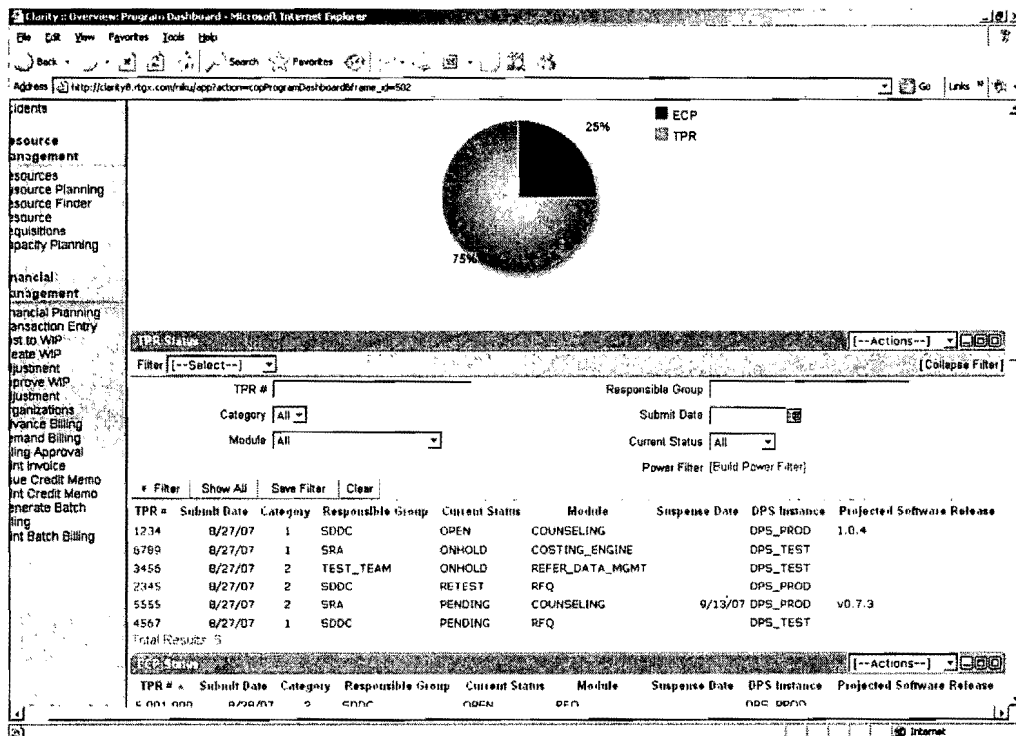
Ross personnel provide one or more forms of program management support functions for customers such as:

- The Federal Centers for Medicaid and Medicare
- The Securities and Exchange Commission
- The Maryland Department of Transportation
- The Federal Court Supervision Offender Service Agency

