**IAC MAC Task Order**

**Performance Work Statement (PWS)**

***Insert Task Order Title + Requiring Activity’s (RA) Name (Organization/Directorate)***

***P1/P2/P3-FY-0999 (choose P1, P2, or P3 and insert FY and TO number)***

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1. **BACKGROUND**

*Insert one to two concise paragraphs that identify and explain the RA’s organization and mission. The information in this section should establish the context for the work required under this TO. Clarify the RA’s mission and how this TO will support that mission.*

1. **OBJECTIVE AND SCOPE**

**Objective**

The primary purpose of this Task Order (TO) is to study, analyze, provide advice, research, and develop deliverables to advance IAC MAC related scientific and technical information (STI) through the application of knowledge and resources in achieving the requiring activity's mission requirements defined herein.

*Beyond the boilerplate language shown in the paragraph above, the objective should include one paragraph that identifies the pertinent objectives (i.e., goals) of the TO related to the mission requirements, in other words, the expected outcomes.*

**Scope**

**2.2.1** **IAC MAC Basic PWS References.** The work under this TO is within the scope of the following IAC MAC Performance Work Statement Technical Focus Areas:\_\_\_\_\_\_\_\_\_\_. *[In the blank, insert the title of the Technical Focus Area which is applicable or fits the work of the task (e.g., Survivability and Vulnerability (1.4.2.2.1), Weapons Systems (1.4.2.2.9), Directed Energy (1.4.2.2.7), etc.] [Technical Focus Areas are found in Paragraph 1.4.2 of the Basic Contract PWS].*

**2.2.2** **Requiring Activity and Partners.** The work under this TO is being done principally for \_\_\_\_\_\_\_\_\_\_\_\_ at the locations set forth in Section 9.0. [List RA and their strategic partners included in the scope of this effort]

1. **TASKS**

The Contracting Officer (CO) is the only person authorized to direct the contractor or take any actions that would change the TO or commit the Government in any way. The CO will appoint an Alternate Contracting Officer’s Representative (ACOR) who will be the Requiring Activity’s contact. The ACOR will work with the contractor pursuant to the scope of the PWS to meet mission requirements.

Any and all source code, models, prototypes, programming, language, licensure, enterprise-wide rights, software, Contract Data Requirement Lists (CDRLs), manuals, training documents, and other similar products and related data developed, modified, or created under the TO shall be exclusively at the United States (U.S.) Government's expense. Per DFARS 252.227-7014(b)(1), all of these items must be delivered to the U.S. Government with unlimited rights. As such, the Government may use, modify, reproduce, release, perform, display, or disclose the source code in whole or in part, in any manner and for any purpose whatsoever, and it may authorize others to do so. The actual deliverable quantities will be decided by the ACOR and RA upon delegation of each task; estimated quantities are provided for reference.

*Tasks 3.1, Program Management; Task 3.2, STI Relevance Assessment and Gap Analysis; and Task 3.3, TO Transition Support, are required in all Information Analysis Center (IAC) Multiple Award Contract (MAC) TOs.* ***Please do not change the language in Tasks 3.1 through 3.3, though you may add to it if it is appropriate to do so to capture your Program Management needs.***

**3.1 (Task 1) – Program Management**

**3.1.1 Post Award Orientation.** The Post-Award Orientation shall be held within 7 calendar days of the start of performance. Schedule and conduct this meeting, in coordination with the ACOR, Contracting Officer's Representative (COR), and Contracting Officer (CO).

The purpose of the Post-Award Orientation is to: 1) discuss any unique characteristics of the requirement(s); 2) identify stakeholders' roles and responsibilities; 3) review the XX-day transition-in to full performance and 4) establish a common understanding of cost, schedule, and performance expectations (Deliverable 3.1-1: TO Post Award Orientation Slides).

**3.1.2 Program Management Plan.** Provide a Program Management Plan (PMP) within 15 days after order award and quarterly to the COR and ACOR. The Program Management Plan shall provide a resource-loaded schedule that outlines the steps that will be taken, the timeline to completion, and any associated risks with execution of the order. The PMP will be updated within 15 days of each new project tasking. The update shall specify estimated project start and stop dates as well as a risk mitigation plan and an expenditure plan aligned to key milestones within the project, to include any anticipated Other Direct Costs (ODCs). The update should highlight any interdependencies within the tasks and the projects schedules. Upon acceptance and approval by the Government, the contractor shall meet the cost, schedule and forecasted delivery date of all deliverables by taking all reasonable measures to fulfill the requirement and shall report monthly status updates in the Monthly Status Report (MSR) (Deliverable 3.1-2: Program Management Plan (PMP)).

