



Department of Defense Information Analysis Centers (DoDIAC)

Basic Center of Operations (BCO)

Task Order (TO) and Extended Technical Inquiry (ETI)

Ordering Guide

This ordering guide sets forth the procedures for issuing task orders against the BCO contract to fulfill Requiring Activities' (RA) R&D requirements.

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DODIAC BACKGROUND

The Department of Defense Information Analysis Centers (DoDIAC) operate in accordance with (IAW) DoD Manual 3200.14 Volume 1¹. Its mission is chartered by the Under Secretary of Defense for Research and Engineering (USD (R&E)) and it is sponsored by the Defense Technical Information Center (DTIC). The DoDIAC provides expert research and analysis services through integrated Scientific and Technical Information (STI) development and dissemination, studies and analysis, and other unique scientific and technical activities to advance DoD's warfighting capabilities.

The mission of the DoDIAC is to collect, analyze, synthesize, produce, and disseminate STI to DoD and Federal Government users. STI is 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 is the basic intellectual resource for, and result of, such efforts. It is the scientific and technological policies and priorities of the Secretary of Defense (SECDEF), which drive the focus of the DoDIAC's enterprise. The DoDIAC builds upon the foundational knowledge captured in the production of STI and applies it to operational research in support of the Science & Technology (S&T) community and USD R&E's strategic imperatives.

BASIC CENTERS OF OPERATIONS (BCO) OBJECTIVES

The BCO leverages the best expertise from industry, Government agencies, and academia to solve the government's toughest scientific and technical problems and enhance the knowledge bases of those communities across the entire spectrum of the DoDIAC domains. The primary functions of the DoDIAC BCOs are to collect, research and analyze, synthesize, and disseminate STI to stakeholders throughout DoD, reducing duplication of effort, in terms of avoiding the creation of duplicate holdings of STI and analytical capabilities among various R&D support components.

The BCO also provides customers with research and analysis services. The BCO relies on their extensive Subject Matter Expert (SME) network; which includes experienced engineers and scientists, retired senior military leaders, leading academic researchers, and industry experts; that are available to answer technical questions and perform specialized research and analysis via customer funded task orders and Extended Technical Inquires.

BCO DOMAINS AND TECHNICAL FOCUS AREAS (TFA)

The DoDIAC established 22 TFAs critical to current defense needs across three domains: Cyber Security (CS), Defense Systems (DS), and Homeland Defense and Security (HD). Each domain is supported and represented by one (1) primary BCO. Table 1 below shows the relationship between the IAC Domains and TFAs covered.

Table 1		
IAC Domain Areas	Technical Focus Area (TFA)	
Cyber Security (CS)	Cyber Security (CS)	
	Software and Data Analysis	
	Modeling & Simulation (M&S)	
	Knowledge Management and Information Sharing (KM & IS)	
Defense Systems (DS)	Weapons Systems (WS)	
	Survivability & Vulnerability (SV)	
	Reliability, Maintainability, Quality, Supportability, and Interoperability (RMQSI)	
	Advanced Materials (AM)	
	Military Sensing (MS)	
	Energetics	
	Directed Energy (DE)	
	Autonomous Systems (AS)	
	Non-Lethal Weapons and Information Operations (NLW & IO)	
	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR)	
	Homeland Defense and Security (HD)	Homeland Defense & Security
		Critical Infrastructure Protection (CIP)
Weapons of Mass Destruction (WMD)		
Biometrics		
Medical		
Cultural Studies		
Alternative Energy (AE)		
Chemical, Biological, Radiological and Nuclear (CBRN) Defense		

Table 1: IAC Domain and Technical Focus Area Alignment

CUSTOMER SHARED DIRECT COST (CSDC)

All customers who use IAC services will pay a Customer Shared Direct Cost (CSDC). CSDC supports the following elements of the DoDIAC program: the Customer Support Cell, Contracting, Financial Management Cell, Surveillance Team, and some services provided by the Basic Centers of Operations (BCO) directly related to supporting customer-funded efforts (IAC MAC task orders, BCO task orders, etc.). OSD Defense Pricing and Contracting (DPAC), OSD Comptroller, and DTIC review the CSDC percentage annually. The DoDIAC publishes the current CSDC percentage on its website (<https://dodiac.dtic.mil>). Funds to cover this charge must be included in the customer's funding document. The estimated amount of the CSDC is documented in the agreement between the DoDIAC and the customer, (Requiring Activity (RA)) sponsoring the effort. Recent historical values are below.

Table 2	
Year (FY)	CSDC (%)
2016	1.5
2017	1.52
2018	1.2
2019	1.0
2020	0.8
2021	1.05
2022	1.0
2023	0.8
2024	0.4
AVERAGE	1.03

Table 2: Historical CSDC Values

TASK ORDER INTRODUCTION

Task orders (TO) are an individual order issued under the BCO indefinite delivery, indefinite quantity (IDIQ) contract. They may range in value up to the maximum limit of \$1,000,000 and must be completed within 12 months.

CONTRACT TYPE

TOs are designed for performance based contracting and are predominantly Cost Plus Fixed Fee (CPFF) due to the type of work required; however, there may be requirements that result in Firm Fixed Price (FFP) or Firm Fixed Price Level-of-Effort (FFP-LOE) task orders.

FEATURES

- Fast, flexible, and low cost
- Ability to incrementally fund
- Up to 12-month period of performance
- Up to \$1,000,000 ceiling per task order
- Allows for all contract types (CPFF, FFP, FFP-LOE)
- Classified and Unclassified services (Up to Top Secret (compartmented and collateral))
- CONUS and OCONUS place of performance (Including in-theater and overseas contingency operations (OCO))
- Compliance with Federal Government laws and regulations for small business contracting

BENEFITS

- BCOs have a pre-competed contract, no source selection requirement
- Available to DoD and United States (U.S.) Government agencies at all levels (Federal, State, and Local)
- Leverages STI available in the DTIC Online R&E Gateway database
- No separate Economy Act Determinations and Findings/DFARS 217.502-1 “Best Procurement Approach” determination required for DoD requiring activities
- General Terms and Conditions (GT&C) Section (FS Form 7600A) satisfies this requirement since the servicing agency (DTIC and its contracting offices) is within DoD