6



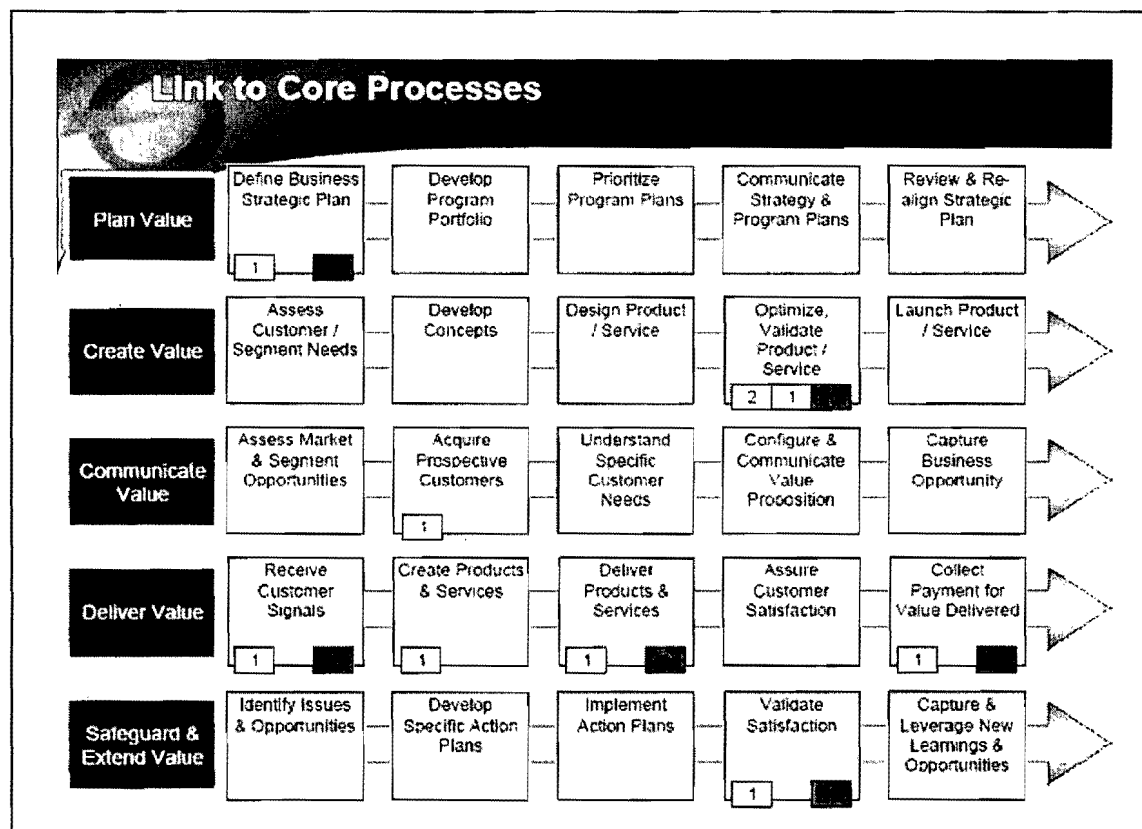
also supporting PMBOK and therefore providing the user with a choice of project management methodology options.



Ross's Clarity web based program and project management software



## Sample Process Map from PowerSteering



Other technologies that Ross provides expertise in include:

- Virtualization solutions by VMware and Xen Source
- Storage solutions by EMC and LeftHand Networks
- Business Objects dashboard and Analysis software

In addition to the deep pool of resources and experience with Program and Project Management support Ross has practice areas that span multiple disciplines and include:

- Web Based Portal and Software development
- Information Assurance including certification and accreditation for DoD standards
- Enterprise server administration and management including Linux, Unix and Windows
- Enterprise network design, management and post implementation support
- Database administration for Oracle



- Business Process Engineering and Requirements
- Systems Engineering and Enterprise Architecture

Ross provides SETA support to various branches of the Intelligence Community that includes acquisition development, congressional budget justification and acquisition portfolio management in addition to conducting market surveys, technology assessments and other services.

Our Ross Security Group Division supplies access control, background investigation and vetting of contractor and or Government personnel for sensitive positions of trust and in compliance with HS-PD12 directives. This Division is lead by a 32 year veteran and former Senior Executive Service member of the National Security Agency who during her Government service was Chief and Deputy Chief for Information Assurance and Security operations for NSA world wide. Throughout the last two years under the prior program Ross has had as team members' two small and emerging businesses.

## **Meeting Performance Objectives**

### **Performance Objective 1.2 – Contract Management Plan**

Ross will support this performance objective through the use of the Ross Program Management organization. Ross will assign a Program Manager to this effort. The Ross Program Manager will be responsible for tracking the performance of the program, its cost, and its resources.

The Ross Program Manager will utilize its internal project management software to track the elements of the program required to meet this performance objective. Because of the web based nature of the Ross Program and Project Portfolio software all data related to the program can be made available to authorized government personnel via the web, reports and web based dash boards.