**3.1.3** **Monthly Status Report.**  Submit a MSR. The MSR shall provide detailed status for the project(s) within the PMP as well as capture an overall status of the order. The MSR reports cost, schedule, and performance against PMP requirements and identifies status of funding, planned versus actual expenditures per project, total monthly and cumulative ODC expenditures, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, the titles, dates and number(s) of deliverables completed, and the deliverables scheduled to be delivered during the upcoming month. The MSR shall report all funding received and shall detail the tasks or projects supported by such funding, and the funding source, if known. Specific MSR format, and any additional content not specified in this section, shall be mutually agreed upon by the contractor and ACOR; this should be established no later than (NLT) the Post-Award Orientation. If the MSR shows that a project is not meeting the performance standards set forth in the Service Summary found in Section 6.0, the contractor shall provide the rationale and circumstances preventing the standards from being met (Deliverable 3.1-3: Monthly Status Report).

**3.1.4 Final Technical Report.** The Final Technical Reports (FTRs) shall include TO-specific background information, objectives, assumptions, specific data collected, conclusions, analyses conducted, and recommendations. The first report shall be submitted half way through the Period of Performance (PoP). The final FTR is due NLT 45 days prior to the last date of the TO’s PoP. Each report shall be delivered to the ACOR and COR (Deliverable 3.1-4: Final Technical Report).

**3.1.5 Redacted TO.** Within 30 days of order award, provide a redacted copy of the awarded TO that is appropriate for public release, which the Government intends to post to a public web site (Deliverable 3.1-5: Redacted TO).

**3.1.6 Contractor Acquired Property (CAP) Report.** Provide monthly report for all Contractor Acquired Property acquired via Other Direct Cost charging (Deliverable 3.1-6: Contractor Acquired Property Report).

**3.1.7 Conferences.** Do not expend any resources associated with hosting a conference until the requisite approval to conduct a conference has been obtained by the requiring activity from the appropriate approval authority in accordance with the current DoD Conference Guidance. Approval is required for each individual conference, unless one-time approval is provided for a recurring DoD-sponsored or hosted conference. A "conference" is defined in the Joint Travel Regulations as, "[a] meeting, retreat, seminar, symposium, or event that involves attendee travel. The term 'conference' also applies to training activities that are considered to be conferences under 5 CFR 410.404." The contractor shall be aware of and not incur any prohibited conference expenses per the DoD Conference Guidance. The DoD Conference Guidance can be located at http://dcmo.defense.gov/Products-and-Services/DoD-Conference-Policies-and-Controls. Conference support is approximately 3 conferences per year. Each conference duration is estimated at one (1) day up to 3 days, with attendance up to 50 people. Contractor responsibilities may include coordinating a location for the technical symposium, and providing the venue by reserving and incurring the cost of meeting rooms and required technical equipment as Other Direct Costs (ODCs) under this TO. Additionally, contractors can manage attendee invites and acceptances, badging, security, and providing print outs of briefs to attendees. The contractor shall not expend any funds under this TO for providing food or nutrition for the technical symposiums/conference or for blocking off or reserving lodging for attendees (Deliverable 3.1-7: Conference Planning and Draft Approval Information; Deliverable 3.1-8: Conference Report).

**3.1.8 Contractor Manpower Reporting (CMR).** Report all contractor labor hours (including subcontractor, independent consultant and wholly owned subsidiary labor hours) required for the performance of services provided under this contract via a secure data collection site. Complete all required data fields at http://www.ecmra.mil. Reporting will be at the order level and must be reported according to the ACOR of this TO. Reporting inputs will be for the labor executed during the period of performance for each Government Fiscal Year (FY), which runs 1 October through 30 September, while the order remains active. While inputs may be reported any time during the FY, all data shall be reported NLT 31 October of each calendar year. Direct questions to the Contract Manpower Reporting Application help desk (Deliverable 3.1-9: Contractor Manpower Reporting (CMR)).

**3.1.9 Completion Statements (DD250 & SF298).** The DoD requires contractors who supply goods or services under a contract that contains DFARS clause 252.246-7000 to submit a material inspection and receiving report, a form DD250. This form is the receiving document used to record the delivery of goods or services including pertinent information about the TO. Defense Technical Information Center is the central repository for technical reports and comprises reports for the Department of Defense. In order to comply with the contract, the vendor must provide a completed DD250 and SF298 (Deliverable 3.1-10: STI TO Completion Statements).