SERVICES NOT ALLOWED

- Personal services as defined in FAR 37.104(a)
- Inherently governmental functions as defined in FAR 7.503(a)
- Services that are outside the scope of the contract
- Expeditiously available through a new competitive contract or an existing IAC BCO holding
- Pass-through to access other contractors or subcontractors. The IAC prime contractor must provide substantial efforts in accomplishing the task order and derive technical data or knowledge of value to the IAC’s central data resource
- Used as a means for acquiring IT equipment, commercial off-the-shelf software and/or equipment in contravention of applicable DoD regulations

- More than one task order per customer at the same time. Customer is defined as the DoD activity or component possessing a unique Department of Defense Activity Address Code (DoDAAC)

EXTENDED TECHNICAL INQUIRY (ETI) INTRODUCTION

Extended Technical Inquiry (ETI) is a quick-turn (less than 2 months) analysis provided on a cost recovery basis. All ETIs must be fully funded at time of award and cannot exceed \$50,000. Orders exceeding \$50,000 but less than \$1M will be issued via a task order. Under an ETI, the BCO provides answers to questions regarding STI, analysis, analytical techniques, information sources, and other matters defined to be within the scope of the IAC charter via a task order.

FEATURES

- Fast, flexible, and low cost
- \$50,000 maximum ceiling per ETI
- Completed within 2 (two) months from time of award
- Neither travel nor material costs are authorized
- Allow flexibility for contract types of FFP-LOE or FFP
- Classified and Unclassified services (Up to Top Secret (compartmented and collateral))
- Compliance with Federal Government laws and regulations for small business contracting
- Available to DoD and U.S. Government agencies at all levels (Federal, State, and Local)

BENEFITS

- Fast, flexible, and low cost
- Leverages STI available in the DTIC Online R&E Gateway database

SERVICES NOT ALLOWED ON EXTENDED TECHNICAL INQUIRIES (ETI)

- Personal services as defined in FAR 37.104(a)
- Inherently governmental functions as defined in FAR 7.503(a)
- Services that are outside the scope of the contract
- Expeditiously available through a new competitive contract or an existing IAC BCO holding
- Pass-through to access other contractors or subcontractors. The IAC prime contractor must provide substantial efforts in accomplishing the task order and derive technical data or knowledge of value to the IAC's central data resource
- Used as a means for acquiring IT equipment, commercial off-the-shelf software and/or equipment in contravention of applicable DoD regulations
- More than one ETI per customer at the same time. Customer is defined as the DoD activity or component possessing a unique Department of Defense Activity Address Code (DoDAAC)

ROLES AND RESPONSIBILITIES

DoDIAC

The DoDIAC is responsible for all aspects of IAC acquisitions and ensures DoD policies and processes are applied consistently throughout the lifecycle of IAC contracts and task orders. The IAC PMO works in partnership with customers from the Military Services, DoD, Federal agencies, academia, and other R&D entities to demonstrate how the IAC contracts can best be used to meet their requirements.

The DoDIAC PMO performs two (2) primary roles: Program Management Analyst (PMA) and Financial Management.

PROGRAM MANAGEMENT ANALYST (PMA)

- Is assigned an additional duty to perform the Contracting Officer Representative (COR) duties for the DoDIAC program.
- Assists in making initial scope determinations for new TOs before acceptance by DoDIAC Director/Deputy Director
- Assists in Performance Work Statement (PWS) drafting and troubleshooting pre-award issues
- Participates in Joint Reviews (pre-award) and Post Award Briefings
- Receives and tracks contractor submission of contract-level deliverables and performs inspection and acceptance of same
- Ensures contractor adherence to PMO task order-related Standard Operating Procedures (SOPs)
- Performs oversight, surveillance, and documentation of contractor's performance, leads the evaluation of contractor performance in the Contractor Performance Assessment Reporting System (CPARS), and serves as liaison with Contracting Office on contract-level matters
- Maintains master list/tracking of all task order issued against the contract. Maintains IACs electronic files of task orders and task order modifications received from Contracting Office
- Receives and responds to contractor correspondence, forwards to/coordinates with Contracting Office as necessary
- Works with the contractor, RA, and Contracting Office to resolve issues
- Initiates task order close out

FINANCIAL MANAGEMENT

- Receives and reviews RA task order funding commitments such as MIPRs and 7600Bs. Determines whether funding documents adhere to DoDIAC SOPs, contractual, FAR/DFARS, and DoD Financial Management Regulations requirements
- Accepts compliant funding documents and inputs into the DTIC financial accounting system. For funding commitments citing reimbursable funding, commits and obligates the funds. Periodically bills RA based on work performed to collect funding repayment to DTIC, through the Intra-Governmental Payment and Collection (IPAC) system. CSDC is billed within one month
- Forwards compliant funding documents to Contracting Office for Contracting Officer's (CO) obligation on the task order award document (or modification). Maintains records of funding documents received and forwarded to Contracting Office
- Provides RAs status or other information on funding documents. For funding documents accepted as Reimbursable, DTIC is responsible for revenue generation and customer billing and collection.

For documents accepted as Direct Cite, customers can find billing information in the WAWF Business Suite, myInvoice

- Assists Contracting Office with funding de-commitments and de-obligations
- Receives and responds to customer/DFAS/Contracting Office inquiries received through the IAC MIPR mailbox, dtic.belvoir.rm.mbx.iac-mipr@mail.mil

CONTRACTING OFFICE

774TH ENTERPRISE SUPPORT SQUADRON (ESS)

The 774th ESS is the Contracting Office that has contractual oversight of the BCO contract and all task orders it awards.