The Ross PM will develop a Weekly Activity Report (WAR) format for approval by the Government. Deliverables required by this performance objective including:

- Contract management plan
- Monthly cost status
- Resource utilization summary

The Ross Team will provide the COR a weekly report that summarizes significant accomplishments as well as foreseeable problems for each ongoing task under the contract. Task end-products will be tracked to completion and any changes documented weekly. As





tasks are completed or initiated they will be dropped out or added to the weekly reports and kept for reference in the monthly reports. The Ross Team will present a format for the COR review prior to implementing the formal reporting and make the desired changes to achieve the agreed upon format and media.

The Ross monthly report format and media will be proposed to the COR prior to first implementation and desired changes made to achieve the agreed upon format. Monthly reporting will monitor execution of the contract based on the categories of resource expenditures reviewed and approved by the COR. Primary categories of reporting will include resources expended by customer and project (e.g., web/application front-end support), in-house maintenance of the IRMDR tool suite to include FACCSM, and system documentation, accreditation, and certification. Additional sub-categories will be added as needed and approved by the COTR during the execution of the contract period.

### **Performance Objective 1.3 – In Process Reviews**

IPR Agenda's, slide decks, and all relevant information will be developed prior to the IPR and delivered to the Government prior to the scheduled IPR date. The Ross Team will prepare and present bimonthly IPRs covering the tasks of the contract. The bimonthly IPRs will summarize the preceding monthly reports to give the COR a single source document for contract performance. Primary categories to be covered include IRMDR Tool Suite Support, Web/Application Front –End Support, System Security and Accreditation, AISG highlights, and FACCSM performance. The Team will prepare a proposed format and media for the COR review and approval and changes will be made until the agreed upon format and media are decided. After IPRs Ross will provide minutes that reflect a record of activity, decisions made, date, location, and attendees. Sub-Categories will be used to expand any primary category as needed to include additional areas of interest by the COR.

As part of each IPR, the Ross Program Manager will document the meeting and provide meeting minutes within 2 days after the IPR. Meeting minutes will be emailed to IPR attendees and copies of the IPR meeting minutes will be stored in the Ross document knowledge store available online via the web in our program and project management software. IPR documents will be archived and also be made available within the program document knowledge repository.

### **Performance Objective 1.4 – Information Resource Management (IRM) Data Repository (IRMDR) Tool Suite**

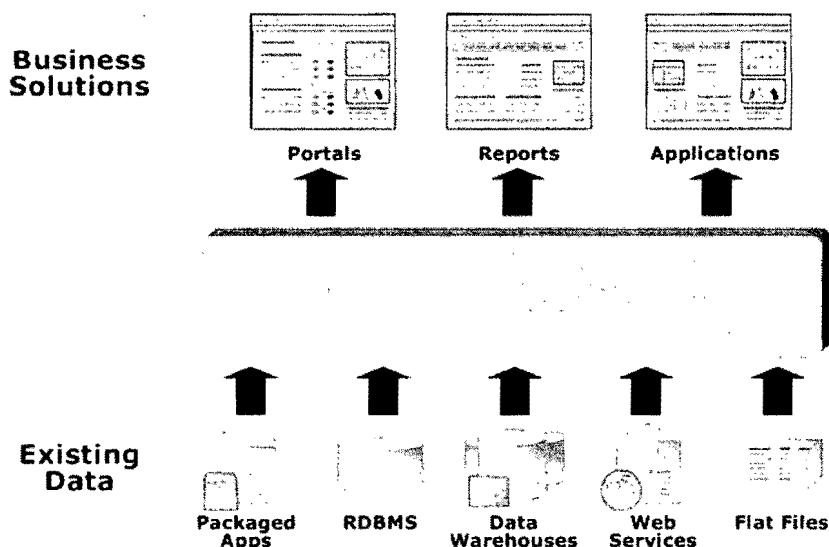
With Ross's corporate experience with large enterprise architecture efforts we understand and respect the need for the EA repository to have accurate, pertinent, and reliable integrated data available in a timely manner. The Ross Project Lead has been involved in



