

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE Z		PAGE OF PAGES 1 13	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE 19-Jun-2009		4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY USTRANSCOM-AQ - HTC711 508 SCOTT DR SCOTT AFB IL 62225-5357		CODE HTC711		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ROSS TECHNOLOGIES, INC. 3 61161 8825 STANFORD BLVD STE 306 COLUMBIA MD 21045-4761				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. HTC711-08-F-0038			
				X 10B. DATED (SEE ITEM 13) 01-Jul-2008			
CODE 1UND1		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4 (c) Contract Terms & Conditions - Commercial Items							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: tcnagedl091708 The purpose of this bilateral modification is to reformat the PWS, incorporate administrative changes throughout the PWS, increase support for PWS Para 1.3.2, Software/Web Maintenance Support, incorporate PWS Para 1.3.4.3, Corporate Governance Process and add subsequent SLIN 100102 for funding. This modification also replaces the QASP with a revised QASP dated 15 June 2009. POC for this action is Diane Nagel, 618-256-9610.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY _____		(Signature of Contracting Officer)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$124,704.08 from \$1,454,759.98 to \$1,579,464.06.

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The unit price amount has increased by \$124,704.08 from \$696,385.65 to \$821,089.73.

The total cost of this line item has increased by \$124,704.08 from \$696,385.65 to \$821,089.73.

SUBCLIN 100101

The CLIN extended description has changed from IRMDR Tool Suite Support (Tasks 1.4.1 and 1.4.6) - DPO Funds to IRMDR Tool Suite Support (Tasks 1.4.1 and 1.4.6) -DPO FundsPOP: 1 October 2008 to 30 September 2009.

CLIN 2001

The CLIN extended description has changed from IRMDR Tool Suite Support - Labor (Tasks 1.4.1)DPO FundsPOP: 1 October 2009 to 30 September 2010 to IRMDR Tool Suite Support - Labor (Tasks 1.3.2, 1.3.4.3, 1.4.1)DPO FundsPOP: 1 October 2009 to 30 September 2010.

The unit price amount has increased by \$447,607.04 from \$696,385.65 to \$1,143,992.69.

The total cost of this line item has increased by \$447,607.04 from \$696,385.65 to \$1,143,992.69.

SUBCLIN 100102 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
100102	Funding for CLIN 1001 LH IRMDR Tool Suite Support (1.3.2 and 1.3.4.3) - DPO Funds POP: 19 June 2009 to 30 September 2009 FOB: Destination PURCHASE REQUEST NUMBER: F3ST959077A001 PROJECT: 000 SIGNAL CODE: A		Lot		
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AF					\$124,704.08
CIN: F3ST959077A0010000AA					

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$124,704.08 from \$1,454,759.98 to \$1,579,464.06.

SUBCLIN 100102:

Funding on SUBCLIN 100102 is initiated as follows:

ACRN: AF

CIN: F3ST959077A0010000AA

Acctng Data: 97X4930.FD50 6F9 70AB 124080 G62X00 43910 000000 667100 F67100 ESP:PD

Increase: \$124,704.08

Total: \$124,704.08

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 19-JUN-2009 TO 30-SEP-2009	N/A	N/A FOB: Destination	

INSPECTION AND ACCEPTANCE

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

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

The following have been added by full text:

PWS

**PERFORMANCE WORK STATEMENT (PWS)
INFORMATION RESOURCE MANAGEMENT
DATA REPOSITORY (IRMDR)
13 April 2009**

1.0 DESCRIPTION OF SERVICES

1.1 Background. The United States Transportation Command (USTRANSCOM) mission is to provide air, land, and sea distribution for the Department of Defense (DOD), during both peace and war. The Commander of USTRANSCOM is tasked as the single manager of the Defense Distribution System (DDS). An important functional requirement is the integration of the Transportation Component Commands (TCCs): Air Mobility Command (AMC), Military Surface Command (MSC), and Surface Deployment and Distribution Command (SDDC). Distribution analysis and corporate services thread through the various USTRANSCOM Command, Control, Communications, and Computer Systems Directorate (TCJ6) projects, ensuring effectiveness and efficiencies are documented for decision making throughout the DOD. The IRMDR Tool Suite is an element of the broader Enterprise Architecture service environment known as the Joint Deployment and Distribution Architecture-Enhanced (JDDA-E).