- Provides advice and guidance to contractors and customers regarding contract scope; acquisition regulation requirements; and contracting policies. Ensures compliance with contract terms and limitations, and performs quality assurance and inspection/acceptance of IDIQ contract-level contractor services and deliverables
- Represents the CO's position at various contract-related meetings including IAC's Steering Committee, BCO Progress Reviews, negotiating sessions, and working meetings
- Appoints contract-level Contracting Officer Representatives (CORs)
- Reviews each task order requirements package:
 - Prepares Fair Opportunity Proposal Requests (FOPRs)
 - Receives and distributes the proposal to the RA, PMA(s), COR(s), and DCAA for Government review
 - Prepares award documentation
 - Awards task order and obligates initial funding
 - Administers task order post award
 - Coordinates with the PMA(s) and RA(s) as needed to ensure inspection and acceptance of all task order services and deliverables, and approves contractor invoices, if approval is required
 - Approves and issues task orders, modifications, to include incremental funding, as needed
 - Performs task order closeout

REQUIRING ACTIVITY (RA):

- Develops Performance Work Statements (PWS) describing the performance objectives and standards
- Creates and routes a Government Estimate (e.g., Budget, Rough Order of Magnitude (ROM))
- Creates and routes task order 7600A (Interagency Agreement (IAA) General Terms and Conditions (GT&C) Section) for signature
- Creates and routes the task order DD 254 (DoD Contract Security Classification Specification) if required for the effort
- Nominates a qualified and trained technical and financial point of contact
- Funds the task order work to be performed (i.e., commits funds). The RA also certifies that funds meet bona fide need and are appropriate for the task order (such as funding purpose, time and amount)
- Performs quality assurance and inspection and acceptance of task order-level contractor services and deliverables.
- Provides input to the Contracting Office as necessary, for approval of contractor invoices

- Ensures contractor compliance with task order requirements
- Monitors contractor expenditure of funds relative to the task order obligated funding and task order ceiling to prevent contractor overruns or gaps in funding
- Provides technical support to DoDIAC PMA and Contracting Office on task order issues
- Receives and approves STI deliverables from the contractor, approves the STI SF 298 (Report Documentation Page) reports. Ensures that all STI is uploaded to the Electronic Content Management System (ECMS)
- Assists the DoDIAC PMA and CO in preparing necessary documentation for task order modifications, task order contract closeout or other required task order post-award contract administration requirements

ESSENTIAL REQUIREMENTS FOR TOS AND ETIS

A TO or ETI can be initiated to acquire a scientific or technical analysis effort. All task orders and ETIs must have an analytical component and generate new useable STI. The following criteria must be met:

- Be within the technical scope/mission of the BCO.
- Produce new experimental data, scientific and/or technical knowledge or expertise not otherwise or previously available to the IAC or to the R&D, Acquisition, or Warfighter communities to be leveraged by all DoD and other government agency components. Could also result in compiling existing information in new ways, creating novel analyses not previously available.
- Benefit the Government based on the technical/technologist expertise available at the IAC.
- Acquire only such equipment/systems/material, which will serve to produce STI or other technical knowledge of benefit to the U.S. Government and integral to the analytical component of the effort.
- TOs may not be longer than (1) one year in duration and may not exceed \$1,000,000 per effort.
- All costs associated with providing the services purchased under a task order or ETI will be borne by the RA and will not be charged to DTIC, including but not limited to all literature searching, reporting, technical document uploading, quality control/assurance, and other activities generally required by the task order or ETI.
- ETIs require research greater than four technical hours, and completed within two months from time of award. The BCO contractor will provide answers to questions regarding STI, analysis, analytical techniques, information sources, and other matters defined to be within the scope of the IAC contract. ETIs are a mechanism for providing a quick response to customer requirements.
- Only one TO and/or ETI per RA can be open at the same time. RA is defined as the DoD activity or component possessing a unique DoDAAC.
- ETIs must be fully funded at time of issuance/award and must not exceed \$50,000. Any technical inquiries exceeding \$50,000 will be issued via a task order.
- Neither travel nor material costs are authorized on an ETI.

ORDERING PROCEDURES:

TASK ORDER PROCESS

Step(s)	Action(s)	Responsible
1 – Requirement Definition <i>The BCO contractor or PMA can work closely with the customer on technical matters. BCO contractors have a pre-competed contract and may assist customers in defining the problem statement and documenting it in the form of a PWS</i>	<ul style="list-style-type: none"> Performance Work Statement Government Estimate (e.g., Budget, Rough Order of Magnitude (ROM)) FS 7600A (must have at least a draft signed in block 23 by both parties) DD 254 and other supporting documents as needed Nomination of Technical and financial points of contact 	RA
2 – Joint Review <i>The DoDIAC PMA and CO reviews the PWS submitted by the RA to ensure it meets the scope and constraints of the IAC contract.</i>	<ul style="list-style-type: none"> Review PWS Provide concurrence or recommend changes 	PMA, CO
3 – Solicitation	<ul style="list-style-type: none"> CO request proposal from the BCO contractor 	CO
4 – Proposal <i>Based on the requirements identified in the PWS, the Contractor prepares a technical and cost proposal, which is subject to approval by the RA and the Contracting Officer.</i>	<ul style="list-style-type: none"> Technical Proposal Cost Proposal Subcontractor(s) proposal(s) with all back up information 	Contractor
5 – Proposal Evaluation	<ul style="list-style-type: none"> Evaluate the proposal and provide agreement/concurrence Request Rate check from Defense Contract Audit Agency (DCAA) 	RA, PMA, CO
7 -- Submit MIPR/7600B <i>RA transfers funds to the Financial Management Cell (FMC) via Military Interdepartmental Purchase Request (MIPR) or interagency agreement (7600B). To learn more about our MIPR process, please visit our Resources page at https://dodiac.dtic.mil/resources/</i>	<ul style="list-style-type: none"> Submit initial funding document (this can be submitted at any time during the process, but must be prior to award) TOs can be funded incrementally 	RA
8 -- Contract Award <i>BCO contractors are usually able to commence work on a contract within six (6) to eight (8) weeks. If all necessary documents are received in a timely manner.</i>	<ul style="list-style-type: none"> Issue task order to the Contractor Task Order with extra clearance requirements will not be issued until a proper DD 254 is completed and on file to attach to the award 	CO

Commented [A1]: Maybe move these as sub bullets under Tech. & Cost Proposal

EXTENDED TECHNICAL INQUIRY PROCESS

Step(s)	Action(s)	Responsible
1 – Requirement Definition	<ul style="list-style-type: none"> DoDIAC Simplified Performance Work Statement 	RA
2 – Joint Review	<ul style="list-style-type: none"> Review requirement 	PMA, CO