supporting EA related efforts within USTRANSCOM and has experience assisting with tactical and strategic goals of the USTRANSCOM Information Resource Management process. Our PM is also very familiar with the Corporate Resource Information Source (CRIS) database, UDDI, NetVis, and ARIS and has provided insight for how to operate within a Service Oriented Architecture (SOA) environment. In addition, in collaboration with CSC Ross has incorporated personnel that previously supported CRIS to participate in the CRIS data and web front end requirements. Ross understands the importance the CRIS database plays in the enterprise. We also understand the need to ensure that users get the needed data out of CRIS in a timely manner and that it be accurate. Changes to the CRIS end user interface and data model needed to accommodate new EA deliverables and products will be supported by an experienced staff of consultants from Ross and secondly from CSC.

As part of our efforts in understanding this requirement, Ross personnel interviewed various users of CRIS and technical support staff who have been responsible for interacting or supporting CRIS over the years.

As the USTRANSCOM organization begins to investigate the benefits and design approaches for SOA Ross as required will assist with strategies to Federate the IRM database. Ross can assist in investigating strategies to support the federation of the IRM database in support of SOA based efforts.



Representative approach in support of SOA for database Federation

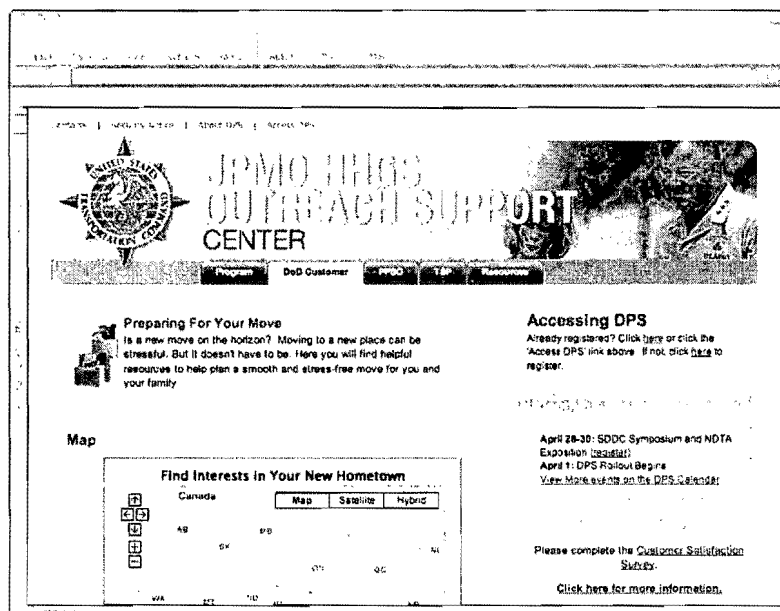


Ross already has expertise in server virtualization and storage consolidation and is rapidly developing its expertise and research in data virtualization through middle ware needed to support data federation.

### Performance Objective 1.4.1 – Distribution Process Owner (DPO) Web/Application Front End

Ross has extensive experience with the development of web applications and front-ends to complex data systems. Ross currently supports 15 web applications and front ends for the Federal Government and State and Local Government entities. In some cases Ross was the original developer in other instances Ross has been hired to come in behind the original developer to provide sustainment and modernization application life cycle services. Ross's staff is heavily steeped in Oracle 9 and 10G databases as the bulk of the web applications we develop have Oracle back ends. In addition Ross has personnel with experience in MS SQL Server and MY SQL.

In addition to supporting complex web based applications, Ross personnel have also supported web applications design and portals for SDDC and other Government Agencies.