1.2 Scope. The contractor shall plan for all tasks identified in this task order and gather all pertinent information. Contractor estimates and timelines shall be determined based on the deliverable due dates specified in each task. The contractor shall coordinate with the Government to ensure all activities are well synchronized and integrated with other USTRANSCOM and distribution management efforts, and replicated or overlapping efforts do not occur. All reports, studies, or policies identified in the PWS to be accomplished shall be prepared and submitted for Government approval. The IRMDR Tool Suite is comprised of an Oracle database with a web front-end, an XML-based registry tool, a business and enterprise architecture tool, an enterprise business intelligence and report tool, and graphical data representation and data modeling tools. The tasks within this PWS shall include front-end enhancements, web services, program installation and maintenance to include troubleshooting, and the generation and upkeep of system documentation for purpose of sustainment and system accreditation.

1.3 Specific Tasks.

1.3.1 Task Area 1: Contract Level and Task Order Management. The contractor shall designate an individual to be the focal point for all program management communications between USTRANSCOM and the contractor. The designated individual shall be responsible for ensuring successful accomplishment of the tasks contain in this Performance Work Statement. The contractor shall prepare and submit to the Government a Task Order Management Plan (TOMP) and a Technical Release Schedule (TRS). The contractor shall submit updates to the TOMP and TRS to reflect changes in PWS requirements, as required by the Government. The contractor shall submit to the Government a Weekly Activity Report (WAR) reflecting only substantial level of activities. The contractor shall provide the Government a Monthly Status Report (MSR) describing program progress and funding execution. As a minimum, the contractor shall host and conduct quarterly In-Process Reviews (IPRs) to keep the Government abreast on tasks progress and issues. A final contract summary report shall be provided to the

Government by the contractor no later than 5 working days prior to the end of the period of performance. The IRMDR Program Manager shall provide the contractor periodic guidance regarding the priority of contractor tasks

1.3.1.1 Task 1 Subtask 1: Task Order Management Plan. The contractor shall prepare a task order management plan defining tasks, resources, and dependencies. The plan shall also describe the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout the contract execution. The draft plan shall be submitted within fifteen (15) business days of task order award. The Contractor will have five (5) business days from receipt of the Government's comments to submit the final plan. The plan shall not be merely a reiteration of the PWS requirements.

1.3.1.2 Task 1 Subtask 2: Technical Release Schedule. The contractor shall prepare (working with the Government PM) a technical release schedule, within 14 days upon Government request, for newly assigned projects with an estimated duration of 45 days or more; i.e. application testing, analysis, and installs, network certification & accreditations (C&A's), and other similar tasks. The Government shall provide the contractor with a network approved project management software application to be used at the contractor's discretion. Technical release schedules shall include an estimated completion date, a work schedule, required resources, milestones, and work breakdown structures of the tasks to be completed. The Government will inform the contractor of any new projects. The Government will convene a working group after receipt of a technical release schedule to evaluate the proposed schedule and recommend modifications, as necessary.

1.3.1.3 Task 1 Subtask 3: Weekly Activity Reports. The contractor shall submit to the Government a Weekly Activity Report in a mutually agreed upon format no later than close of business every Wednesday. Should a Wednesday fall on a Federal holiday, the Weekly Activity Report shall be delivered the next duty day. It shall contain a brief description meetings attended, projected upcoming vacations, completed and/or projected temporary duty travel, completed tasks, status of open issues, and other task related updates.

1.3.1.4 Task 1 Subtask 4: Monthly Status Reports. The contractor shall provide the Government a Monthly Status Report (MSR) no later than the 10th day of the following month in a mutually agreed upon format. It shall include a cost, status, and resource utilization summary. The Monthly Status Report shall also contain the specifics of the work performed and identify the tasks planned to be worked the next month. Where specific costs and project timeliness are depicted, the report shall describe how these figures were determined. The report shall summarize status, progress and recommendations for project areas being undertaken under the task order. The final MSR for the performance period shall identify the accomplishments to date, potential risks to future progress, difficulties encountered, and compare the status achieved to plan goals and resources expended. At the contract end, the contractor may choose to capture this information in the final contract summary report instead of the final MSR. The MSR shall consist of the following information, as applicable:

- Activities Conducted and Results
- Deliverables
- Workload Report:
- The contractor shall prepare this report in the following format:

Task	Subtask	Labor Category	Cost	Hours
2	1	Sys Admin	\$121.54	5
4	1	Developer	\$86.12	21
4	2	Developer	\$86.12	15
- Meetings Attended
- Travel Performed
- Proposed Activities
- Risk Assessment
- Open Issues
- Key Personnel Changes

1.3.1.5 Task 1 Subtask 5: In-Process Reviews. The contractor shall conduct a quarterly In-Process Review summarizing status, progress, recommendations, and concerns regarding assigned tasks identified in this Performance Work Statement. The contractor shall present, for Government comment and direction, it's near term

plans. The contractor shall deliver In-Process Review minutes, with a copy of the presentation slides, no later than 7 calendar days after the In-Process Review. At a minimum, the minutes shall reflect a record of activity, decisions made, date, location, and attendees.