**Task 1 Deliverables Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Title** | **Estimated Quantity**  **(*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated Number of STI Records**  **(*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated**  **Due Date / Frequency** | **Description** |
| 3.1-1 | TO Post Award Orientation Slides | 1/PoP | 0 | 3 days after Post Award Orientation (PAO) | (CDRL A008) Slides, as a minimum, should identify the key stakeholders and highlight their roles and responsibilities, summarize the tasks and associated deliverables (with specific focus of building on the BCO knowledge base and producing STI for future reuse), and monthly status reporting (cost, schedule, performance). Contractor's format is acceptable. This shall be emailed to the ACOR, COR, and CO. |
| 3.1-2 | Program Management Plan (PMP) | #/PoP | 0 | 15 days After Receipt of Order (ARO); updated quarterly | (CDRL A009) PMP shall include a baseline schedule and cost baseline that outlines the steps to take and a timeline to completion of the program and all projects as well as any interdependencies amongst the projects’ schedules. As a minimum, provide formal updates to cost, schedule, performance, risk assessment, and risk mitigation plans for each program/project. The schedule shall specify estimated project start and stop dates as well as expenditure plan aligned to key milestones within the project, to include any anticipated Other Direct Costs (ODCs). The PMP shall be emailed to the ACOR, COR, and CO. |
| 3.1-3 | Monthly Status Report (MSR) | #/PoP | 0 | 45 days ARO, Monthly, thereafter | (CDRL A010) Includes actual versus planned task expenditures, technical progress made, schedule status, travel recommendations. The MSR reports cost, schedule, risks, and performance against PMP and PWS requirements. Identifies funding compared to ceiling, planned versus actual expenditures, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. Reports all funding and details the funding source or project specified. Specific MSR format and content shall be mutually agreed upon by the contractor and ACOR, per the guidance contained herein. Establishes a baseline schedule for and steps to completion for each requirement. Upon acceptance and approval by the Government, the Contractor shall meet the schedule and forecasted delivery date of all deliverables by taking all reasonable measures to fulfil the requirement. The MSR content should be established NLT the post-award conference. The MSR shall be in PDF format, emailed to the ACOR, COR, and CO. |
| 3.1-4 | Final Technical Report | 2/PoP | 2/PoP | First report due 30 months ARO; final report due NLT 45 days prior to the last date of the PoP | (CDRL A012) Shall include task background, objectives, assumptions, specific data collected, conclusions analyses conducted and recommendations. Each report shall be delivered to the ACOR and COR, prior to expiration of the PoP. Under authority of the ACOR, with approval by the COR, the FTR (whether unclassified or classified) shall have a Distribution Statement. Every effort will be made to avoid utilizing Distribution F (Further Distribution Only as Directed By RA). However, if sensitive internal information is contained in the FTR, every attempt shall be made to produce a sanitized (redacted) version of the FTR for distribution within DoD (Distribution D) and inclusion in the DTIC database. For classified reports to be included in DTIC classified databases, an unclassified SF298 will be produced and signed by the Government ACOR; this document shall serve as the basis for creating unclassified metadata, which the BCO will add to the DTIC unclassified database, in accordance with established policy and procedures. This shall be emailed to the ACOR, COR, and CO. |
| 3.1-5 | Redacted TO | 1/PoP | 0 | 30 days ARO | (CDRL A002) To support transparency of Government contracting the contractor shall provide a redacted copy of awarded TO appropriate for public release, which the Government intends to post to a public web site. This shall be emailed to the ACOR, COR, and CO. |
| 3.1-6 | Contractor Acquired Property Report | Monthly, if applicable | 0 | Monthly, if applicable | (CDRL A007) Provide report for all Contractor Acquired Property (CAP) acquired via Other Direct Cost charging. Submit CAP Report with MSR in PDF format, emailed to the ACOR, COR, and CO. |
| 3.1-7 | Conference Planning and Draft Approval Information | 1/event | 0 | As requested | (CDRL A007) Draft pre-conference determination and approval for Government ACOR submittal in accordance with the DOD Conference Guidance. |
| 3.1-8 | Conference Report | 1/event | 0 | 10 days after event concludes | (CDRL A007) The Conference Report shall provide a summary of the conference, to include the information required by the ACOR for reporting purposes (see the Reporting section of the DOD Conference Guidance). |
| 3.1-9 | Contractor Manpower Reporting (CMR) | 1/year | 0 | All data shall be reported NLT 31 October of each calendar year | (CDRL A013) Includes ALL Contractor labor hours (including subcontractor, independent consultant, and wholly owned subsidiary labor hours) required for the performance of services provided under this contract via a secure data collection site. Includes completion of all required data fields at <http://www.ecmra.mil>. This shall be emailed to the ACOR, COR, and CO. |
| 3.1-10 | STI TO Completion Statement | 1/PoP | 0 | 30 days prior to the end of PoP | Submit a final STI completion statement electronically, using Form DD250 and SF298 through the Wide Area Workflow System for approval providing collective amount of STI provided for the duration of the TO. |

**3.2 (Task 2) – STI Relevance Assessment and Gap Analysis**

In order to ensure that TO performance builds on the breadth of the DoD’s knowledge base and contributes to it, a Pre-Award Literature Search and an annual STI Relevance and Gap Analysis are performed. The pre-award literature search is performed by the Basic Center of Operations (BCO) functioning in the same technology domain area as the TO, e.g., Defense Systems, Cyber-Security and Information Systems or Homeland Security and Defense. The results of this literature search are provided to the contractor performing the TO work at the Post Award Orientation. This literature search (conducted against the technical library of the Defense Technical Information Center) provides the TO contractor with the results of previous research done in the same technology area, providing a foundation of knowledge upon which the TO contractor can build.

