

2. CONTRACT (Proc. Inst. Ident.) NO. DTRS57-02-C-10050 3. EFFECTIVE DATE See Block 20C 4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 25-3166

5. ISSUED BY U.S. DOT/RSPA/Volpe Center 55 Broadway Kendall Square Cambridge MA 02142 CODE DTS-852 6. ADMINISTERED BY (If other than Item 5) U.S. DOT/RSPA/Volpe Center 55 Broadway Kendall Square Cambridge MA 02142 CODE DTS-852

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, country, State and ZIP Code) Planners Collaborative Inc. 273 Summer Street, 7th Floor Boston, MA 02210 8. DELIVERY FOB ORIGIN OTHER (See below) 9. DISCOUNT FOR PROMPT PAYMENT N/A 10. SUBMIT INVOICES (4 copies unless otherwise specified) To THE ADDRESS SHOWN IN: ITEM 12

11. SHIP TO/MARK FOR CODE FACILITY CODE CODE 12. PAYMENT WILL BE MADE BY U.S. DOT/RSPA/Volpe Center 55 Broadway Accounts Payable, DTS-823 Cambridge, MA 02142 CODE DTS-823

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 10 USC 2304(c) 41 USC 253(c) (5) 14. ACCOUNTING AND APPROPRIATION DATA C2210A

15A. ITEM	15B. SUPPLIES/SERVICES	15C. QTY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
0001	Contract Transition	1	JO	\$0.00	\$0.00
15G. TOTAL AMOUNT OF CONTRACT				\$15,925,163.87	

16. TABLE OF CONTENTS

SEC.	DESCRIPTION	PAGE(S)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE			PART II - CONTRACT CLAUSES		
X	A	1	X	I	34
X	B	4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.		
X	C	7	X	J	41
X	D	18	PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X	E	19		K	
X	F	20			
X	G	22		L	
X	H	24		M	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 3 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuations sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print) EDWARD SHAUCAIR 19B. NAME OF CONTRACTOR BY (Signature of person authorized to sign) 19C. DATE SIGNED 19 Sept 02 20A. NAME OF CONTRACTING OFFICER DONNA M. BRICKLEY, CONTRACTING OFFICER 20B. UNITED STATES OF AMERICA BY (Signature of the Contracting Officer) 20C. DATE SIGNED 9.19.02

TABLE OF CONTENTS

SECTION A - SF 26 AWARD/CONTRACT	1
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS	4
B.1 SCOPE OF WORK.....	4
B.2 CONTRACT TYPE.....	4
SECTION C - STATEMENT OF WORK.....	7
C.1. GENERAL INFORMATION	7
C.2 TRANSITION (CLIN 0001).....	7
C.3 CONTRACT MANAGEMENT AND ADMINISTRATION (CLIN 0002).....	8
C.4 INTEGRATED COMMUNICATIONS AND INFORMATION SERVICES (CLIN 0003).....	13
C.5 PRODUCTION SERVICES (CLIN 0004).....	15
C.6 SUPPORTING INFORMATION.....	16
C.7 LEVEL OF EFFORT (Applicable to CLIN 0003 only)	17
SECTION D – PACKAGING AND MARKING	18
D.1 MARKING (MAY 1999).....	18
D.2 PRESERVATION AND PACKAGING.....	18
SECTION E – INSPECTION AND ACCEPTANCE.....	19
E.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).....	19
E.2 PLACES OF PERFORMANCE AND INSPECTION/ACCEPTANCE	19
SECTION F – DELIVERIES OR PERFORMANCE	20
F.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).....	20
F.2 PERIOD OF PERFORMANCE.....	20
F.3 TRANSITION PERIOD	20
F.4 PLACE OF PERFORMANCE	20
F.5 DELIVERY SCHEDULES.....	21
SECTION G – CONTRACT ADMINISTRATION DATA	22
G.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).....	22
G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION (DEC 1998)	22
G.3 INCREMENTAL FUNDING (Applicable to CLINs 0002, 0003, and 0004).....	23
G.4 EXTENDED WORK WEEK AUTHORIZATION.....	23
SECTION H – SPECIAL CONTRACT REQUIREMENTS.....	24
H.1 CEILINGS (MAY 1999)	24
H.2 INSURANCE.....	24
H.3 SECURITY MEASURES ON THE VOLPE CENTER PREMISES	25
H.4 GOVERNMENT FURNISHED EQUIPMENT AND SERVICES.....	25
H.5 GOVERNMENT-CONTROLLED PROPERTY	26
H.6 USE OF GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES.....	26
H.7 NON-PERSONAL SERVICES (DEC 1998).....	26
H.8 PERFORMANCE OF WORK AND SAFETY PROVISIONS ON GOVERNMENT PREMISES (MAY 1997)	27
H.9 CONTRACTOR RESPONSIBILITY (DEC 1998).....	27
H.10 HOURS OF WORK (DEC 1998).....	27
H.11 HANDLING OF DATA (MAY 1999)	28
H.12 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS (DEC 1998).....	29
H.13 MINIMUM PRODUCTIVE LABOR HOUR REQUIREMENTS.....	31
H.14 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX (Applicable to	31
CLIN 0003 Only).....	31
H.15 WARRANTIES (APR 1997).....	32
H.16 LICENSES (APR 1997).....	32
H.17 GPO PRINTING REQUIREMENT (DEC 1998).....	32
H.18 SALES TAX EXEMPTION (DEC 1998).....	32
H.19 VOUCHER REVIEW	32
H.20 TRAVEL.....	32
H.21 OTHER DIRECT COST(S) (ODC).....	33
SECTION I – CONTRACT CLAUSES	34
I.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).....	34

I.2	FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)	36
I.3	FAR 52.219-17 SECTION 8(a) AWARD (DEC 1996).....	36
I.4	FAR 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (JUNE 1999).....	37
I.5	FAR 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997).....	37
I.6	FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR..... FEDERAL HIRES (MAY 1989).....	38
I.7	FAR 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2001).....	38
I.8	FAR 52.247-67 SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT (JUNE 1997).....	39
I.9	ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY (JUL 2001).....	40

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCOPE OF WORK

The Contractor shall provide the management and personnel, and except as otherwise provided, the equipment, materials, and services necessary to accomplish the requirements set forth in Section C, Statement of Work, of this contract.