1.3.1.6 Task 1 Subtask 6: Trip Reports. Within five (5) business days of completion of any travel, in a mutually agreed format, the contractor shall submit a trip report to include the following details: purpose, location and length of trip, travelers, and individuals contacted during trip, synopsis of all discussions, future actions identified, decisions made, or issues of concern arising during trip.

1.3.1.7 Task 1 Subtask 7: Government Forums. The contractor shall attend and participate in Government-led forums (meetings, workshops, and/or conferences) in support of the Distribution Enterprise Architecture Division (TCJ6A), as required. The contractor shall be prepared to address issues raised during a Government sponsored forum that are IRMDR tool suite related. The contractor shall prepare handouts, visual aids, and/or presentation slides as required. The contractor shall prepare and deliver minutes to the Government within one working day after attending a Government forum. The contractor shall include with their meeting minutes a copy of any material they prepared for and/or received at a Government forum. The contractor shall follow the Tongue and Quill format when preparing meeting minutes; this information is located and available on the USTRANSCOM portal.

1.3.1.8 Task 1 Subtask 8: Employment Status Report. The contractor shall provide an employee status report containing the names and labor categories of personnel supporting each task area. The report shall be provided with thirty (30) calendar days after task order award and within five (5) business days after any changes in personnel occur.

1.3.1.9 Task 1 Subtask 9: Final Contract Summary Report: The contractor shall submit a final report to the Government no later than 5 working days prior to the end of each performance period, in a mutually agreed upon format, detailing the specifics of work performed. The final report shall identify lessons learned, identified gaps, and highlight any existing areas of concern.

1.3.2 Task Area 2: Software/Web Maintenance and Support. The contractor shall provide IRMDR tool suite support that includes installation, maintenance, and troubleshooting of tool suite software on the USTRANSCOM network. Below is a list of present and future IRMDR tools to be supported by the contractor:

- Oracle Database/Web Front-End
- Service-Oriented Architecture Governance & Lifecycle Management Software
- Graphical Data Representation Tool (NetVis) & Data Modeling Tool
- Business and Enterprise Architecture Tool
- Business Process Integration Software

The contractor shall perform testing of Government-Owned and/or Commercial Off The Shelf (COTS) IRMDR tools. The contractor shall also support the Government's verification and validation software testing. The contractor shall perform web page gatekeeper duties; conducting required maintenance to ensure IRMDR tool suite web pages are kept current and in compliance with applicable Government directives.

The contractor shall evaluate new applications under consideration as a possible addition the IRMDR Tool Suite. The contractor shall work in a Government Information Technology (IT) test lab environment to evaluate new applications and achieve required accreditations, as required. The contractor shall prepare required documentation in support of new application evaluations. The contract shall prepare a written report of their evaluation and final recommendation to the Government within 3 business days of completing an application evaluation.

1.3.3 Task Area 3: Configuration Control Board. Hereafter, the use of the term "requirement" will mean new requirements and change requests. The contractor shall maintain a tool that captures requirements submitted by IRMDR tool suite users. The contractor shall review each requirement, coordinate with submitter and applicable offices, and provide the Government a rough order of magnitude (ROM) for completing required front end development and database updates/changes. The contractor shall communicate with the requirement submitter whenever there is the need for clarification of a requirement. The contract shall host a weekly scheduled

configuration control board (CCB). The contractor shall schedule the weekly board and conference room, invite board members outlined in the CCB charter, prepare meeting agenda, set up and operate projection system(s), and document meeting minutes. The contractor shall provide the Government meeting minutes within one (1) work day after the board members meet in a mutually agreed upon format between the contractor and the Government.