The annual STI Relevance Assessment and Gap Analysis builds on the pre-award literature search performed by the BCO. In conducting the STI Relevance Assessment and Gap Analysis, the contractor shall do two things: first, for each search term in the pre-award literature search, highlight noteworthy examples of how the STI provided in that literature search significantly contributed to the performance of the TO work. Second, the TO contractor will identify any perceived gaps in the knowledge base as revealed in the literature search (e.g., the task required information on XYZ, but the literature search did not turn up STI on XYZ). This STI Relevance Assessment and Gap Analysis will be provided annually (during the life of the TO) to the BCO that generated the literature search. The identified gaps will show the BCO the areas in which they need to build knowledge, especially as the BCO notices trends across multiple TOs (Deliverable 3.2-1: TO-Specific Annual Gap Analysis).

**Task 2 Deliverable Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Title** | **Estimated Quantity**  **(*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated Number of STI Records**  **(*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated**  **Due Date / Frequency** | **Description** |
| 3.2-1 | TO-Specific Annual Gap Analysis | *1-5/PoP dependent on PoP* | 0 | Annually | (CDRL A011) Annual summary of STI used in performance of the TO, including value of that STI and feedback on its usefulness. Also includes summary of TO needs for STI unmet by the existing BCO knowledge base (i.e., areas where additional BCO STI would have been useful in performance of the TO). This shall be emailed to the ACOR and COR. |

**3.3 (Task 3) – TO Transition Support**

**3.3.1** **Transition-In.** Facilitate the accomplishment of a seamless transition of requirements. Transition-In services shall begin on the effective date of the award and shall be complete on the date which is 30 days after the effective date when the contractor will assume full responsibility for Tasks 4 and beyond.

**3.3.2**  Identify points of contact (POCs) for liaison between the Government, the prime contractor (if applicable), and other contracted industry partners to ensure a proper and orderly transition and transfer of services and assets between the parties cited.

**3.3.3**  Ensure minimum disruption to vital Government business. The contractor shall ensure that there shall be no service degradation during or after transition.

**3.3.4**  Establish an overview of the transition efforts and describe the activities to transition, which shall include a schedule with milestones by activity.

**3.3.5**  Support the transition of Government property (if applicable).

**3.3.6** Obtain the following from contractor personnel or Government personnel:

a. Transition knowledge and information regarding risk or problem areas

b. *Please list any additional needs that are specific to your effort, if applicable.*

**3.3.7** **Transition-Out Plan.** Develop and execute a Transition-Out Plan that shall facilitate the accomplishment of a seamless transition from the incumbent to incoming contractor or Government personnel at the expiration of the order. Provide a Transition-Out Plan NLT 60 days prior to expiration of the order. Identify how the incumbent will coordinate with the incoming contractor and Government personnel to transfer knowledge regarding the following (Deliverable 3.3-1: Transition-Out Plan):

a. Program and project management processes

b. Points of contact

c. Location of technical, program, and project management documentation

d. Status of ongoing technical initiatives

e. Appropriate contractor-to-contractor coordination to ensure a seamless transition

f. Transition of personnel

g. Identify schedules and milestones

h. Identify actions required of the Government

i. Establish and maintain effective communication with the incoming contractor or Government personnel for the period of the transition via weekly status meetings

j. Transition Out Plan shall include:

*The following list is* ***an example*** *and should be tailored to meet the RA’s needs:*

*1. Coordination with Government representatives*

*2. Review, evaluation, and transition of current support services*

*3. Transition of historic data to new contractor systems*

*4. Government-approved training and certification process*

*5. Transfer of hardware warranties and software licenses (if applicable)*

*6. Transfer of all necessary business and technical documentation*

*7. Orientation phase and program to introduce Government personnel, programs, and users to the contractor's team, tools, methodologies, and business processes*

*8. Disposition of contractor-purchased Government owned assets, including facilities, equipment, furniture, phone lines, computer equipment, etc.*

*9. Transfer of Government Furnished Equipment (GFE) and Government Furnished Information (GFI), and GFE inventory management assistance*

*10. Personnel out-processing procedures, turn-in of all Government keys and ID and access cards.*

**Task 3 Deliverables Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Title** | **Estimated Quantity (*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated Number of STI Records (*indicate if qty. pertains to one year or to entire PoP)*** | **Estimated**  **Due Date / Frequency** | **Description** |
| 3.3-1 | Transition-Out Plan | 1/PoP | 0 | 60 days prior to expiration of order | (CDRL A007) Summary of transition efforts from incumbent to incoming contractor. Identifies transfer of knowledge and coordination between contractors. Only one Transition-Out Plan will be prepared and delivered, regardless of whether there are option periods. |

* 1. **(Task 4 and beyond [Task 5, Task 6, etc.]) – Title (IAW IAC MAC Basic Contract PWS 1.4.2.2.X, 1.4.2.2.X)**

*The Deliverables above are required for all IAC TOs;* ***begin numbering for TO-specific deliverables with 3.N-x.***