<i>The DoDIAC PMA and CO reviews the PWS submitted by the RA to ensure it meets the scope and constraints of the IAC contract.</i>		
7 -- Submit MIPR/7600B <i>RA transfers funds to the Financial Management Cell (FMC) via Military Interdepartmental Purchase Request (MIPR) or interagency agreement (7600B). To learn more about our MIPR process, please visit our Resources page at https://dodiac.dtic.mil/resources/</i>	<ul style="list-style-type: none"> • Submit funding document (this can be submitted at any time during the process, but must be prior to task order award) • ETIs must be fully funded 	RA
8 – Task Order Award <i>BCO Contractors are usually able to commence work on a modified contract within two weeks.</i>	<ul style="list-style-type: none"> • Issue task order to the contractor 	CO

DEFINITIONS:

Contracting Officer (CO)	The Government official with authority to enter into contracts, administer, modify and/or terminate IAC contracts, obligate/de-obligate funds, provide related determinations and findings and settle disputes.
DoDIAC Director	The Government official who plans and directs the activities of the IAC Program Management Office in accomplishing DoDIAC Program goals and related functions. The DoDIAC PMO Director is responsible for the technical accuracy of program decisions and recommendations and for budgeting and management of basic IAC operations funding.
Extended Technical Inquiry (ETI)	An Extended Technical Inquiry is an inquiry/request beyond a standard technical inquiry in which the contractor expends more than 4 technical hours but no more than 2 months. The BCO contractor shall provide answers to questions regarding STI, analysis, analytical techniques, information sources, and other matters defined to be within the scope of the IAC contract.
IAC Program Management Analyst (PMA)	The Government individual who provides administrative and analysis support to the IAC Director in managing the IAC Program.

Information Analysis Center (IAC)	An activity that acquires, digests, analyzes, evaluates, synthesizes, stores, publishes, and provides advisory and other user services concerning available worldwide STI and engineering data in a clearly defined, specialized field or subject area of significant DoD interest or concern. IACs are distinguished from technical information centers and libraries whose functions are primarily concerned with providing reference or access to the documents themselves rather than the STI contained in the documents.
Performance Work Statement (PWS)	The PWS provides the basic and high-level objectives of the task order. Upon contract award, the PWS becomes a contractually binding agreement, between the RA and the contractor
R&E (Research and Engineering) Gateway	A searchable web-based database hosted and maintained by DTIC, which serves as the primary repository of STI (formerly called DTIC Online).
Requirements Management System (RMS)	IAC PMO web-based system for receipt, review and processing of technical requirements.
Requiring Activity (RA)	The DoD component, other Government agency, industry, or academic DTIC- registered user requesting the IAC's technical services.
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 is 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.
Task Order (TO)	Separately described, funded, and ordered performance requirements, which are in addition to the basic IAC core operations and are over and beyond the basic core requirements such as routine technical and bibliographic inquiries. Each task order is issued under the IAC BCO contract by a warranted Government Contracting Officer authorized to issue orders under the contract
Technical Inquiry (TI)	A category of BCO services that provides up to four (4) free hours of information services to a user, including literature searches, product/document requests and analysis, within the BCO contractor's focus areas. The information services are provided through the BCO's and R&E Gateway and the BCO's subject matter expert (SME) networks. Examples of technical inquiries are analytical research on a particular weapon system, biological agent, method of alternative energy, etc.

DODIAC PROGRAM LINKS:

DoD Information Analysis Centers (DoDIAC)	https://dodiac.dtic.mil
Cyber-Security Information Analysis Center (CSIAC)	https://www.csiac.org
Defense Systems Information Analysis Center (DSIAC)	https://www.dsiac.org
Homeland Defense Information Analysis Center (HDIAC)	https://www.hdiac.org
DoD Directive 3200.12	http://www.dtic.mil/whs/directives/corres/pdf/320012p.pdf
DoD Instruction 3200.14 Volume 1	http://www.dtic.mil/whs/directives/corres/pdf/320014vol1_2014.pdf
DoD Instruction 3200.14 Volume 2	http://www.dtic.mil/whs/directives/corres/pdf/320014vol2.pdf
USD (R&E)	http://www.acq.osd.mil/chieftechnologist/
Defense Technical Information Center (DTIC)	https://www.discover.dtic.mil/

EXHIBIT A: EXAMPLE PWS GUIDE AND EXAMPLE

THIS PAGE IS FOR INFORMATIONAL PURPOSES ONLY
Please do not include it with the PWS submission

1. Yellow – highlighted items are for informational/ example purposes, and are not intended for inclusion in the PWS (please delete anything highlighted before submitting the PWS for review.)

2. Update **Green** or **Blue** items to correctly fit your Specialized Task Order (STO) Performance Work Statement (PWS)

3. Mandatory sections to be included in the PWS are *not* highlighted and should *not* be changed without COR or CO approval.

Formatting Guidelines:

Please use Times New Roman at a 10 point. Bold, Italics, and numbering are acceptable. Use a single space between sentences and after numbers. Use single spacing between lines and add one space after paragraphs.

Please do NOT use any of the following as they are not compatible with our contracting system:

- Special characters or symbols
- Headers or footers
- Page numbers
- Foot notes
- Text boxes
- Tables
- Tabs (use 3-5 spaces to intend if necessary)
- Bullets
- Widow/orphan control

Specialized Task Order (STO)
Performance Work Statement (PWS)

Defense Systems (DS) Information Analysis Center (IAC)

Specialized Task Order (STO) Number: (this is the RMS number assigned)

Estimated Duration (in months):

STO Title:

Contractor Points of Contact (POCs)

SURVICE POC: name here

Street Address:

City, Street, Zip:

Phone: xxx-xxx-xxxx, ext. xxxx

Fax:

Email:

SURVICE Technical POC: name here

Street Address: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

City, Street, Zip: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Phone: xxx-xxx-xxxx, ext. xxxx ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Fax: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Email: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Government POCs

Requiring Activity (RA) POC: name here

Organization:

Directorate:

Office Symbol:

Street Address:

City, Street, Zip:

Phone: xxx-xxx-xxxx, ext. xxxx

Email:

Department of Defense Activity Address Code (DoDAAC):

Requiring Activity Technical POC (TPOC): name here

Organization: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Directorate: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Office Symbol: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Street Address: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

City, Street, Zip: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Phone: xxx-xxx-xxxx, ext. xxxx ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Email: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

DoDAAC: ONLY IF DIFFERENT FROM ABOVE — OTHERWISE REMOVE

Requiring Activity Signature: _____

_____ Date

1.0 BACKGROUND (Provide only background information pertinent to establishing the context for the work required under this STO)

If work efforts are to support a joint effort, note this under Background; provide as much information as available about who are the stakeholders. Even under a joint effort, the STO RA maintains responsibility for day-to-day oversight of the entire scope of work.