B.2 CONTRACT TYPE

The following contract types apply to this contract, as determined by the individual Contract Line Items:

Contract Line Item Number (CLIN)	Applicable Contract Type
0001	Firm Fixed Price (FFP)
0002	Cost-Plus-Award-Fee (CPAF)
0003	Cost-Plus-Award-Fee (CPAF)
0004	Cost-Plus-Award-Fee (CPAF)

CLIN	Supplies/Services	Quantity	Unit	Unit Price	Amount
0001	Contract Transition per Paragraph C.2 of the Statement of Work	1	JOB	Firm Fixed Price	\$ 0.00

0002	Contract Management and Administration, per Paragraph C.3 of the Statement of Work			Not Separately Priced (NSP)	
0002AA	Contract Management and Administration for Base Period, Contract Year 1	1	JOB	Est. Cost Award Fee Total CPAF	\$250,711.71
0002AB	Contract Management and Administration for Base Period, Contract Year 2	1	JOB	Est. Cost Award Fee Total CPAF	\$258,233.07
0002AC	CONTRACT OPTION 1 Contract Management and Administration, Contract Year 3	1	JOB	Est. Cost Award Fee Total CPAF	\$265,980.06
0002AD	CONTRACT OPTION 2 Contract Management and Administration, Contract Year 4	1	JOB	Est. Cost Award Fee Total CPAF	\$273,959.46
0002AE	CONTRACT OPTION 3 Contract Management and Administration, Contract Year 5	1	JOB	Est. Cost Award Fee Total CPAF	\$282,178.24

CLIN	Supplies/Services	Quantity	Unit	Unit Price	Amount
0003	Integrated Communications and Information Services per Paragraph C.4 of the Statement of Work			NSP	
0003AA	Integrated Communications and Information Services for Base Period, Contract Year 1	1	LOT	Est. Cost Award Fee Total CPAF	\$2,502,633.62
0003AB	Integrated Communications and Information Services for Base Period, Contract Year 2	1	LOT	Est. Cost Award Fee Total CPAF	\$2,563,024.86
0003AC	CONTRACT OPTION 1 Integrated Communications and Information Services, Contract Year 3	1	LOT	Est. Cost Award Fee Total CPAF	\$2,626,522.15
0003AD	CONTRACT OPTION 2 Integrated Communications and Information Services, Contract Year 4	1	LOT	Est. Cost Award Fee Total CPAF	\$2,692,271.46
0003AE	CONTRACT OPTION 3 Integrated Communications and Information Services, Contract Year 5	1	LOT	Est. Cost Award Fee Total CPAF	\$2,760,338.05

CLIN	Supplies/Services	Quantity	Unit	Unit Price	Amount
0004	Production Services per Paragraph C.5 of the Statement of Work			NSP	
0004AA	Production Services for Base Period, Contract Year 1	1	LOT	Est. Cost Award Fee Total CPAF	\$273,162.69
0004AB	Production Services for Base Period, Contract Year 2	1	LOT	Est. Cost Award Fee Total CPAF	\$281,265.70
0004AC	CONTRACT OPTION 1 Production Services, Contract Year 3	1	LOT	Est. Cost Award Fee Total CPAF	\$289,611.81
0004AD	CONTRACT OPTION 2 Production Services, Contract Year 4	1	LOT	Est. Cost Award Fee Total CPAF	\$298,208.30
0004AE	CONTRACT OPTION 3 Production Services, Contract Year 5	1	LOT	Est. Cost Award Fee Total CPAF	\$307,062.68

NOTE: Refer to Section I, TAR Clauses 1252.216-71, 1252.216-72, 1252.216.73, and Section J, Attachment J.1 - Performance Evaluation Plan, for explanation of the award fee determination and payment.

SECTION C - STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1. GENERAL INFORMATION

C.1.A. INTRODUCTION

This contract shall provide on-site direct technical support to all elements of the Volpe National Transportation Systems Center (Volpe Center), providing services in the areas of writing and editing, graphics, multimedia/audio-visual, conference planning and logistics, and production.

C.1.B. SUMMARY WORK STATEMENT

The Volpe Center is an organization within the Research and Special Programs Administration of the U.S. Department of Transportation (DOT). The Volpe Center, in partnership with sponsoring organizations, provides a broad range of technical research, analysis, and development services to the DOT and other Federal agencies in support of their transportation and logistics-related missions. The Volpe Center is directly funded by sponsoring organizations and, therefore, is responsive to market forces. The Volpe Center performs its role in an environment that demands entrepreneurial initiative to seek out project opportunities and an ability to quickly respond to new and changing sponsor requirements.

The portfolio of approximately 400 projects performed for sponsors varies in number, scope, and substance over the course of any year. The Volpe Center's staffing strategy uses a combination of Federal and Contractor employees to meet the broad range and quantity of skills needed to support projects. Through on-site technical support contracts and other contracts, the Volpe Center can efficiently respond to uncertain, long-range requirements of these technical programs by having the capability to easily access professional and technical personnel.

This requirement for an on-site dedicated team has existed for all of the Volpe Center's 30-year history. This requirement is currently being met through the Institutional Information Support Services (IISS) Contract No. DTRS57-99-C-00004 that was awarded competitively under the Small Business Administration's 8(a) Program.

C.1.C. SCOPE

The objective of this contract is to provide a labor pool of professionals capable of providing technical support to all elements of the Volpe Center's programmatic requirements. Due to the changing nature of the extensive portfolio of projects, this workforce must be easily accessible and flexible. It must be readily responsive to changing customer requirements and quickly provide the specific technical capabilities that will enable the Volpe Center to take advantage of opportunities for new work. This contract must also be managed so that the workforce can be scaled up or down in accordance with changing project requirements.

C.2 TRANSITION (CLIN 0001)

This requirement is for the transition from the existing on-site IISS contract to this contract. The Contractor shall perform on a fixed-price basis the necessary tasks during the transition period to ensure the Contractor can achieve satisfactory performance on the first day of the base period.

DELIVERABLES:

TRANSITION PLAN

Within two weeks after contract award, the Contractor shall provide to the Contracting Officer (CO) and the Contracting Officer’s Technical Representative (COTR) a written Transition Plan covering the following:

- (1) Key transition personnel;
- (2) Schedule of activities;
- (3) Understanding of current workload and milestones;
- (4) Plan for minimizing disruption to ongoing tasks;
- (5) Plan for staffing projects;
- (6) Communications with key stakeholders; e.g., incumbent staff, COTR, CO, and Volpe Center work order initiators;
- (7) User Accountability System (UAS) operation; and
- (8) Understanding of and systems for tracking cost recovery.