***Every subtask or paragraph needs to end with a reference to a deliverable that is being developed as a direct or indirect result of the work that is described in that subtask or paragraph.*** *The reference is formatted as follows: (Deliverable 3.N-x: Deliverable Title), where N is the Task Number and x is the Deliverable Number within Task N.*

*In tasks 3.4 and beyond, the RA’s requirements are to be identified and described in detail. Every subtask or paragraph needs to include any relevant information that pertains to each task, using subtasks as needed. There is no minimum or maximum given to the number of tasks that a PWS can have. Within each task, the goal is to define the level of service for the effort.*

*Work should be described in terms of the required output, focusing on what is expected from the contractor, rather than how the work is to be accomplished, thus allowing each contractor freedom to exercise innovation and creativity. Avoid using words that are broad or non-specific, such as “various” or “all.” Tasks MUST be within the scope of the Basic IAC MAC Contract PWS, without exception.*

*It is important to provide enough specificity and details when describing a task and its associated deliverable(s) so that offerors bidding on the effort will be able to gauge the workload associated with the effort and propose a realistic price. Offerors need to understand:*

* *what the task deliverables are,*
* *when and where tasks/deliverables will be performed,*
* *how much time they will have to complete them,*
* *how frequently they will have to perform them (if recurring),*
* *how much advance notice they will have before the task needs to commence,*
* *the complexity/magnitude/size/quantity of the effort and deliverable,*
* *what the expected outcome is, and*
* *what platform/systems/projects they will be working on.*

*If these details are not definitely known, provide an estimate or example of the typical quantity, frequency, magnitude, duration, and complexity of the tasks/deliverables.*

*Task format: If subtasks and sub subtasks are used, use bold font for numbering. The numbering should stay consistent with the left 1” margin of the page, even when using sub subtasks. Immediately after the subtask/sub subtask number, one 1” tab (tab is generally set at 0.5”, hit twice) should be used before the beginning of the description, then all subsequent lines of the description should stay consistent with the 1” margin of the page. The following format is an example of the appropriate format of subtasks and sub subtasks that reference the deliverables for each of the subtask and sub subtask:*

***3.X.1*** *Develop software code using the detailed design documented in the System Design Documents (SDD), Interface Management Document (IMD), and other appropriate requirements documentation. The software shall be developed in task appropriate programming language in conjunction with Navy Functional Area Manager (FAM)-approved COTS software tools (Deliverable 3.X-1: Production Release Notes; Deliverable 3.X-2: Version Description Documents; Deliverable 3.X-3: Source “Uncompiled” Code and Executable “Compiled” Code).*

*Gather, review, analyze, and document end user functional requirements, system performance requirements, logical database requirements, design constraints, system attributes and quality characteristics, hardware and software requirements for fixes, system upgrades, enhancements, and modifications. Record and develop recommendations to update requirements in accordance with ALE Requirements, Change Management (CM), and CM processes (Deliverable 3.X-4: Requirements Documents Recommendations).*

**3.X.2** *Research, identify, and collect requirements for gathering data from authoritative sources (e.g., per COMNAVAIRFORINST 4790.2A, Decision Knowledge Programming for Logistics Analysis and Technical Evaluation (DECKPLATE) is the authoritative source for Navy aviation maintenance data, Navy Enterprise Resource Planning (ERP) is the financial system of record); identifying and updating interfaces to provide a near real time update and feed of data into the designated ALE data warehouse, application, or system (Deliverable 3.X-5: Interface Management Documents; Deliverable 3.X-6: Development Analysis Results and Recommendations).*

*Work should be described in terms of the required output, focusing on what is expected from the contractor, rather than how the work is to be accomplished, thus allowing each contractor freedom to exercise innovation and creativity. Avoid using words that are broad or non-specific, such as “various” or “all.” Tasks MUST be within the scope of the basic CS/HD/DS/IAC MAC contract, without exception.*

*It is important to provide enough specificity and details when describing a task and its associated deliverable(s) so that offerors bidding on the effort will be able to gauge the workload associated with the effort and propose a realistic price. If these details are not definitely known, provide an estimate or example of the typical quantity, frequency, magnitude, duration, and complexity of the tasks/deliverables.*

*Deliverables in Tasks 3.1 through 3.3 are required for all IAC TOs; begin numbering for TO-specific deliverables with 3.4-1. Every subtask or paragraph needs to end with a reference to a deliverable that is being developed as a direct or indirect result of the work that is described in that subtask or paragraph. The reference is formatted as follows: (Deliverable 3.4-1: Recommendations Report).*

*Each deliverable should be textually referenced within the task descriptions of the PWS.*

***Not all deliverables required are Scientific and Technical Information (STI).*** *Examples of deliverables that are typically not considered to be STI are monthly progress reports, trip reports, financial status reports, workload and staffing plans and reports, cover/transmittal letters, Plans of Action and Milestones (POA&Ms), etc.* ***IAC TOs are established to reuse existing STI and generate new STI; as such, one factor in evaluating the PWS for appropriateness under IAC contracts is the amount and quality of STI expected to be produced under the TO. DTIC will consider STI production as a criterion for TO award; IAC work is deliverables-based, and work shall be codified in formal deliverables in order to record TO work efforts and results.***