1.3.4 Task Area 4: Front-End Support (Web/Application). Corporate Resource Information Source (CRIS) is an Oracle database with a web front-end. The contractor shall provide ad hoc query and report generation support to the Government in extracting/presenting requested data from the IRMDR, as required. The contractor shall support the following CRIS services (applications) to include: Chief Information Officer (CIO) Program Review Process (CPRP), Investment Review Board (IRB), and Defense Business Management Systems Council (DBMSC). The contractor shall provide technical support for federation of IRMDR database(s), as required.

1.3.4.1 Task Area 4 Subtask 1: Distribution Process Owner (DPO). 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. The contractor shall ensure front-end applications facilitate database queries and graphical representation of DPO data. The contractor shall ensure web functionality supports data input supporting DPO processes. The contractor shall provide the technical expertise needed for end-to-end analysis in support of the USTRANSCOM Corporate Service Vision. The contractor shall ensure web efforts are integrated with existing web pages, and maintain a consistent appearance.

1.3.4.2 Task Area 4 Subtask 2: Transportation Working Capital Fund (TWCF). 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. The contractor shall ensure front-end applications facilitate database queries and graphical representation of the IRMDR data. The contractor shall ensure web functionality supports data input of IRMDR data, the CPRP process, the portfolio management process, and other processes. The contractor shall ensure web efforts are integrated with existing web pages, and maintain a consistent appearance.

1.3.4.3 Task Area 4 Subtask 3: Corporate Governance Process (CGP). 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. The contractor shall ensure front-end applications facilitate database queries and graphical representation of Corporate Governance data. The contractor shall ensure web functionality allows data input support the CGP. The contractor shall ensure web efforts are integrated with existing web pages, and maintain a consistent appearance.

1.3.5 Task Area 5: Data Stewardship. The contractor shall provide lead data stewardship oversight for the system and technical data in the IRMDR. The contractor shall establish written data stewardship policy and maintain administrative control over functional areas. The lead data steward shall control access to the database, maintain an access authorization list, coordinate on all data model changes, conduct quarterly reviews of tables, collaborate with functional area representatives and database engineers in resolving issues, and conduct familiarization training to newly assigned functional data stewards. The contractor shall oversee internal configuration management controls of the CRIS database. The contractor shall document the quarterly table reviews and report to the Government the findings and the corrective actions/solutions taken.

1.3.6 Task Area 6: Accounts Management. The contractor shall manage and maintain all accounts and role level privileges associated with the IRMDR tool suite. The contractor shall maintain the record set of completed Government approved IRMDR database account request form for active accounts requiring "write" privileges. The contractor shall conduct periodic reviews of all active IRMDR accounts for their currency and associated privileges. The contractor shall document noted discrepancies and corrective actions. The Contractor shall brief this information at the IPRs. The contractor shall assist prospective users in completing the form and make the necessary arrangements for creation of approved accounts.

1.3.7 Task Area 7: Help Desk Support. The contractor shall provide support that includes troubleshooting IRMDR tool suite problems and assisting tool suite users. The contractor shall provide 'Help Desk' support during core business hours as to all active and prospective IRMDR users. The contractor shall assist with changing

passwords, unlocking accounts, resolving firewall problems, and requesting static IP addresses. This information shall be presented by the Contractor during the scheduled IPRs.

1.3.8 Task Area 8: Configuration Management. The contractor shall develop and deliver a configuration management plan (CMP) within 90 calendar days from date of contract award. The CMP shall address the IRMDR life cycle to include requirements documentation, 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 CMP shall be developed in a mutually agreed upon format between the contractor and Government. The contractor shall assist the Government in identifying, reviewing, and prioritizing architecture requirements that impact configuration of the Joint Deployment and Distribution Architecture - Enhanced (JDDA-E). The contractor shall develop and maintain a documented USTRANSCOM policy in the CMP encompassing all aspects of the IRMDR tool suite configuration management. The contractor shall coordinate this policy and have it approved by the IRMDR Tool Suite Program Manager. The contractor shall perform an annual review from the date of Government acceptance of the configuration management plan or whenever there is a significant change (30% or more), whichever is sooner, as determined between the contractor and the IRMDR Tool Suite Program Manager.