Successful Contractor performance of this function shall be evaluated using the following criteria:

- (1) Lack of disruption to ongoing work;
- (2) Adequate staffing of projects;
- (3) Timely and effective communications with key stakeholders regarding transition issues;
- (4) Timely and accurate UAS records and files; and
- (5) Timely and accurate tracking of cost recovery.

POSITION SENSITIVITY DOCUMENTATION

Within 10 days of contract award, the Contractor shall provide the documentation necessary for the Government to obtain background checks as follows:

Position	Risk Level	Background Check	Required Documents
Program Manager	Moderate	National Agency Check with Inquiry	SF 85P
All Others	Low	Fingerprinting	FD-258

Required forms shall be obtained from the Volpe Center Security Officer.

C.3 CONTRACT MANAGEMENT AND ADMINISTRATION (CLIN 0002)

Contract Management and Administration shall be performed on a cost-plus-award fee-basis. Award fee will be determined in accordance with the Performance Evaluation Plan included in Section J, Attachment J.1.

C.3.A. CONTRACT MANAGEMENT

This requirement is for overall management of the work to be performed under this contract. The Contractor shall provide effective planning, management, quality control, direction, and supervision of the work activities involved and the personnel performing them. The Contractor shall provide a management structure capable of performing the necessary technical and administrative management functions required for effective contract performance.

1. CONTRACT LEADERSHIP

The Contractor is responsible for overall operations and for developing a management structure to properly deliver the full range of services to be provided under this contract. The Contractor's Program Manager serves on site as the point of contact between appropriate Volpe Center personnel and Contractor personnel in both technical and business matters. The Contractor shall clearly establish an organizational and supervisory structure subordinate to the Program Manager.

The Contractor shall be responsible for supervising its staff and for assuring technical excellence in all work performed in support of Volpe Center projects. The Contractor shall provide an on-site Service Center where work order initiators can submit service requests for work to be performed under this contract. The Contractor shall ensure that work performed and products or services delivered are in strict accordance with the specifications or requirements of the work orders authorizing them, are delivered on schedule, and are accomplished effectively and economically. The Contractor shall provide the work order initiator with complete and accurate cost estimates and shall adhere to approved budgets.

The Contractor shall communicate effectively to ensure that all work orders are being performed with a high level of quality, and are within the schedule and cost that is consistent with the expectations of the Volpe Center work order initiators. The Contractor shall provide project management planning and establish processes for coordinating the activities and results of multi-disciplinary teams.

The Contractor shall develop and maintain a central archive of writing and editing and graphics products in electronic format, and multimedia outputs (e.g., videos, compact disks) completed in performance of this contract. This archive shall be categorized and retrievable by Volpe Center sponsor, work order initiator, work order number, accounting funding sources, and subject matter. The archive shall be turned over to the Government at the expiration of the contract.

DELIVERABLE:

PROJECT SUMMARY REPORT

A full set of summary status reports shall be submitted in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, to the COTR on a monthly basis in accordance with the procedures contained in Section J, Attachment J.3. – Project Summary Reports. An oral presentation pertaining to work being performed under this contract and based upon the Project Summary Reports shall be given twice yearly to the COTR.

2. PROJECT STAFFING

The Contractor shall maintain the necessary staffing level and labor mix to meet the requirements set forth in Section C and be flexible enough to respond to shifts in program emphasis and direction with minimal downtime. The Contractor shall acquire an understanding of the nature of Volpe Center project staffing requirements and shall commit resources as necessary to support Volpe Center projects.

The Contractor shall ensure that all work orders are adequately staffed with appropriately skilled professionals and that staff turnover is managed with minimal disruption to the task effort. At the same time, the Contractor shall ensure optimal utilization of its staff members by planning for staff transition from one work order to another with minimal downtime.

The Contractor shall ensure that all Volpe Center requirements are met with sufficiently qualified staff. The Contractor shall carry out regular evaluations of staff performance, hire and discharge staff as necessary, arrange for appropriate staff training, and fulfill such other organizational development and human resource functions as necessary to maintain a highly qualified and motivated workforce to support Volpe Center work orders.

DELIVERABLE:

STAFFING REPORT

On a monthly basis, a staffing report shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. The report shall include the names of all employees working under this contract, office location, job title, labor category, and UAS labor rate.

3. CONTRACT COST CONTROL

This contract is funded through cost recovery from users of the technical labor. The Contractor shall provide data and methodologies for estimating annual costs, demand for labor, and rate setting for labor categories. The Contractor shall track cost recovery, analyze cost and labor utilization variances, and report to the COTR at the end of fiscal quarters one and two and monthly through fiscal quarters three and four on projected under/over recovery. More frequent estimates may be required in the last two months of the fiscal year. The Contractor is required to manage Contractor costs effectively so that all costs involved in the operation of this contract are recovered through UAS labor rates and other direct costs (ODCs) in a fiscal year.

The Contractor will be provided one or more accounts for all activities covered by Section C.3, and for activities covered by Sections C.4 and C.5 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). This account will be established by the COTR at the beginning of each fiscal year and will be based on the Contractor's proposed costs for these functions, as adjusted for realism. All activities and time charged to these accounts shall be in accordance with the Contract Management and Administration Plan developed by the Contractor and approved by the COTR at the beginning of each fiscal year. Deviations from the plan shall have prior approval from the COTR.

The Contractor shall track actual and projected account expenditures for these accounts and report to the COTR at the end of fiscal quarters one and two and monthly through fiscal quarters three and four on projected under/overspending. More frequent estimates may be required in the last two months of the fiscal year.

DELIVERABLE:

CONTRACT MANAGEMENT AND ADMINISTRATION PLAN

Prior to the start of each fiscal year, a Contract Management and Administration Plan shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. The plan shall detail activities to be charged to the Management and Administration accounts in accordance with Section C.3, and activities covered by Sections C.4 and C.5 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). The plan shall propose an estimated number of hours and dollars to be allocated to the account for the fiscal year and their intended purpose.