***DTIC will consider STI production as a criterion for TO award; IAC work is deliverables-based, and work shall be codified in formal deliverables in order to record TO work efforts and results.***

*Include both STI and non-STI deliverables in this list. From the information given in the descriptions, the contractor should be able to determine the intent of the deliverable as well as the level of effort required. Format for table: 10 point, Times New Roman Font. Manually adjust sides of table as shown below.*

*STI Definitions:*

* *STI is information that has value and applicability to the broader scientific and technical community beyond the TOs sponsoring program or activity mission. STI is intended to be perpetuated and reused.*
* *Scientific and Technical Information (STI) - Communicable knowledge or information resulting from or about the conduct and management of scientific and engineering efforts. STI is used and reused by administrators, managers, scientists, and stakeholders engaged in scientific and technical efforts, and are the basic intellectual resource for, and result of, such efforts. STI may be represented in many forms and media, including paper, electronic data, audio, photographs, video, drawings, numeric data, textual documents, etc.*
* *STI Definition per DOD INSTRUCTION 3200.14: Scientific and Technical Information (STI). Communicable knowledge or information resulting from or about the conduct and management of scientific and engineering efforts. STI is used by administrators, managers, scientists, and engineers engaged in scientific and technological efforts and are the basic intellectual resource for and result of such efforts. STI may be represented in many forms and media that includes paper, electronic data, audio, photographs, video, drawings, numeric data, textual documents; etc.*

*Not all deliverables required are Scientific and Technical Information (STI).*

*Examples of deliverables that are typically not considered to be STI are business functions related to executing TOs. These are monthly progress reports, trip reports, financial status reports, workload and staffing plans and reports, cover/transmittal letters, plans of action and milestones (POA&Ms), and the like.*

*Conclude each task in the PWS with a task-specific deliverables table, structured like the following.*

**Task 4 (Task 5, Task 6, etc.) Deliverables Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Title** | **Estimated Quantity** | **Estimated Number of STI Records** | **Estimated**  **Due Date / Frequency**  **(STI rollup with trend analysis due annually to the DoD IAC PMO unless otherwise indicated)** | **Description** |
| 3.4-1 | *Insert title* | *Insert number* | *Insert number* | *Insert due date or frequency* | (CDRL A007) *Insert description* |
| 3.4-2 | *Insert title* | *Insert number* | *Insert number* | *Insert due date or frequency* | (CDRL A007) *Insert description* |
| 3.4-3 | *Insert title* | *Insert number* | *Insert number* | *Insert due date or frequency* | (CDRL A007) *Insert description* |
| 3.4-4 | *Insert title* | *Insert number* | *Insert number* | *Insert due date or frequency* | (CDRL A007) *Insert description* |

1. **GOVERNMENT PROPERTY**

**4.1** **Access to** **Government Property**

The Government will provide the contractor with access to equipment as necessary to complete the tasking under this TO. The Government will arrange for the contractor to have access to all necessary military installations including test ranges and test facilities necessary to complete all aspects of the tasks. The contractor shall have access to Government facilities on an as-needed basis, inclusive of items incidental to the place of performance such as office space, office supplies, personal computer, and telephone for contractor on-site personnel as required.

* 1. **Government Furnished Property (GFP)**

There is currently no GFP anticipated under this TO. Any potential GFP shall be handled in accordance with FAR 52.245-1. Reference Section 4.3 for further information.

**4.3 Contractor Acquired Property (CAP)**

**4.3.1**  In accordance with FAR clause 52.245-1, title of property (including material, information, and other direct costs) purchased by the contractor, for which the contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Government upon:

- Issuance of the property for use in contract performance,

- Commencement of processing of the property for use in the contract performance, or

- Reimbursement of the cost of the property by the Government (whichever occurs first)

**4.3.2** Government acceptance of CAP will be made by the ACOR. Copies of the approved forms shall be provided with the MSR (Deliverable 3.1-7: Contractor Acquired Property Report).

**4.4** **Government Furnished Information**

The Government will provide the contractor with access to information as necessary to complete the tasking under this TO. Any Government Furnished Information (GFI) such as federal policies, directives, instructions and documents provided during performance of/or resulting from this TO/PWS shall be provided with a Distribution Statement setting forth the disclosure limitations with which the contractor must comply. In the event that GFI is provided without a Distribution Statement, any disclosure shall be in accordance with DFARS 252.204-7000, Disclosure of Information, in the basic IAC contract. The contractor shall treat technical data in its possession as Government sensitive information that is not to be released outside of the originating organization.