1.1 Prior / On-Going IAC Basic Centers of Operation (BCO) Work for Customer Organization:

RMS Number / Task Order number / Requirement Title / Phase (Yes/No)

Example:

DS-19-9927, FA807519FA927, STO Title, Yes

DS-19-9944, FA807519F9944, STO Title, No

DS-21-6369, FA807521F6369, STO Title, Phase I, Yes

(No tables or text boxes). If no STO has been performed for the customer, please state.

2.0 OBJECTIVE:

Identify requirements for IAC analysis under this STO and the results expected (describe effects, output, performance, improvements, and gaps)

3.0 TASKS

Note: Tasks 1 and 2 are required for all IAC STOs. Task 1 provides an essential opportunity for the IAC contractor, IAC Program Management team, and STO RA to discuss requirements, establish expectations, and plan task execution – these include overall IAC Program requirements/processes, and those specific to each STO. Task 2 ensures the STO RA benefits from the existing knowledge base, and further builds that knowledge base for future efforts.

3.1 (Task 1) – Post Award Brief (PAB)

The PAB shall be held within 30 days of award. SURVICE will schedule and conduct this meeting in coordination with the RA, Contracting Officer (CO), Contracting Officer’s Representative (COR), and the Program Management Analyst (PMA). Participation may be in person or via telephone. The COR, PMA and CO Representative must be in attendance.

Within five (5) business days of the post-award conference, SURVICE shall provide the RA with meeting minutes and a copy of the slides; courtesy copies, including a list of attendees, shall be provided to the COR, PMA, and CO.

The purpose of the post-award conference is to: 1) explain unique characteristics of the IAC model; 2) identify stakeholders’ roles and responsibilities; and 3) establish a common understanding of cost, schedule, and performance expectations.

SURVICE will develop the following deliverables in support of this task:

Post Award Brief and Minutes (Deliverable 4.1)

Monthly Status Report (Deliverable 4.3)

3.2 (Task 2) – Scientific and Technical Information (STI) Relevance Assessment and Gap Analysis

SURVICE STO performance builds on the breadth of the DoD knowledge base. STO performance provides an opportunity to validate research/ Scientific and Technical Information (STI) in a specific, operational context. Further, STO operational requirements provide real-time assessment of areas where STI is most needed. The intent of this task is to explore and document the relevance of BCO STI resources in supporting STO requirements, as well as to identify potential gaps in the BCO knowledge base based on STO requirements.

SURVICE will develop the following deliverables in support of this task:

STI Relevance Assessment and Gap Analysis (Deliverable 4.2)

Monthly Status Report (Deliverable 4.3)

THE FOLLOWING TASKS ARE FOR INSERTION BY THE RA FOR OUTCOMES REQUIRED --
NUMBERING FOR ALL TASKS IS IN SEQUENTIAL ORDER AND NOT LIMITED FOR TASK 3 AND
HIGHER

3.3 (Task 3) Title to be provided by Contractor

Identify the Government's requirements. Be clear, specific, and as detailed as possible. The PWS must provide sufficient information to justify the technical approach that will be proposed by the contractor. If, for example, the PWS simply indicates that the requirement is for "diesel engine performance analysis and recommendations" without any more detail, and the contractor proposes procuring the most expensive diesel engine on the market, the proposal would risk being rejected, since the PWS didn't provide enough information to signal why a cheaper engine would not suffice for testing. With regard to accounting for an uncertain environment: if the RA requires several reports on various topics, with the specifics of each topic to be determined, the RA can indicate the number of reports required, the general topic area(s) to be covered (sufficient to establish that topics remain within the overall scope of the particular IAC), and the approximate complexity and/or magnitude of each report (enough information to signal approximate level of effort expected for each report); citing examples of past reports can be greatly helpful in establishing the above. This approach allows for flexibility in executing requirements, while also providing the contractor sufficient information to appropriately price their proposal (and providing the Government review team sufficient information for proposal review and acceptance).

After describing task requirements, list deliverables associated with each task.

SURVICE will develop the following deliverables in support of this task:

- Monthly Status Report (MSR) (Deliverable 4.3)
- Final Technical Report (FTR) (Deliverable 4.4)
- Insert Name of Deliverable (Deliverable 4.5)

4.0 DELIVERABLES/REPORTING REQUIREMENTS:

Not all deliverables required by this PWS are 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. **An SF 298 Report Documentation Page is a required submission for STI deliverables only.** No deliverables are to be accomplished after the Period of Performance (PoP) is completed. None of the deliverables for this PWS require submission in the Wide Area Work Flow (WAWF) system.

In accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7014(b)(1), 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 that is developed, modified, or created under the STO exclusively at the United States (U.S.) Government's expense. All 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.

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

STO technical deliverables represent STI of great relevance, based on current operational requirements. As such, it is critical that STO STI be expeditiously made available to the broadest audience. Upon completion, the STI shall receive distribution markings by the STO RA, and then be sent to the PMA or COR for review; upon approval,

SURVICE shall upload the STI to the DTIC database.

Provide a short description for each deliverable, and summarize in a table, as follows:

4.1 Post-Award Brief and Minutes

Post-award brief to discuss cost, schedule, performance including the RA requirements and SURVICE's approach, with specific focus on IAC model of building on BCO knowledge base and producing STI for future reuse. Within 30 days of the award, SURVICE shall provide the RA, COR, CO, and PMA with the meeting agenda, a copy of the slides, and the list of invitees. Within five (5) business days after the post-award brief, SURVICE shall provide the RA, COR, CO, and PMA with the meeting minutes, to include the list of attendees.

Note: All STOs require an unclassified Post Award Brief and Minutes.