C.3.B. CONTRACT ADMINISTRATION

1. CONTRACTING OPERATIONS

In support of this function, the Contractor's Program Manager shall serve on site as the single primary interface with the Government on all contract-related matters. The Contractor shall prepare and submit contract modification proposals, invoices, and company correspondence; provide appropriate interface with Contractor corporate offices; prepare advance notifications to the Government as called for under the contract; prepare subcontracting consent requests; and negotiate, execute, and administer subcontracts.

All work performed by the Contractor shall be in the form of approved work orders. The Contractor shall maintain a work order cost accounting system that will accumulate costs incurred for each work order. Labor hours will be identified by skill category. In submitting its vouchers/invoices for payment of costs incurred, the Contractor shall segregate labor hours and all other cost elements for the current billing period, from the beginning of the current contract year and cumulatively from the inception of the contract. Further guidance on billing is provided in Section J, Attachment J.4 - Billing Instructions and Procedures for Contractor.

2. WORK ORDER INITIATION AND CONTROL

The Volpe Center manages its project work through the work order system, as described in Section J, Attachment J.5 – Work Order System Procedures. For every work request received, the Contractor shall produce a work order with appropriate authorizations and funding certifications, and if applicable detailed specifications.

The Contractor shall provide an on-site Service Center where work order initiators can submit service requests for work to be performed under this contract. The Contractor shall establish an efficient and effective Service Center that assures immediate processing and prompt certification of all work orders. The Contractor shall assure appropriate certification of all work orders and tracking of work orders from receipt to completion. The Service Center shall be staffed from 7 a.m. to 6 p.m. on days the Volpe Center is open. On a quarterly basis, the Contractor shall provide to the COTR the production and services statistics from the Service Center in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements.

The Contractor shall maintain a complete central file of all approved work orders issued that shall be made available for Government review whenever requested by the CO and/or the COTR. The central file with all work orders issued during the period of performance of the contract shall be turned over to the Government at the expiration of the contract.

The Contractor shall ensure that charges against approved work orders do not exceed authorized funding levels. The Contractor shall issue appropriate notification to the Volpe Center work order initiators on each work order valued at or over \$5,000, approaching 75 percent funding limits. (Note: Notification to work order initiators under this clause does not relieve the Contractor of its responsibility to notify the CO under the Limitation of Costs or Funds Clauses incorporated in Section I of this contract.)

DELIVERABLE:

WORK ORDER SPECIFICATIONS

The Contractor shall prepare a work order with appropriate authorizations and funding certifications for all work performed under the contract. The Contractor shall develop detailed work order specifications for work orders equal to or over \$10,000. The work order specifications will follow the guidelines of the work order system. Specifications may be modified by the COTR and/or the work order initiator (for a specific task).

3. FUNDS CONTROL AND ACCOUNTABILITY

The Volpe Center's Resource Planning and Management Analysis Division, DTS-25, will manage the operation of an automated UAS for identification and reporting of all resources planned and expended against work orders issued under the work order system. The Contractor shall ensure that its work order system interfaces with the Volpe Center's UAS, as described in Section J, Attachment J.6 – User Accountability System Formats and Reports. The Contractor shall provide the necessary UAS input files for processing on a weekly basis in accordance with the specifications provided by the Volpe Center UAS System Manager.

The Contractor shall reconcile all invoiced costs for labor and ODCs, including travel, with the UAS. This will coincide with preparation and verification of the UAS input files, preparation of monthly labor delivery reports, reconciliation of Contractor and subcontractor timecards, and reconciliation of ODCs with the UAS.

DELIVERABLE:

CONTRACT LABOR REPORTS

On a monthly basis, the Contractor shall submit to the COTR a detailed labor-delivered report reflecting current (coinciding with UAS cycles) and year-to-date utilization of resources expended under the contract for both prime and subcontractor support. The report shall be submitted in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. The report shall address each contract category (i.e., writing and editing, graphics, multimedia/audio-visual, and conference planning and logistics, and production) and shall include the following information:

- (1) Direct, recoverable labor hours delivered and direct labor cost;
- (2) Non-direct, non-recoverable labor hours delivered and labor cost segregated by downtime, administration, management, and other;
- (3) Other direct costs incurred by the contract; and
- (4) Highlights and major events occurring during the reporting period.

4. ADMINISTRATIVE SUPPORT AND FACILITIES MANAGEMENT

The Contractor shall provide administrative support and services essential to overall contract and project performance. These functions include, but are not limited to, management of network support requests, travel arrangements, property management, position sensitivity classifications, employee entrance/exit processing, shipping and receiving, and acquisition of equipment and supplies.

The Contractor shall ensure that proper and adequate facility and telecommunications services are provided for its staff and that adequate cost and accounting information is available to the Government. These services include, but are not limited to, allocation and oversight of Volpe Center space, acquisition and management of telecommunications devices and services necessary to perform under this contract (e.g., cell phones, pagers), oversight of use of telecommunications equipment, and managing requests for changes in space or telecommunications, including obtaining proper authorization from the COTR. All telecommunication devices and services shall be used for official business only.

DELIVERABLES:

TELECOMMUNICATIONS REPORT

On a quarterly basis, the Contractor shall provide to the COTR a telecommunications report listing all employees under the contract who have been provided with telecommunications devices, including Contractor-provided cell phones and pagers and their telephone numbers. The report shall be submitted in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements.

PROPERTY REPORTS

At the beginning of the contract, the Contractor will be provided with a master schedule of all property turned over to its control. On an annual basis, the Contractor shall submit a revised master property schedule (e.g., additions, deletions) to the CO and the COTR.

C.4 INTEGRATED COMMUNICATIONS AND INFORMATION SERVICES (CLIN 0003)

This requirement is to provide integrated communications and information services to support a variety of Volpe Center functions and transportation and logistics projects on a cost-plus-award fee basis. Award fee will be determined in accordance with the Performance Evaluation Plan included in Section J, Attachment J.1. Estimated workloads by functional area are provided in Section J, Attachment J.10. - Estimated Annual Volumes.

C.4.A. WRITING AND EDITING


The Contractor shall provide business and technical writing and editing services to support Volpe Center projects and programs. The majority of writing and editing services necessitate on-site performance; however, the nature of some services may permit performance off site (e.g., translation services).

The Volpe Center supports and typically utilizes Microsoft Office Suite products; projects may necessitate knowledge and use of other software packages, including Macintosh, WordPerfect, Corel, and others as appropriate.