1. **SECURITY REQUIREMENTS**

*Explain the highest level of security clearance that would be needed to execute the TO. Edit “example” language below as needed. If personnel will require clearances, state how many FTEs and/or which labor functions, categories or tasks will require each level of clearance and when clearance are required.*

*Example: The Government anticipates that access to classified data/information up to and including TS//SCI (SI/TK/G/HCS), Special Access Program/ Special Access Required (SAP/SAR), and NATO Cosmic Top Secret (CTS) will be required for both facility and personnel in the performance of this work. The Government estimates that approximately four FTEs will require Top Secret clearance and all other personnel will require, at minimum, a Secret clearance in performance of this TO.*

Security specifications applicable to performance of the PWS/TO are expressed on the associated DD Form 254.

1. **SERVICE SUMMARY**

*Use this table to convey the appropriate number of acceptable complaints, errors, etc. and to develop standards/thresholds regarding what would need to be tracked/measured to ensure the contractor is meeting the requirements of the contract.*

*The following is an example and should be adjusted.*

**Service Summary Table**

|  |  |  |
| --- | --- | --- |
| **TAT**  **PERFORMANCE OBJECTIVE** | **TAT**  **PWS REFERENCE** | **TAT**  **PERFORMANCE STANDARD/THRESHOLD** |
| Monthly Status Reports | 3.1 | Standard: MSR are timely, complete and accurate.  Threshold: No more than 2 errors are identified per month. An error is defined as an incorrect statement or the omission of required information. A corrected MSR will be submitted within 5 business days of identification of an error. |
| Program Management Plan | 3.1 | Standard: Completed on time and updated to reflect changes as they occur 98% of the time. Performance IAW the PMP.  Threshold: Completed on time and updated to reflect changes as they occur 98% of the time. A corrected PMP will be submitted within 5 business days of identification of an error. All reasonable efforts (in the Government’s view) are taken by the contractor to adhere to the PMP. |
| Project Schedule | 3.1 | Standard: Performance is on schedule.  Threshold: Project is within 10% of schedule as defined in the Program Management Plan. Provide a get well plan and revised PMP within 5 business days if schedule is not within 10%. |
| Project Budget | 3.1 | Standard: Performance is on budget.  Threshold: Project is within 10% of the budget as defined in the Program Management Plan. Provide a get well plan and revised PMP within 5 business days if budget is overrun. |
| Effective Resource Planning (Staffing) | 3.1 thru X | Standard: Manage, retain, replace and assign capable and qualified contractor personnel in a manner that meets all expressed contractual requirements with no observable degradation of services or impacts to mission requirements.  Threshold: 98% compliance with PWS and CDRL requirements. The Government shall receive no more than three Corrective Action Reports (CARs) or similar deficiency reports during the contractor’s performance of the entire TO. Provide a get well plan within 5 business days of identification of deficiency. |
| Quality Deliverables (Data) | 3.1 thru X | Standard: Research, develop, prepare, compile, and submit Deliverables/CDRLs on time, addressing all data contents, fields, and specified instructions adequately. Upon submission to the Government, deliverables may require minimal non- substantive changes, such as corrections to spelling, etc., but shall not require substantive document corrections or revisions.  Threshold: 98% compliance with CDRL requirements. The contractor shall submit all Deliverables/CDRLs as instructed per the established schedule (due date) with no need for substantive changes. Provide a revised deliverable within 5 business days of identification of deficiency. |
| Responsive Customer Service (Business Acumen) | 3.1 thru 3.X | Standard: Contractor shall respond to all tasks, questions, and inquiries by providing initial written acknowledgement to the requesting individual(s) within two business days. The contractor shall close all corrective action tasks within 30 calendar days, providing written documentation to the Government detailing actions taken. All Government questions and inquiries will be addressed within five business days. Contractor shall provide courteous and competent customer service during performance of the TO. Contractor will be flexible and responsive to the Government's evolving requirements or emergent activities.  Threshold: The Government shall perform random service sampling (reviews) to gauge the contractor’s customer service responsiveness and professionalism. The Government shall receive no more than three complaints or negative reviews denoting a customer service/business acumen deficiency during the contractor’s performance of the entire TO. Provide a get well plan within 5 business days of identification of deficiency. |

1. **TRAVEL AND OTHER DIRECT COSTS**
   1. **Travel**

*Include the statement shown below in this section. At a minimum, provide the estimated locations of all probable and even possible local, Continental United States (CONUS), and Outside CONUS (OCONUS) travel.*

Travel shall comply with Section 4.3 of the basic contract. Travel shall be approved by the ACOR in writing prior to actual travel. The following locations are examples of where travel may be conducted: *[list specific locations, not just CONUS/OCONUS]*

* 1. **Other Direct Costs (ODC)**

*Identify any probable and even possible other items, equipment, licenses, materials, etc. that will be required by the contractor to perform the PWS, will be bought and invoiced to the Government by the contractor under this TAT, and will not be furnished by the Government. ODCs are contractor-acquired property, a type of Government Property for which the Government reimburses the contractor, and to which the Government takes ownership during or after TAT completion.*

*Although contractors cannot charge fee on equipment and travel, contractors can charge fee on materials and supplies purchases.*

*Per FAR 45.101, “Equipment” means a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.*

1. **PERSONNEL QUALIFICATIONS**

## 8.1 Certification

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS. Minimal tradeoffs between education, experience or skills may be considered by the Government.