1.3.9 Task Area 9: System Security Requirements. The contract shall ensure each IRMDR tool residing on the network complies with all applicable DOD Information Assurance Certification and Accreditation Process (DIACAP) and USTRANSCOM guidance. DIACAP is a DOD-wide standard process for evaluating and certifying information technology systems. The contractor shall prepare and coordinate with the Government the required correspondence and documentation to obtain/maintain required network certifications. The contractor shall follow the standards for database security established for USTRANSCOM and the JDDA. The contractor shall understand and follow the procedures required to obtain and maintain a current USTRANSCOM Authority to Operate (ATO) security accreditation. The contractor shall work with the USTRANSCOM Certification and Accreditation (C&A) support personnel in securing the required network security authorizations. The contractor shall maintain for the Government a system security documentation record set for each IRMDR tool residing on the network and, at the minimum, they shall consist of the following: submitted and approved IA controls, test plans and results, C&A, and ATO.

1.3.10 Task Area 10: IRMDR Training.

1.3.10.1 Task Area 10 Subtask 1: Special Request (One-On-One) Training. The contractor shall provide expert one-on-one IRMDR training to tool suite users. One-on-one training shall be determined on a case-by-case basis between the contractor and the IRMDR Program Manager.

1.3.10.2 Task Area 10 Subtask 2: Scheduled (Initial/Refresher) Training. The contractor shall provide regularly scheduled initial and refresher IRMDR tool suite user training. The contractor shall provide the IRMDR program manager a training schedule at least one month in advance of scheduled training by topic, date/time, and location. The contractor may be required to do some prior coordination with the USTRANSCOM Training Manager within TCJ1 to ensure maximum advertising, scheduling, attendance, and documentation.

1.3.10.3 Task Area 10 Subtask 3: Training Material. The contractor shall prepare material such as handouts, slides, and training aids to support their training requirements. The material shall be tailored for the audience and the training subject matter being addressed. The contractor shall coordinate all training with the Government, providing this individual an opportunity to review and provide input(s) prior to implementation. The contractor shall maintain a record set of training material per IRMDR tool.

1.3.10.4 Task Area 10 Subtask 4: Training Documentation. The contractor shall review each approved training material at least annually or whenever there is significant change (30% or more) to the material in the opinion of the contractor or Government, whichever is sooner. Review documentation shall include at a minimum: when a review was conducted, who conducted the review and what were the findings and subsequent/corrective actions. This documentation shall be kept with the applicable record set. The contractor shall document all training performed and the attendees, if this information is not kept by the USTRANSCOM Training Manager.

1.3.11 Task Area 11: Other Documentations. The contractor shall develop the documentation identified below in support of assigned tasks within this PWS. The contractor shall develop additional documentation, as the need arises and requested by the Government, throughout the duration of the contract. The contractor shall maintain and keep current all documentation developed during the contracted period.

- User's Manuals
- System Administration Manual
- Accounts Management Operating Instruction
- Functional Area Communications and Computer Systems Manager Operating Instruction
- Data Steward Operating Instruction
- Configuration Control Board Charter

1.3.12 Task Area 13: Functional Area Communications & Computer Systems Manager (FACCSM). The contractor shall perform as the primary Functional Area Communications and Computer Systems Manager (FACCSM) perform the duties outlined in USTRANSCOM Instruction 33-16 and USTRANSCOM Distribution Enterprise Architecture Division (TCJ6-A) Operating Instruction 33-1, FACCSM Duties. The Government will provide a copy of the instruction and operating instruction to the contractor. The contractor shall complete any necessary training required by the USTRANSCOM Network Office. The contractor shall assist the Government and contracted TCJ6-A personnel in obtaining and the installation of required software applications, in cooperation with the network help desk. The contractor shall have a working knowledge of common desktop/laptop operating systems and software applications (e.g. Window XP and Microsoft 2007), and graphical data representation and data modeling tools (e.g. NetVis and Erwin) and shall provide the users with basic operating assistance.

1.4 Delivery Schedule:

PWS Para.	Performance Objective	Delivery Schedule
1.3.1.1	Task Order Management Plan (TOMP)	Draft -15 business days after award. Final - 5 business days after Government comment
1.3.1.2	Technical Release Schedule	Within 14 working days of project assignment
1.3.1.3	Weekly Activity Report	No later than close of business every Wednesday
1.3.1.4	Monthly Status Report	No later than the 10th day of the following month
1.3.1.5	In Process Review Minutes and Slides	No later than 7 calendar days after the In-Process Review
1.3.1.6	Trip Report/Meeting Minutes	As required
1.3.1.7	Meeting Minutes	As required