Writing and Editing Services: The Volpe Center produces a wide variety of written products in support of its projects and programs; for example:

- Interim and final reports
- Journal articles
- Reference and training manuals
- User guides

- Scripts for videos or presentations
- Newsletters and brochures
- Web site text

The Contractor shall prepare original written products to support project requirements and editing services to support the production of final written and/or web products from text generated by others. Writing and editing will be in English and will require a full command of the language and grammar as well as an understanding of transportation and technical terminology, familiarity with Federal Government terminology, and knowledge of industry best practices for the production of written products. The Contractor shall have familiarity with the Government Printing Office (GPO) Style Manual, and  other recognized style guides and applicable specifications and standards.

Translation Services: On occasion, the Contractor will be asked to provide translation services for business and technical documents. Translations may be from a foreign language into English and/or from English into a foreign language.

C.4.B. GRAPHICS

The Contractor shall provide graphic arts design and production services to support Volpe Center projects and programs. The majority of graphics services necessitate on-site performance; however, the nature of some infrequent services may permit performance off site.

The Government shall furnish equipment and software necessary to provide and produce graphic arts design and production services. These services typically include but are not limited to:

- Electronic/desktop publishing
- Graphics design
- Computer-aided design and drafting
- Technical illustration
- Multimedia design

The Contractor shall design and produce graphics for a wide variety of products, including but not limited to:

- Printed material
- Projected visuals
- Exhibit and display components
- Multimedia presentations
- Video titling and transitions
- Design of world wide web pages
- Animated sequences

Graphics are generally produced using computer application software. The Contractor shall maintain familiarity with the DOT Graphics Standard Manual. The Contractor shall also maintain familiarity with computer graphics software and hardware being used by work order initiators in order to originate figures and convert work order initiator-supplied electronic graphic files into formats that can be modified and/or integrated into electronic documents using electronic publishing systems.

C.4.C. MULTIMEDIA/AUDIO-VISUAL

The Contractor shall provide studio and location photography, digital photography, videography, video production, post production, and audio-visual (including meeting, conference, and video conferencing) support. The Contractor shall provide, when required, off-site photographic laboratory and video production capabilities. The Contractor shall provide support to satellite downlinks, teleconferencing, video conferencing and distance learning activities.

The majority of multimedia/audio-visual services shall be conducted on site. These services typically include but are not limited to:

- Location and studio photography: color, black and white, and digital
- Videography, videotaping, and video production
- Mounting, framing, and matting of photo and graphic prints and certificates
- Coordination and support of outside photographic services
- Meeting facilities and equipment support
- Equipment consultation and support
- Satellite down link, teleconferencing, video conferencing and distance learning support
- Compact disk (CD) production

C.4.D. CONFERENCE PLANNING AND LOGISTICS

The Contractor shall plan, organize, execute, and/or record conferences, meetings, or symposia. Conferences range in size from 20 to 400 attendees and are for periods of several hours to several days. The typical conference lasts one day and has 50 attendees. Conference planning will be performed on site at the Volpe Center. Logistics support shall be performed at the meeting/conference location. This support may require significant travel and may require coordination with Volpe Center staff, other Contractors, and conference facility personnel to arrange conferences, meetings, workshops, etc.

Conference planning and logistics services typically include but are not limited to:

- Planning, scheduling, managing and cost estimation
- Development and maintenance of mailing lists
- Selection and provision of conference facilities and meeting rooms
- Provision and coordination of audio-visual, transcription, and other required support
- Development of conference literature or graphics, including programs, signs, photography, name badges, and specialty items such as abstracts
- Preparation and distribution of invitations and registration packages
- Preparation of advertising, transportation and lodging, and other logistics
- Processing of participant registrations
- Preparing minutes and/or proceedings for final publication

C.5 PRODUCTION SERVICES (CLIN 0004)

The Contractor shall provide color and black and white reproduction services and the associated binding and distribution services. Color reproduction services shall include the ability to create color copies from black and white copies. Because the Volpe Center is a customer-focused organization, the Contractor must have the ability to provide such services quickly and efficiently and adjust to changing workflows and customer priorities. Incoming jobs may be in hard copy, network electronic files, or removable

electronic media such as floppy or optical disks. Frequently, production services are required on a “rush” basis when results are needed within a day or sometimes within a few hours.

The Contractor shall provide services to produce a wide variety of black and white and color products, including but not limited to:

- Technical reports and papers
- Overheads and handouts
- Brochures
- Posters and banners
- Engineering drawings
- Maps
- Certificates
- Name plates and signage

The Contractor shall provide advice to customers on reproduction, binding, publication and distribution options, their associated pros and cons, and estimated costs. The Contractor shall arrange for documents to be printed through the GPO and shall serve as the Volpe Center’s GPO liaison. All printing and work shall be accomplished in conformance with Title 44, United States Codes, regulations of the U.S. Government’s Joint Committee on Printing (JCP), applicable provisions of appropriation acts, and applicable regulations issued by the U.S. DOT, the GPO, the U.S. Postal Service, and with copyright laws. The Contractor shall maintain paper stocks that comply with JCP Paper Specification Standards and Executive Orders requiring the use of recycled fiber content.

Estimated workloads by functional area are provided in Section J, Attachment J.10.- Estimated Annual Volumes. The Government shall furnish convenience copiers and paper stocks for routine copying jobs of less than 1,000 pages.

C.6 SUPPORTING INFORMATION

C.6.A SPECIALIZED SKILLS

At the discretion of the Government, the Contractor may be required to supply unique and/or specialized state-of-the-art skills not available within the Contractor’s staff to perform specialized work within the technical scope of this Statement of Work.

C.6.B OFF-SITE SPACE

At the discretion of the Government, the Contractor may be required to establish off-site operations either because of a Volpe Center space limitation or because of project requirements. In either case of an off-site operation, the Contractor shall ensure that the operation is fully integrated into the Volpe Center’s mode of operation in terms of user/customer interfaces, procedures for work order initiation, progress reporting, cost/resource reporting, and accountability. It will be the responsibility of the Contractor to acquire the necessary off-site office space, for which the Government, subject to the provisions of the contract, will reimburse the cost.

C.6.C PARKING

The Government will provide on-site parking spaces at the Volpe Center for 45 percent of the Contractor personnel at the time of contract award. These allocations are subject to change at the discretion of the Government.