*The following are examples of qualifications for any Key Personnel or when there are specific certifications or qualifications that are critical to the tasks of the PWS; the RA can opt to just have the boilerplate statement above:*

## *8.2 Program Manager*

*Required*

## *The contractor’s Program Manager is required to have a TOP SECRET/SCI clearance. The designated program manager shall have a master’s degree minimum, and at least 12 years of experience relating to DoD and major systems or programs.*

## *Preferred*

## *A Program Manager with a Ph.D is preferred.*

## *8.3 Test Engineer*

*Required*

*Test Engineers are required to have a minimum TOP SECRET clearance. Must have an advanced degree (Master’s, PH.D., etc.) in science or engineering. Must have experience using FORTRAN, LabVIEW, and MATLAB.*

## *Research Scientist*

*Required*

*Research Scientists are required to have a minimum SECRET clearance. Research Scientist shall have a Bachelor’s degree from an accredited institution in Information Systems, Computer Science, Computer Engineering, or related field; and at least 4 years of applicable research experience.*

*Preferred*

*Research Scientists with Master’s degrees from an accredited institution in Information Systems, Computer Science, Computer Engineering, or related field.*

1. **PLACE OF PERFORMANCE**

*If contractor will be required to perform work at a Government facility (or facilities), indicate that here. Include the name and address of agency. Include probable and even possible locations for partners listed in Section 2.2.2. If work is to be performed at multiple locations, identify the approximate percentage of work to be performed at each location.*

**9.1 Primary Place of Performance**

*If the contractor will be required to perform work at a Government facility (or facilities), indicate that here. Include the name and address of agency. Include locations for partners listed in Section 2.2.2. If work is to be performed at multiple locations, identify the approximate percentage of work to be performed at each location.*

Primary places of performance will be (*Government/contractor)* facilities in the \_\_\_\_\_\_\_\_\_ area (estimated *XX*%); and contractor workspaces (estimated *XX*%) in the (*Government/contractor)* area.

The Government location is:

*XXX/BBB*

*777 Mockingbird Lane*

*XXX AFB, XX 9999*

**9.2 Facility Requirements**

*If the contractor will be required to provide a facility, please provide a detailed description of what is needed, to include the minimum requirements for square footage/capacity, classification level, location, needed security, etc. If there is no facility requirement associated with the TAT, omit 9.2.*

**10.0 SPECIAL REQUIREMENTS, APPLICABLE PUBLICATIONS, AND REFERENCES**

*It is not necessary to complete this section if not applicable.*

*Create an acronym list for all acronyms listed in the PWS. While developing the list, make sure each acronym is defined within the text at its first use.*

**Acronym List**

|  |  |
| --- | --- |
| ACOR | Alternate Contracting Officer’s Representative |
| ARO | After receipt of order |
| ASD | Assistant Secretary of Defense |
| BCO | Basic Center Operations |
| CA | Contract Administrator |
| CAP | Contractor-Acquired Property |
| CO | Contracting Officer |
| COR | Contracting Officer’s Representative |
| CS | Cyber Security |
| DoD | Department of Defense |
| DS | Defense System |
| DTIC | Defense Technical Information Center |
| FTR | Final Technical Report |
| GFE | Government Furnished Equipment |
| GFI | Government Furnished Information |
| GFP | Government Furnished Property |
| GP | Government Property |
| HD | Homeland Defense |
| IAC | Information Analysis Center |
| MAC | Multiple Award Contract |
| MSR | Monthly Status Report |
| NLT | No Less Than |
| ODCs | Other Direct Costs |
| PAO | Post Award Orientation |
| PMP | Program Management Plan |
| POC | Point of Contact |
| PoP | Period of Performance |
| RA | Requiring Activity |
| R&E | Research and Engineering |
| SOP | Standard Operating Procedure |
| STI | Scientific and Technical Information |
| TO | Task Order |

**TAT Points of Contact (POCs)**

**IAC**: IAC MAC

**TAT Number**: *(the CSC will provide)*

**Estimated Duration**: \_\_XX\_\_ months *(up to 60 months)*

**TO Title**: *Use title from page one*

|  |  |
| --- | --- |
| **Requiring Activity (Government):** | **Requiring Activity TPOC (Government):** |
| Organization: | Organization: |
| Directorate: | Directorate: |
| Office Symbol: | Office Symbol: |
| Attention Line: | Attention Line: |
| Street Address: | Street Address: |
| City, State, Zip | City, State, Zip |
| Phone: | Phone: |
| Fax: | Fax: |
| E-mail: | E-mail: |
| DODAAC: | DODAAC: |
| Unit Code: | Unit Code: |
| Pay Office Symbol: *For example, “DTIC-RM”* | Pay Office Symbol: |