4.2 STI Relevance Assessment and Gap Analysis

The STI relevance assessment and gap analysis, performed annually, builds on the STI literature search performed as a part of PWS development. It identifies, by PWS task, how much STI (gathered from DTIC databases and other sources) have been used to inform the work performed under the current STO. SURVICE shall provide the number of relevant STI search results (from the literature search, or subsequent post-award searches) that was employed in executing the PWS task. For each search term, highlight noteworthy examples of how STI significantly contributed to the performance of that task. For each task, identify any perceived gaps in the knowledge base (e.g., the task required information on XYZ, but the literature search did not turn up STI on XYZ). These "STI Gaps" serve as a signal for the BCO that they may need to build knowledge in XYZ especially as the BCO notices trends where similar entries are made in this column across multiple STOs.

Note: All STOs require a STI Relevance Assessment and Gap Analysis

4.3 Monthly Status Report (MSR)

SURVICE shall provide Monthly Status Reports (MSR) detailing the previous month's achievements, expenditures, schedule status, travel conducted, and meetings attended. The MSR will list the intended accomplishments for the following reporting period and include information that would impact the completion of the task(s). Regular input shall commence 45 days after date of award, and every 30 days thereafter until completion of the project. The status report format shall be established at the Post-Award Orientation Conference, and it shall be in portable document format (PDF) format, emailed to the RA, COR, CO, and PMA.

Includes, at a minimum, task expenditures versus planned expenditures, technical progress made, schedule status, travel conducted, meetings attended, PCO approved equipment/materials procured and excessed, issues and recommendations. The Monthly Status Report is intended to report on cost, schedule, and performance against PWS requirements, providing information at the STO task level. As such, it will identify funding compared to ceiling, planned versus actual expenditures, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverables completed within the previous reporting period, identifying them by title and number, and will indicate what deliverables are scheduled to be delivered during the upcoming reporting period. Specific format and content shall be mutually agreed upon by SURVICE and RA, per the guidance contained herein; status report format should be established no later than (NLT) the PAB. The Monthly Status Report shall be in PDF format, e-mailed to the RA, COR, PMA, and CO.

Note: All STOs require Monthly Status Reports.

4.4 Final Technical Report (TR)

SURVICE shall include task background, objectives, assumptions, specific data collected, conclusions analyses conducted and recommendations. Each report shall be delivered to the RA and COR, prior to expiration of the period of performance. Under authority of the RA, with approval by the COR, each TR (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 -----).** However, if sensitive internal information is contained in the TR, every attempt shall be made to produce a sanitized (redacted) version of the TR for distribution within

Department of Defense (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 STO RA; this document shall serve as the basis for creating unclassified metadata, which SURVICE will add to the DTIC unclassified database, in accordance with established policy and procedures.

Note: All STOs require a Final Technical Report.

4.5 [Identify and describe other deliverables required by the RA; include both STI and non-STI deliverables in this list]

In addition to the four standard deliverables noted above, the RA may require other technical deliverables. If so, the IAC shall maintain an electronic PDF copy in the DTIC database (provided the IAC BCO determines the deliverable to be of sufficient STI value). For questions regarding whether a deliverable is of sufficient STI value, the IAC shall consider STI guidelines contained in the STI Submission Guidelines for BCOs, and consult with the COR and PMA. For additional technical deliverables requested by the RA and deemed of sufficient STI value for the DTIC database: once the IAC has prepared the technical deliverable and the RA has accepted it, the IAC shall submit technical deliverables to the COR on a quarterly basis for approval; upon COR approval, the IAC shall expeditiously upload technical deliverables into the DTIC database. Guidelines noted above for Final TRs apply equally to all technical deliverable deemed of sufficient STI value for upload to DTIC database.

It is important to provide as much detail as possible and be clear about what the Government is going to receive as part of this STO. Specifically, for prototypes the definition needs to identify if the deliverable entails drawings, design specifications, the bill of materials, etc. As part of this deliverable the final total cost of that prototype needs to be included. This complete deliverable package then becomes part of the valuable STI for the repository.

For software related deliverables the definition needs to identify if the deliverable entails drawings, design specifications, the bill of materials, etc. Additionally, it should define if it includes the software itself, the source code, system diagrams, etc.

Note: PowerPoint presentations should be strictly assessed for their ability to provide STI value as stand-alone records; IF additional detail (content, context, etc.) is needed, an accompanying document should be produced and linked with the PowerPoint (e.g., PowerPoint slides can be embedded in a Word document) before upload into the DTIC database. All uploaded records should be of sufficient STI value as stand-alone STI valuable documents and not STO only outputs.

Deliverable Schedule

Deliverable Number (#) / Task Reference # / Deliverable Title / # of Deliverables / Number of STI / Due by:

Provide the information in the above order. NO text boxes allowed. All deliverables are due **at least 10 days** prior to the end of the PoP or sooner. **The due dates all should be either "after award" or "prior to the end of Pop"**

Examples below

4.1. Task 3.1, Post Award Brief and Minutes, one (1) deliverable, zero (0) STI, Due 30 days after award.

4.2. Task 3.2, STI Relevance Assessment and Gap Analysis, one (1) deliverable, zero (0) STI, Due ten (10) days before the end of PoP.

4.3. Task ALL, Monthly Status Report (MSR), eleven (11) deliverables, zero (0) STI, Due 45 days after award, monthly thereafter.

4.4. Task ALL, Final Technical Report (FTR), one (1) deliverable, one (1) STI, Due ten (10) days before the end of PoP.

4.5. Task 3.5, Insert Name of Deliverable, 5-7 deliverable, two (2) STI, Due 180 days and 355 days after award

4.6 Task 3.5, Insert Name of Deliverable, one (1) deliverable, one (1) STI, Due 10 days before the end of PoP

Indicates that the number of deliverables for each report in this list are estimates – remove statement if not needed

5.0 GOVERNMENT FURNISHED EQUIPMENT, PROPERTY, AND/OR DATA:

The RA will provide SURVICE access to the following Government Furnished Information (GFI) / Government Furnished Equipment (GFE) /Government Furnished Property (GFP), data, and related software tools to successfully complete the effort:

List any constraints, locations, and performance parameters associated with equipment. Be clear on whether the Government will be transferring "Government Furnished Property" to the contractor or will only be granting "access" to Government facilities, systems, etc. If the Government will be transferring property to the contractor to facilitate performance under the STO, the STO RA will need to provide a listing of the property as part of the PWS.