C.7 LEVEL OF EFFORT (Applicable to CLIN 0003 only)

The anticipated level of effort (LOE)* during the period from October 1, 2002, to September 30, 2007 (inclusive of options if exercised), is identified by functional area in the table below. However, depending on the Volpe Center’s workload, the estimated LOE may be modified annually, either upward or downward, by no more than 20 percent of the previous year’s total anticipated LOE.

The Contractor agrees that effort performed in fulfillment of LOE obligations under this contract shall include only verifiable effort in direct support of the work specified. It shall not include efforts such as work performed in transit to or from an employee’s usual workplace or work during lunchtime activities. If work is to be performed at an employee’s residence or other non-work location, the COTR must be notified of the "telecommuting" status.

LEVEL OF EFFORT BY CONTRACT YEAR (CY)*

Contract Functional Area	CY1	CY2	CY3	CY4	CY5
Writing and Editing	10	10	10	10	10
Graphics	5	5	5	5	5
Multimedia/Audio-Visual	2	2	2	2	2
Conference Planning and Logistics	3	3	3	3	3
Total	20	20	20	20	20

*LOE is expressed in labor years per year where one labor year equals 2,087 hours of productive direct labor (as defined in Section H.13).

SECTION D – PACKAGING AND MARKING

D.1 MARKING (MAY 1999)

All items submitted to the CO or the COTR shall be clearly marked as follows:

1. Name of Contractor;
2. Contract Number;
3. Work Order Number (If Applicable);
4. Description of Items contained therein;
5. Consignee's Name and Addresses; and
6. If applicable, packages containing software or other magnetic media shall be marked on external containers with a notice reading substantially as follows: "CAUTION: SOFTWARE/MAGNETIC MEDIA ENCLOSED. DO NOT EXPOSE TO HEAT OR MAGNETIC FIELDS".

D.2 PRESERVATION AND PACKAGING

Preservation, packing, and packaging of articles called for herein shall be in accordance with good commercial practices to assure delivery at destination.

SECTION E – INSPECTION AND ACCEPTANCE

E.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.246-3	Inspection of Supplies-Cost-Reimbursement	APR 1984*
52.246-4	Inspection of Services-Fixed Price	AUG 1996**
52.246-5	Inspection of Services-Cost-Reimbursement	APR 1984*
52.246-15	Certificate of Conformance	APR 1984

*Applicable to CLINs 0002, 0003, and 0004

** Applicable to CLIN 0001

E.2 PLACES OF PERFORMANCE AND INSPECTION/ACCEPTANCE

The place(s) of performance set forth in Section F are hereby designated as the places for final inspection and acceptance.

SECTION F – DELIVERIES OR PERFORMANCE

F.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.242-15	Stop-Work Order (Alternate I (APR 1984)	Aug 1989

F.2 PERIOD OF PERFORMANCE

This contract shall be for a maximum period of five (5) years following the contract transition period, commencing on or about August 15, 2002, as shown in the following table. Full performance will begin on or about October 1, 2002.

CONTRACT MANAGEMENT AND ADMINISTRATION, INTEGRATED COMMUNICATIONS AND INFORMATION SERVICES	
Transition	August 15, 2002 - September 30, 2002
Base Period, Contract Year One	October 1, 2002 - September 30, 2003
Base Period, Contract Year Two	October 1, 2003 - September 30, 2004
Contract Option 1, Contract Year 1	October 1, 2004 - September 30, 2005
Contract Option 2, Contract Year 2	October 1, 2005 - September 30, 2006
Contract Option 3, Contract Year 3	October 1, 2006 - September 30, 2007

F.3 TRANSITION PERIOD

The transition period shall be for up to 45 calendar days immediately following contract award in accordance with the Contractor's transition plan negotiated with and accepted by the Government.

F.4 PLACE OF PERFORMANCE

In most cases, the services to be delivered under this contract shall be provided at the following location:

DOT/RSPA/Volpe National Transportation Systems Center
55 Broadway, Kendall Square
Cambridge, MA 02142-1093

F.5 DELIVERY SCHEDULES

Deliverable	Schedule	Deliver To Whom
1. Transition Plan	Within 2 weeks after contract award (C.2)	CO/COTR
2. Position Sensitivity Documentation	Within 10 days of contract award (C.2)	CO
3. Project Summary Reports	Monthly by the tenth of each month (C.3.A.1)	COTR
4. Project Summary Presentations	Twice yearly as scheduled by COTR (C.3.A.1)	COTR
5. Staffing Reports	Monthly by the tenth of each month (C.3.A.2)	COTR
6. Cost Recovery Reports	Within 20 days after end of the Fiscal Year (FY) Quarter (Q) 1 & 2; within 20 days after each month of FY Q3 & 4; and as requested in FY months 11 & 12 (C.3.A.3)	COTR
7. Contract Management and Administration Account Reports	Within 20 days after end of FY Q1 & 2; within 20 days after each month of FY Q3 & 4; and as requested in FY months 11 & 12 (C.3.A.3)	COTR
8. Contract Management and Administration Plan	Prior to the start of each FY (C.3.A.3)	COTR
9. Work Order Specifications	As tasks are generated (C.3.B.2)	Work Order Initiator
10. Work Order Files	As files are generated (C.3.B.2)	CO/COTR upon request
11. Production and Services Statistics	Within 20 days after end of FY Q1, 2, 3 & 4 (C.3.B.2)	COTR
12. UAS Input Files	Weekly, files for previous week's activity (C.3.B.3)	UAS System Manager
13. Contract Labor Reports	Monthly by the tenth of each month (C.3.B.3)	COTR
14. Telecommunications Report	Quarterly 20 days after end of FY Q 1, 2, 3 & 4 (C.3.B.4)	COTR
15. Property Reports	Annually, within 30 days after the end of each FY (C.3.B.4)	CO/COTR
16. Work Order Deliverables	As provided for in each work order (J.3)	Work Order Initiator
17. Certificates of Insurance Policies	Within 10 days of contract award (H.2.)	CO
18. List of On-site Employees	As specified in H.3	CO/COTR
19. Designation of Safety Representative	Within 10 days of contract award (H.8)	CO

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/>

DEPARTMENT OF TRANSPORTATION ACQUISITION REGULATION (48 CHAPTER 12) CLAUSES

NUMBER	TITLE	DATE
1252.242-73	Contracting Officer’s Technical Representative	Oct 1994

G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION (DEC 1998)

Contracting Officer: The Contracting Officer (CO) has the overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to his/her authorized representatives.