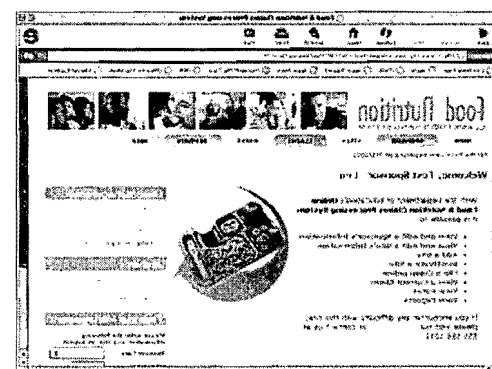
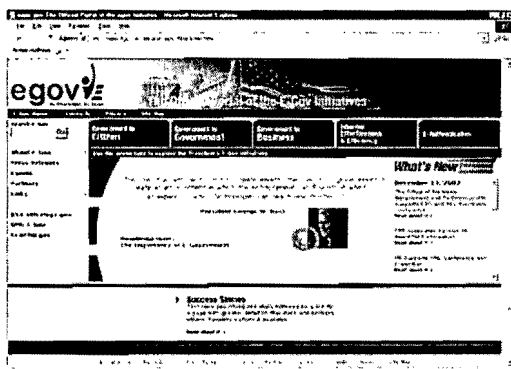
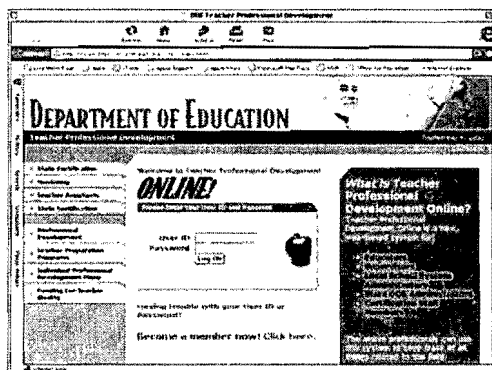
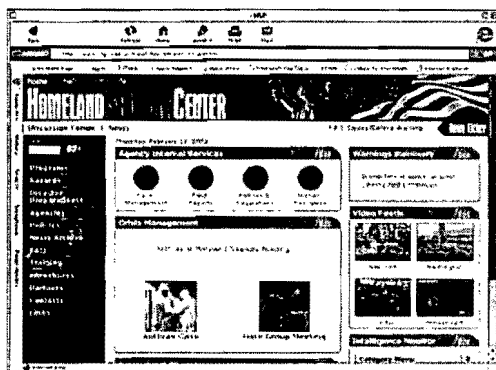


### Ross Designed J2EE open source based JPMO HHGS Portal

Ross will leverage the experience of personnel familiar with the IRMDR such as (b)(6) and other incumbent contractors along with Ross personnel that combined will substantial intellectual knowledge that can only be had through experience while adding



new staff with the requisite technology experience but that can also bring fresh perspectives to the program. What follows is a representative portfolio of web projects as many of our web applications have been built in classified environments we cannot publish screen shots for those applications:



Ross Technologies Web Portfolio Sample

## Performance Objective 1.4.2 – Transportation Capital Fund Web/Application Front-End Support

As discussed above Ross plans to leverage its own web applications, database and data reporting expertise in support of the web/application front-end support requirements. Ross's approach includes what we feel is a streamlined and risk adverse approach to supporting this requirement. By leveraging the experience of incumbent staff and new staff Ross plans to be able to smoothly address this requirement.



### **Performance Objective 1.4.3 – Account Maintenance and Help Desk Support**

As part of Ross's efforts on a variety of projects our staff has had responsibility for applications access control services similar in nature to what is required in this aspect of the PWS. Ross managed the applications access process, forms and tracking for contractors and Government personnel needing access to software applications for the Securities and Exchange Commission. The importance of tracking and providing timely access or revocation of access to the IRMDR applications is understood. The Ross Program Manager will assign a Ross program resource to support this performance work objective. In addition the Ross Program Manager will roll up the help desk and support statistics into the reporting requirements that comprise the required program reporting.

The reports needed to extrapolate the information on users and their related privileges will be supported and developed in a format approved by the Government. Initial efforts by the staff will be focused on getting a thorough understanding of the processes and standards needed to support this requirement effectively. The team will leverage the experience of our incumbent team members to deliver a streamlined approach to executing the objectives for this performance requirement.