For example:

The Government will provide access to the Government-furnished information (GFI) and Government-furnished equipment (GFE) necessary to complete the tasking for this STO or to ensure team members have compatible infrastructure/information support systems. All GFI and GFE will be returned to the RA 30 days before task order completion. SURVICE will treat technical data in its possession as Government sensitive information that is not to be released outside of the originating organization.

The Government will arrange for contractor access to all necessary military installations as well as all GFI, GFE and GFP, data, and related software tools as necessary to complete the tasking under this task order.

The government has unlimited rights, which allow the Government to 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. 252.227-7014(a)(15). All GFI, GFE, GFP, data, and or software tools shall be returned to the RA no later than (NLT) five (5) days before the end of the PoP.

Prototype:

All software developed and Contractor Acquired Property (CAP) under the tasking in this PWS will be delivered to the Government by no later than five (5) days prior to the end of the PoP. All CAP purchased under this task order becomes GP and will be given to the RA the end of the period of performance.

6.0 SECURITY REQUIREMENTS:

If none is required, state so.

A Security Certification Letter shall be completed if access to Sensitive Compartmented Information is required.

For example (unclassified effort):

All efforts taking place at Government worksites and report deliverables for this effort will be unclassified. If a clearance requirement arises during performance of this STO; the task order will be bilaterally modified to incorporate the DD254.

For example (classified effort):

SURVICE will take appropriate measures to ensure the protection of data to specified level for the duration of the task order. Most work efforts for this task are unclassified; however, as directed some work efforts will be classified up to and include TOP SECRET (TS) level and will require contract personnel to have the appropriate security clearance. A DD 254 will be required from the Requiring Activity. SURVICE will not be permitted to work Top Secret/Secret Compartmentalized Information (TS/SCI) efforts until the DD 254 is on contract. A contract extension will not be granted due to the delay of obtaining DD 254. SURVICE will follow all appropriate security procedures regarding identification badges, entry control cards, and vehicle passes. SURVICE shall return all issued badges and passes to the Government prior to the end of the PoP for the STO, before final payment will be made.

7.0 BENEFITS TO THE IAC AND TO THE GOVERNMENT

This STO effort shall benefit from the knowledge base of the IAC BCO. The information resources of the BCO are a necessary part of the work effort required under this STO PWS, and shall be used to eliminate any duplication, reuse existing STI, and build on that STI as it is applied in the operational context of this PWS.

In addition to the above high level statement, this paragraph will describe the specific benefit to the RA (agency/program) under this STO by gaining and using the existing STI.

This effort shall directly benefit the core capabilities of SURVICE and its broader technical community. The IAC database shall be expanded and enhanced through the identification, acquisition, and development of relevant data, use of that data to address new technical challenges identified under this STO, and the development of new STI.

8.0 CONTRACT PWS PARAGRAPH REFERENCES

1.2 Purpose and Scope

1.5.2.5 BCO Specialized Task Orders (STO)

9.0 TRAVEL

Travel shall comply with Section 1.11 of the IAC BCO Basic Contract. Travel shall be approved in writing by the RA and COR prior to the actual travel; and in no event is the contractor authorized to travel without this prior approval. The Government estimates travel to the locations listed below. A task order PWS modification will not be required if similar locations are substituted, but all substitutions must be approved in advance by the RA and COR. No travel shall be conducted that would exceed the amount obligated to or overall value of the task order.

SURVICE shall, as required by the RA for the performance of a specific effort, carry out travel in accordance with Federal Travel Regulation (FTR) or Joint Travel Regulations (JTR), as applicable. SURVICE shall travel to facilities other than the primary Government's work site to research information on certain practices and procedures. SURVICE shall be reimbursed in accordance with FTR. SURVICE shall use prudent judgment in the accrual of costs associated with travel, such as lodging, board, etc. When temporary duty (TDY) assignments are required at other facilities, the Government will attempt to give the contractor at least a one-week notice a TDY is required. The government anticipates travel to the following locations:

Provide as much detail as possible (# trips, locations, purpose). If sufficient information on # trips / locations is unknown, the RA has the option to separately convey to the Government contracting team a projected travel budget; this amount will then be specified on a separate "not to exceed" CLIN in the order. (The projected travel budget/amount should not be written in the PWS.) Be sure to specify if OCONUS travel is required. (Clauses should not be included in the PWS; the CO will incorporate the appropriate clauses in the order at the time of award.)

At a minimum, provide at the highest level, the number of Local, CONUS and OCONUS travel. For example, "SURVICE shall perform local travel in the XXX area to meet PWS requirements. It is also anticipated there will be a need for XX trips per year to various CONUS {LIST LOCATIONS} In addition, fulfilling the requirements may require travel to the following OCONUS locations: XXX, XXX. (XXX, XXX could be Honolulu, HI)

Some OCONUS locations have strict travel requirements requiring Status of Forces Agreement (SOFA); Aircraft and Personnel Automated Clearance System (APACS); and / or other Force Protection Detachment briefing requirement(s) that will need to be in place prior to travel taking place. All travel requirements must be completed prior to travel commencing.

Failure to follow the requirements could not only hinder the successful performance of the STO, but also accountability of personnel. It will not be a reason for an extension.

If OCONUS travel is not needed, the following statement needs to be included.

OCONUS travel is not permitted for this STO.

10.0 PLACE OF PERFORMANCE

Identify primary place of performance, or multiple places of performance (if known).

11.0 CONFERENCES.

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.” Contractor responsibilities for conferences may include coordinating the location for a conference and providing the venue by reserving and incurring the cost of meeting rooms and required technical equipment ODCs under this TO. Additionally, contractors may manage attendee invites and acceptances, badging, and security, and may provide printouts of briefs to attendees. The contractor shall not expend any resources associated with hosting a conference until the RA has obtained the requisite approval to conduct a conference from the appropriate approval authority in accordance with (IAW) the current DoD Conference Guidance located at:

https://cmo.defense.gov/Portals/47/Documents/Products_Services/Conference_Policies/DoD%20Conference%20Guidance%20version%204.0.pdf?ver=2018-04-18-092345-880. The contractor shall be aware of and not incur any prohibited conference expenses per the DoD Conference Guidance. The contractor shall not expend any funds under this TO for providing food or nutrition for technical symposiums or conferences or for blocking off or reserving lodging for attendees.