Administrative Contracting Officer: An Administrative Contracting Officer (ACO) may be designated by the CO. The duties of the ACO include, but are not limited to, analyzing and making recommendations on the Contractor’s proposals, offers, or quotations upon request of the CO and approving the Contractor’s invoices in accordance with the terms of the contract.

Contracting Officer’s Technical Representative: A Contracting Officer’s Technical Representative (COTR) will be designated by the CO. The responsibilities of the COTR include, but are not limited to, inspecting and monitoring the Contractor’s work; determining the adequacy of performance by the Contractor in accordance with the terms and conditions of this contract; acting as the Government’s representative in charge of work at the site to ensure compliance with contract requirements in so far as the work is concerned; and advising the CO of any factors which may cause delay in performance of work. The COTR does not have the authority to make new assignments or work or to issue directions that cause an increase or decrease in the price of this contract or otherwise affect any other contract terms.

Volpe Center Work Order Initiator: The CO may designate a Volpe Center Work Order Initiator. This technical representative will perform the technical oversight of individual work orders.

The CO, ACO, COTR, and Work Order Initiator are, unless otherwise indicated, located at the:

DOT/RSPA/Volpe National Transportation Systems Center
55 Broadway, Kendall Square
Cambridge, MA 02142-1093

G.3 INCREMENTAL FUNDING (Applicable to CLINs 0002, 0003, and 0004)

Pursuant to FAR Clause 52.232-22 “Limitation of Funds” herein incorporated by reference, this contract will be incrementally funded. Modification(s) to the contract that obligates funding will include the following information:

- The current estimated Level-of-Effort and estimated cost;
- The amount allotted and obligated to the estimated cost; and
- The amount allotted and obligated for award fee.

The Limitation of Funds clause applies to the amount allotted to cover estimated costs only. The award fee will be payable in accordance with other clauses of the contract.

G.4 EXTENDED WORK WEEK AUTHORIZATION

The Contractor shall submit all requests for an extended work week to the COTR for approval. All requests must be supported in writing by the appropriate work order initiator. Any request for an extended work week that would have an impact on estimated work order cost must be further supported by an authorized modification to the work order. (NOTE: This extended work week approval process does not replace or supersede the requirements of either FAR Clause 52.222-2 “Payment for Overtime Premiums” or FAR Clause 52.222-41 “Service Contract Act of 1965, as Amended,” both of which are contained in Section I of this contract.)

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 CEILINGS (MAY 1999)

For the purpose of performance of this contract, allowable and reimbursable indirect expenses will be limited to the indirect rate ceilings found in Section J, Attachment J.7 - Indirect Rate Ceilings, for the Contractor and the subcontractors listed therein. Billing rates shall be charged at actual costs up to those ceilings. In the event that final indirect rates are lower than these ceiling rates, the final rates shall apply. This provision in no way alters the provision of the clause entitled "Limitation of Funds."

H.2 INSURANCE

The Contractor shall comply with Section I, FAR Clauses 52.228-5 "Insurance –Work on a Government Installation" and 52.227-7 "Insurance-Liability to Third Persons." The Contractor shall secure, pay the premiums for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below. Such insurance is to specifically include liability assumed by the Contractor under this contract. The Contractor is responsible for providing insurance of the following types and minimum amounts:

(a) Workers' Compensation and Employer's Liability as required to comply with applicable Federal and State workers' compensation and occupational disease statutes.

(b) General Liability

(1) Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(2) Property damage liability insurance coverage with a limit of not less than \$100,000 per occurrence.

(c) Automobile Liability. The Contractor shall provide automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence property damage.

Each policy of insurance shall contain an endorsement that no cancellation or material change in the coverage adversely affecting the Government's interest shall not be effective unless the insurer or the Contractor gives written notice of cancellation or change to the CO at least 30 calendar days prior to the aforementioned actions. When the coverage is provided by self-insurance, the Contractor shall not change or decrease the coverage without the CO's prior approval (See FAR Subpart 28.308(c)).

A Certificate of Insurance shall be submitted to the CO within ten (10) calendar days after notice of contract award certifying that the insurance policy includes at a minimum a 30 calendar day cancellation endorsement and the types and minimum amounts of insurance identified above. The insurance companies providing the insurance shall be satisfactory to the Government. Notices of any policy change shall be furnished to the CO.

H.3 SECURITY MEASURES ON THE VOLPE CENTER PREMISES

Any work under this contract that is performed on site at the Volpe Center is subject to all the provisions of this contract governing the work and the Volpe Center security requirements in place.

The Contractor shall coordinate compliance with the COTR and is responsible for the following:

- (1) Ensuring that Contractor personnel follow the requirements of TAR 1252.237-70 Qualifications of Employees, the Volpe National Transportation Systems Center's Order 1680.1, and DOT Order 1630.2B. All positions are initially established at the sensitivity level of "low" risk, except the Program Manager who is "moderate" risk.
- (2) Ensuring that all Government Furnished Property (GFP) is subject to the Volpe Center's security requirements.
- (3) Obtaining items such as room keys, parking gate card keys, and Volpe Center identification badges by:
 - (a) Submitting a written request for these items of property to the COTR, who will make arrangements with the Volpe Center's Security Office for obtaining these items.
 - (b) Submitting within ten (10) calendar days of contract award a list of its on-site employees to the CO and COTR. Once the list is submitted, the Contractor will notify the CO of any staff changes when they occur, and shall update the list of its on-site employees every six months thereafter.
 - (c) Providing upon an employee's resignation, termination, or reassignment written evidence to the CO of the return of the GFP noted in paragraph (3) above. The return of these items of property shall be coordinated with the Volpe Center's Security Office.

H.4 GOVERNMENT FURNISHED EQUIPMENT AND SERVICES

The Government will furnish all supplies, material, and equipment, with the exception of Contractor-provided equipment identified under CLIN 0004 herein, required for the work to be performed in Section C. This includes but is not limited to the following:

(a) Office Equipment

The Volpe Center will make available to the Contractor personnel the following items: desks, chairs, tables, bookcases, whiteboards, wastebaskets, convenience copiers, filing cabinets, office supplies, and similar furniture and equipment as determined by the CO to be necessary for performing the services required.