Ross personnel will utilize any systems and methods in place needed to track the help desk metrics relative to call volume, number of users and call resolution times. If the organization does not currently have a system for tracking and logging of calls, Ross will implement a system and set of methods that will allow provide for compliance with capturing these metrics. Any methods or techniques developed will be submitted for approval by the contract COR.

### **Performance Objective 1.4.4 – Configuration Management**

At contract start Ross personnel will assess any configuration management plan currently in use to track applications, requirements, change request, and database schema changes and any other factors that require tracking, risk assessment and approval for design and implementation. Ross has corporate experience in providing IT Governance for configuration management functions and utilizes tools such as IBM Clear Case, PVCS Tracker as well as others.

Ross currently provides administrative, technical and process support for configuration management functions as part of our efforts in support of the Defense Personal Property System Program.

Any existing or developed processes and tools for CM will be documented and become part of the project knowledgebase. Any policy or processes developed will be compliant with USTRANCOSM policy directives as required by the PWS.



#### **Performance Objective 1.4.5 – System Security Requirements**

The Ross Information Assurance Practice is structured around a suite of services designed to assist customers with deploying security architectures, solutions, and policies that protect critical information technology and infrastructure assets.

In the past five (5) years Ross personnel have been responsible for the stewardship of numerous information technology solutions through the certification and Accreditation process required by either the NSA and/or the Department of Defense in general. Experience includes DITSCAP, NITSCAP, DIACAP and other DoD based standards. Ross also has personnel certified in industry certifications such as CISSP, NSA's IAM and others.

The Team will conduct a thorough assessment of the standards currently established for USTRANSCOM and provide any recommended revisions or updates that the most current publications and directives may require. Building on the assessment of the current security profile, the Team will work with the USTRANSCOM C&A support personnel to construct a standard C&A approach for the IRMDR that follows the latest IA Certification and Accreditation guidance. Using baseline IA controls the Team will establish a Plan of Action and Milestones for acquiring the IRMDR ATO. The Team will ensure the procedures are documented in a repeatable process that will ensure annual review and maintenance of the ATO. As part of the IPRs, the Team ensures COR review and approval of all expenditures of resources for the C&A efforts.

#### **Performance Objective 1.4.6 – Attend Architecture Integration Steering Group (AISG)**

As part of the efforts required in meeting this performance objective, Ross will coordinate with the Government to ensure that attendance at the AISG meetings by assigned Ross personnel is consistent. As required by the PWS Ross will provide support and facilitation for meetings and forums including the development of graphics and slides, work shop support and travel as required to support this effort.

Ross has extensive experience providing this type of support for other USTRANSCOM Programs. Ross provides a very similar set of services for the SDDC DPS Program.

Ross will assign a resource that will add value to the discussions and support efforts needed to meet this performance objective.

#### **Performance Objective 1.4.7 – Miscellaneous Duties**

The Ross Team will assess all existing documentation and provide the COR a plan of action and milestones for necessary proposed documents. The Team will provide a proposed format and media for the documents and make changes directed by the COR to achieve the agreed upon formats. The Ross IRMDR technical leads will be the principle corroborators



on the documents to ensure accuracy. The Team will also use selected users to corroborate the functionality of each document as necessary.

### **Standard Operation Procedures**

Ross will assign personnel to assess the current state of documentation for CRIS. Any existing documents will be evaluated and analyzed for relevance to the development of new and/or updated Standard Operating Procedures, User Manuals and Administrative Guides. A format and outline for the documentation will be submitted for approval by the Government. A configuration management process will be developed for document control and to ensure that the documentation is reflective of changes to the system as they are approved for implementation.

### **Metrics**

As required by the PWS Ross will develop and track a minimum of three (3) metrics and translate the metrics into a visual representation needed to demonstrate the effectiveness of the primary IRM processes. The metrics upon methods for collection will be discussed with the Government PM and COR for approval.