12.0 PERIOD OF PERFORMANCE (POP)

The PoP for this task order expires **twelve (12)** months after the date of the award.

13.0 SERVICES SUMMARY TABLE

4.1. (Task 3.1) Post Award Brief (PAB)

Standard: PAB is timely, complete, and accurate

Threshold: No more than two (2) errors. An error is defined as an incorrect information or the omission of required information. A corrected PAB shall be submitted within five (5) business days of identification of an error.

4.2. (Task 3.2) STI Relevance Assessment and Gap Analysis

Standard: STI Relevance Assessment and Gap Analysis is timely, complete, and accurate.

Threshold: No more than two (2) errors. An error is defined as an incorrect information or the omission of required information. A corrected STI Relevance Assessment and Gap Analysis shall be submitted within five (5) business days of identification of an error or prior to end of the period of performance.

4.3. (All Tasks) Monthly Status Reports (MSR)

Standard: MSRs are timely, complete, and accurate.

Threshold: No more than two errors per month. An error is defined as an incorrect statement or the omission of required information. A corrected MSR shall be submitted within five (5) business days of identification of an error or prior to end of the period of performance. No more than one (1) late MSR per STO.

4.4. (All Tasks) Final Technical Report (FTR)

Standard: Deliverable is on time, complete, and accurate. 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: 95% compliance with CDRL requirements. Provide a revised deliverable within five (5) business days of identification of deficiency or prior to end of the period of performance, whichever is earlier.

6.0 (All Tasks) Security Requirements

Standard: Classified materials are stored separately from unclassified materials and in accordance with (IAW) all applicable regulations to prevent unauthorized access.

Threshold: 100% compliance required. Classified materials are stored separately from unclassified materials and in accordance with (IAW) all applicable regulations to prevent unauthorized access.

***CONTRACT ADVISORY AND ASSISTANCE SERVICES DO NOT APPLY.
THIS PWS IS FOR NON-PERSONAL SERVICES.***

EXHIBIT A: EXAMPLE SIMPLIFIED PWS FORMAT FOR EXTENDED TECHNICAL INQUIRIES (ETI)

**Extended Technical Inquiry (ETI)
Performance Work Statement (PWS)**

Information Analysis Center (IAC):

ETI Number: [This will be provided by the DoDIAC PMA]

Period of Performance (in months):

ETI Title:

Contractor Points of Contact (POCs)

SURVICE POC: [name here]

Street Address:

City, Street, Zip:

Phone:

Fax:

Email:

SURVICE Technical POC: [name here]

Street Address: [Complete if different from above]

City, Street, Zip: [Complete if different from above]

Phone: [Complete if different from above]

Email: [Complete if different from above]

Government POCs

Requiring Activity (RA) POC: [name here]

Organization:

Directorate:

Office Symbol:

Street Address:

City, Street, Zip:

Phone:

Email:

Department of Defense Activity Address Code (DoDAAC):

Requiring Activity Technical POC (TPOC): [name here]

Organization: [Complete if different from above]

Directorate: [Complete if different from above]

Office Symbol: [Complete if different from above]

Street Address: [Complete if different from above]

City, Street, Zip: [Complete if different from above]

Phone: [Complete if different from above]

Email: [Complete if different from above]

DoDAAC: [Complete if different from above]

Requiring Activity Signature: _____

1.0 BACKGROUND:

[Provide a short background for this Extended Technical Inquiry\

2.0 TASKS:

The following tasks shall be performed under this ETI effort:

2.1 Task Name

[Describe the task to be performed, be as clear and detailed as possible.]

2.2 Task Name

[Describe the task to be performed, be as clear and detailed as possible.]

3.0 DELIVERABLES/REPORTING REQUIREMENTS:

In support of the performed tasking SURVICE shall submit the following deliverable(s).

3.1 Deliverable name

[Describe the deliverable.]

3.2 Deliverable name

[Describe the deliverable.]

4.0 TRAVEL

Travel is not permitted under an ETI.

5.0 SECURITY CLASSIFICATION:

[E.g., for unclassified ETIs: All Tasks and deliverables under this effort are unclassified. A separate DD 254 is not required. If a clearance requirement arises during performance of this ETI; the task order will be bilaterally modified to incorporate the DD Form 254.

E.g., for Classified ETIs: SURVICE will take appropriate measures to ensure the protection of data to specified level for the duration of the ETI. Most work efforts for this task are unclassified; however, as directed some work efforts will be classified up to and include TOP SECRET (TS) level and will require contract personnel to have the appropriate security clearance. A DD 254 will be required from the Requiring Activity. SURVICE will not be permitted to work Top Secret/Secret Compartmentalized Information (TS/SCI) efforts until the DD 254 is on contract. A contract extension will not be granted due to the delay of obtaining DD 254. SURVICE will follow all appropriate security procedures regarding identification badges, entry control cards, and vehicle passes. SURVICE shall return all issued badges and passes to the Government prior to the end of the PoP for the ETI, before final payment will be made.]

6.0 SERVICES SUMMARY TABLE

ETI PERFORMANCE OBJECTIVE / ETI PWS REF / ETI PERFORMANCE STANDARD/ THRESHOLD

Deliverables / 3.0

Standard: Deliverable is on time, complete, and accurate. 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: 95% compliance with CDRL requirements. Provide a revised deliverable within five (5) business days of identification of deficiency or prior to end of the PoP.

Security Requirements / 5.0

Standard: Classified materials are stored separately from unclassified materials and in IAW all applicable regulations to prevent unauthorized access.

Threshold: 100% compliance required. Classified materials are stored separately from unclassified materials and in accordance with (IAW) all applicable regulations to prevent unauthorized access.

**CONTRACT ADVISORY AND ASSISTANCE SERVICES DO NOT APPLY.
THIS ETI PWS IS FOR NON-PERSONAL SERVICES.**