1.3.1.8	Employee Status Report	Within 30 calendar days after contract award; within 5 business days after any change in personnel
1.3.1.9	Final Contract Summary Report	No later than 5 working days from end of each performance period
1.3.2	Application Evaluation and Recommendation Report	Within 3 business days of application evaluation completion
1.3.3	Configuration Control Board Meeting Minutes	One work day after each Configuration Control Board
1.3.4	Ad Hoc Queries/Reports	As required
1.3.5	Data Steward Report	Quarterly
1.3.8	Configuration Management Plan	Within 90 calendar days from date of contract award
1.3.9	System Security Documentation/Record Sets	As required
1.3.10.2	Training Schedule	At least one month in advance of scheduled training
1.3.10.3	Training Material/Record Sets	As required
1.3.11	Users' Manuals	As required, per IRMDR tool
1.3.11	System Administration Manual	As required
1.3.11	Accounts Management Operating Instruction	Within 90 calendar days from date of contract award
1.3.11	Functional Area Communications and Computer Systems Manager Operating Instruction	Within 90 calendar days from date of contract award
1.3.11	Data Steward Operating Instruction	Within 90 calendar days from date of contract award

1.3.11	Configuration Control Board Charter	Within 90 calendar days from date of contract award
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2.0 SERVICE DELIVERY SUMMARY

The Service Delivery Summary (SDS) represents the most important contract objectives that, when met, will ensure contract performance is satisfactory. Although not all PWS requirements are listed in the SDS, the contractor is fully expected to comply with all requirements in the PWS.

PWS Para.	Performance Objective	Performance Threshold
1.3.1.1, 1.3.1.2, 1.3.1.5, 1.3.3, 1.3.9, 1.3.10.2, 1.3.10.3, 1.3.11	Provide deliverables on time and in the proper format	A 90% compliance rate is acceptable for providing deliverables IAW Performance Work Statement

3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

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

4.0 GENERAL INFORMATION

4.1 Place of Performance

Services shall be performed both in a Government furnished facility 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 contractors; any additional contractor employees shall work off-site.

4.2 Period of Performance

Period of Performance for the Base Year 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

Contractor personnel shall travel in support of the IRMDR tool suite. All travel will be conducted in accordance with the Federal Travel Regulation. The Government will reimburse the contractor for travel expenses subject to the Federal Acquisition Regulation and Joint Travel Regulation. The contractor shall submit, in writing, to the COR a Travel Authorization Requests no later than 5 working days prior to proposed travel start date. Travel Authorization Requests will consist of:

- Title, Purpose/Objective, Expected Outcome
- Date, Time (window), and Location

- Proposed Itinerary
- Proposed Meeting/Activities Agenda
- Desired Government Participants
- Requested Government Support
- Estimated Costs

For costing purposes, the Government anticipates the following trips per fiscal year (estimates include travel days): Two trips - St Louis, Missouri to Washington, DC; 1 person, total 3 days.

4.4 Contract Manager

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

4.5 Contractor Employees

The contractor shall provide personnel with expertise in the subject matter areas to comply with the terms of this requirement. The personnel shall be capable of working independently and with demonstrated knowledge in cold fusion 7.0, database management (oracle), project management, system administration, system/network security (DIACAP), Windows XP or higher, technical writing, Office Professional 2007, data modeling and graphical representation tools, XML, enterprise architecture tools, configuration management, and training.

4.6 Security Requirements

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 UTRANSCOM classified network. The security clearance level for this contract is SECRET; all key personnel and personnel requiring access to Government personnel working in a classified environment or working with, or in a work area containing SECRET data shall possess a minimum of a Secret Clearance. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. The contractor shall comply with all appropriate provisions or applicable security regulations. 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 shall comply with all applicable DOD 5220.22-M, National Industrial Security Program (NISPOM), Air Force, USTRANSCOM, and Scott AFB directives and instructions. Specific security requirements are identified in the DD Form 254, Contract Security Classification Specification.

4.7 Quality Assurance

The contractor shall support Government agency reviews and audits of all services and support provided under this PWS. The contractor shall be prepared to support Quality Assurance reviews conducted by the Government. The Government reserves the right to authorize an independent verification and validation of the contractor's procedures, methods, data, equipment, and other services provided at any time during the performance of this PWS.

4.8 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.

5.0 CONTRACTOR TRANSITION

5.1 Exit Requirements

If this contract is terminated for any reason by the Government or if an option year is not exercised, 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 shall be documented, to include recent, current, and pending actions. The contractor shall provide a listing of all Government furnished equipment and commercial off the shelf software 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.

The following have been deleted:

PERF. WORK STATEMENT (PWS)

(End of Summary of Changes)