### **Performance Objective 1.5 – Primary Functional Area Communications and Computer Systems Manager (FACCSM) duties**

Ross understands that the FACCSM duties support user network, desk top, software and network issues. The plan for supporting this aspect of the PWS is to hit the ground running by leveraging the incumbent resources that were performing these duties under the prior contract.

Any improvements, adjustments and or strategies that may be needed to improve performance will be discussed with the Government as part of the kick off meeting.



## Staffing & Cost Information

### Staffing:

Per the PWS requirements all of our staff members have at a minimum Secret Level Clearances for working in the DoD environment. Ross provides a combination of staff familiar with the program to maintain continuity and also offers resources that have the capability to provide innovative ideas. Our staff meet the CRIS, Oracle, ColdFusion, SQL \* Plus, JAVA, NetViz, WinSCP, Ewin, Siteminder, and Access knowledge requirements. They have experience obtaining Government Authority to Operate (ATO) security accreditation, and all of our staff members have experience working with defense transportation data.

We propose a Project Lead that has 10 years plus working in the USTRANSCOM environment and has Excellent communication skills both written and oral. She has experience leading diverse teams to project success in stressful deadline-oriented environments. She's demonstrated strong ability to work with clients to establish interfaces. She has strong Oracle skills for database development, Oracle application server (OAS), JDeveloper, Enterprise Manager (OEM). She's performed many Oracle Installations, configurations and patches. She has experience providing Front-End Development support, Systems & Software Testing, Quality Assurance, Configuration Management, and Database Development.

(b)(6) technology experience includes:

Software: Microsoft Suite (Word, Excel, PowerPoint, Access, Project), Rational ClearQuest, Rational ClearCase, PL/SQL, PowerBuilder, SharePoint, Altova (XMLSpy, Stylevision Schema Map), Oracle (Portal, Reports, JDeveloper, OAS, OEM, SQL Developer), Web Services (Web Services Description Language (WSDL), Universal Description, discovery and Integration (UDDI), Simple Object Access Protocol (SOAP)), Service Oriented Architecture (SOA), PKI  
Databases: Oracle 8i through 10g, Sybase  
Operating Systems: Windows (Windows NT/2000/XP), UNIX, VAX VMS  
Servers: Apache, Oracle, Oracle Application Server

Other team members that will compliment (b)(6) include (b)(6) built CRIS from the ground up. He was the former lead and (b)(6) ged all am, while working closely with the government and developers to ensure all front end requirements were correctly satisfied.

Ross has a key resource responsible for updating all required program documents. Ross will have (3) members of the team initially involved in documentation, while also taking





care of other requirements, such as key development tasks, and handling the CM responsibilities. Ross will also incorporate an expert within CRIS Account Maintenance & Management and will utilize this resource for FACCSM duties. Our proposed staffing plan includes getting (7) key resources getting started right away with additional support personnel to help with deliverables during the base period and then maintaining (6) throughout the base period and option year of the contract. We feel that based on improved documentation and engineering expertise we can reduce the workload related to development for accessing appropriately fitted personnel will best fulfill the requirement and our program lead will continuously evaluate our performance and discuss any proposed staffing changes with the government.



## Cost Tables A - E

### A. Fully Loaded T&M Rates by Labor Category – All Periods of Program

Labor Categories	Base	Option 1	Option 2
Systems Engineer	\$103.06	\$103.06	\$103.06
Systems Analyst	\$102.56	\$102.56	\$102.56
Developer	\$79.98	\$79.98	\$79.98
Systems Architect	\$96.76	\$96.76	\$96.76
Systems Administrator	\$77.12	\$77.12	\$77.12

### B. Proposed Staff and Total Cost by Labor Category - All Periods of Program

#### Base Period

7/1/08 - 9/30/08

Labor Category	Performance Objective	FTEs	Months	Total Hours	Rate	Cost
Systems Engineer	1.2; 1.3; 1.4.1; 1.4.6	2	3	1,256.00	\$103.06	\$129,443.36
Systems Analyst	1.4.4; 1.4.5	2	3	1,256.00	\$102.56	\$128,815.36
Developer	1.4.1	1	3	471.00	\$79.98	\$37,670.58
Systems Architect	1.4.7.1; 1.4.7.2; 1.4.7.3	1	3	471.00	\$96.76	\$45,573.96
Systems Administrator	1.4.3; 1.5	1	3	628.00	\$77.12	\$48,431.36
		7		4,082		\$389,934.62

#### Option #1

10/1/08 - 9/30/09

Labor Category	Performance Objective	FTEs	Months	Total Hours	Rate	Cost
Systems Engineer	1.2; 1.3; 1.4.1; 1.4.6	2	12	3,768.00	\$103.06	\$388,330.08
Systems Analyst	1.4.4; 1.4.5	1	12	1,884.00	\$102.56	\$193,223.04
Developer	1.4.1	1	12	1,884.00	\$79.98	\$150,682.32
Systems Architect	1.4.7.1; 1.4.7.2; 1.4.7.3	1	12	1,884.00	\$96.76	\$182,295.84
Systems Administrator	1.4.3; 1.5	1	12	1,884.00	\$77.12	\$145,294.08
		6		11,304		\$1,059,825.36

#### Option #2

10/1/09 - 9/30/10

Labor Category	Performance Objective	FTEs	Months	Total Hours	Rate	Cost
Systems Engineer	1.2; 1.3; 1.4.1; 1.4.6	2	12	3,768.00	\$103.06	\$388,330.08
Systems Analyst	1.4.4; 1.4.5	1	12	1,884.00	\$102.56	\$193,223.04
Developer	1.4.1	1	12	1,884.00	\$79.98	\$150,682.32
Systems Architect	1.4.7.1; 1.4.7.2; 1.4.7.3	1	12	1,884.00	\$96.76	\$182,295.84
Systems Administrator	1.4.3; 1.5	1	12	1,884.00	\$77.12	\$145,294.08
		6		11,304		\$1,059,825.36

26,690

\$2,509,585.34



**C. Total Hours by Labor Category – All Periods of Program**

Labor Category	Base Period	Option Year 1	Option Year 2	Totals
Systems Engineer	1,256	3,768	3,768	8,792.00
Systems Analyst	1,256	1,884	1,884	5,024.00
Developer	471	1,884	1,884	4,239.00
Systems Architect	471	1,884	1,884	4,239.00
Systems Administrator	628	1,884	1,884	4,396.00
<b>Total Hours</b>	<b>4,082.00</b>	<b>11,304.00</b>	<b>11,304.00</b>	<b>26,690.00</b>

**D. Total Cost by Labor Category – All Periods of Program**

Labor Category	Base Period	Option Year 1	Option Year 2	Totals
Systems Engineer	\$129,443.36	\$388,330.08	\$388,330.08	\$906,103.52
Systems Analyst	\$128,815.36	\$193,223.04	\$193,223.04	\$515,261.44
Developer	\$37,670.58	\$150,682.32	\$150,682.32	\$339,035.22
Systems Architect	\$45,573.96	\$182,295.84	\$182,295.84	\$410,165.64
Systems Administrator	\$48,431.36	\$145,294.08	\$145,294.08	\$339,019.52
<b>Total Price</b>	<b>\$389,934.62</b>	<b>\$1,059,825.36</b>	<b>\$1,059,825.36</b>	<b>\$2,509,585.34</b>

**E. Travel & ODC (NTE) Amounts**

Service	Base Period	Option Year 1	Option Year 2	Totals
Travel/ODC	\$5,000.00	\$35,000.00	\$50,000.00	\$90,000.00
Labor	\$389,934.62	\$1,059,825.36	\$1,059,825.36	\$2,509,585.34
<b>Total</b>				<b>\$2,599,585.34</b>