(b) Telecommunication Equipment and Service

The Volpe Center will provide telephone equipment and service, including voice mail and facsimile machines, for use by Contractor personnel under this contract located at a Government facility for official use at no cost to the Contractor as determined necessary by the CO. The Volpe Center will NOT provide cell phones and pagers under this contract. The Contractor shall be required to provide telephone service to personnel not located at a Government facility for official use in connection with the duties performed by the Contractor under this contract as determined necessary by the CO.

(c) Computers and Peripheral Equipment

The Volpe Center will provide computer workstations with basic software applications, including future technology refreshments; e.g., e-mail, Windows 98, Microsoft Office 2000, printers, and peripherals, for use by Contractor personnel under this contract. The Volpe Center will connect these computers to the Volpe Center local area network and provide network support.

Section J, Attachment J.9 - Government Furnished Equipment/Property, under this contract identifies the GFP.

H.5 GOVERNMENT-CONTROLLED PROPERTY

Property assigned to the Contractor for use under this contract will be identified in the Volpe Center Property System under a unique Property Management Area (PMA). The Contractor shall assume responsibility for all property assigned to the Contractor's PMA in accordance with Section I, GFP clause(s).

H.6 USE OF GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES

The Contractor shall ensure that its employees and subcontractors use Government-Furnished Equipment (GFE), including, without limitation, computers, telephones, and modems and services provided by the Government, including, without limitation, telephone service, electronic mail, and internet services, only in an authorized manner and consistent with applicable law, and policies, orders, and regulations of the DOT and the Volpe Center as they may be amended from time to time (See DOT Orders H1350.2 Ch. 14-3, and Volpe Order 1370.6A).

The Volpe Center routinely monitors use of the internet and electronic mail for unauthorized use. The Contractor must warn its employees and subcontractors that they should have no expectation of privacy while using GFE and services provided by the Government.

The Contractor agrees to include the substance of this clause in company policy and procedures or employee rules of conduct, and to include a statement that the Contractor will take appropriate disciplinary action should violations occur. The Contractor shall periodically remind its employees and subcontractors of this policy.

H.7 NON-PERSONAL SERVICES (DEC 1998)

A. No personal services as defined in Part 37 of the FAR shall be performed under this contract. No Contractor employee will be directly supervised by the Government. All individual employee assignments and daily work direction shall be given by the Contractor supervisor. If the Contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the CO of this communication or action.

B. The Contractor shall not perform any inherently Governmental functions under this contract. No Contractor employee shall hold him/herself out to be a Government employee, agent, or representative. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work. In all communications with other Government Contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other

Contractor believes this communication to be a direction to change their contract, they should notify the CO for that contract and not carry out the direction until a clarification has been issued by the CO.

C. The Contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

H.8 PERFORMANCE OF WORK AND SAFETY PROVISIONS ON GOVERNMENT PREMISES (MAY 1997)

Any work under this contract which is performed by the Contractor or any of its subcontractors on premises that are under the direct control of the Government is subject to the following provisions:

(1) Performance of work on Government premises shall be confined to the area(s) specified by the CO or his/her duly authorized representative. In performance of this work, the Contractor shall conform to all safety rules and requirements as in effect during the term of the contract and take such additional precautions as the CO may reasonably require for safety and accident prevention purposes.

(2) The Contractor shall designate to the CO, in writing, an on-the-premises representative to serve as point of contact.

(3) Any violation of applicable safety rules and requirements shall be promptly corrected as directed by the CO.

H.9 CONTRACTOR RESPONSIBILITY (DEC 1998)

The Contractor shall, without additional expense to the Government, be responsible for all damage to persons or property that occur as a result of its fault or negligence in connection with the prosecution of the work, and shall be responsible for the proper care and protection of work performed. Breakage or loss of office equipment or other property including that of a Government employee that may occur in or about the Volpe Center building as a result of a fault or negligence in the Contractor's operations or fault or negligence in the actions of the Contractor's agent, subcontractors, or its employees shall be made good by the Contractor at its expense.

H.10 HOURS OF WORK (DEC 1998)

Contractor and subcontractor employees performing work under this contract on Volpe Center premises shall adhere to the Volpe Center's established business hours, except as may be required by this contract to accomplish the performance of the work, or except as may be required by the CO or his/her designated representative.

The Volpe Center will be closed during the 10 holidays observed by the Federal Government on a yearly basis. The listed Federal holidays are the only holidays observed:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When Government employees are excused from duty without loss of pay by Executive Order or by official closing of the Volpe Center, Contractor employees who are assigned for duty at the Volpe Center may be similarly excused by the Contractor if they are ready, willing, and able to work. However, direct reimbursement for the cost of salaries and wages for these excused absences will only be made in emergency situations (e.g., severe weather, natural disasters) as determined by the CO or his/her designated representative. Official closings will be confirmed by the CO or his/her designated representative. This in no way relieves the Contractor of its responsibility for continuing performance of critical requirements for which special instructions will be issued to the Contractor by the CO or designated representative.

H.11 HANDLING OF DATA (MAY 1999)

A. The Contractor and any of its subcontractors in the performance of this contract may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions that restrict the Government's right to use and disclose the data and information, or which may be of such a nature that its dissemination or use other than in the performance of this contract would be adverse to the interests of the Government or other parties. Therefore, the Contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to:

- (1) Knowingly disclose such data and information to others without written authorization from the CO, unless the Government has made the data and information available to the public; nor
- (2) Use for any purpose other than the performance of this contract that data which bears a restrictive marking or legend.

B. In the event the work required to be performed under this contract requires access to proprietary data of other companies, the Contractor shall obtain agreements from such other companies for such use unless such data is provided or made available to the Contractor by the Government. Two copies of such company-to-company agreements shall be furnished promptly to the CO for information only. These agreements shall prescribe the scope of authorized use or disclosure, and other terms and conditions to be agreed upon between the parties. It is agreed by the Contractor that any such data, whether obtained by the Contractor pursuant to the aforesaid agreement or from the Government shall be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.

C. Through formal training in company policy and procedures, the Contractor agrees to make employees aware of the absolute necessity to maintain the confidentiality of data and information, as required above, and further aware of the sanctions which may be imposed for divulging either the proprietary data of other companies or data that is obtained from the Government to anyone except as authorized. The Contractor shall obtain from each employee engaged in any effort connected with this contract an agreement, in writing, which shall in substance provide that such employee will not, during his/her employment by the Contractor, or thereafter, disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Official Use Only") received in connection with the work under this contract. The Contractor shall furnish a sample form of this agreement to the CO promptly after contract award.

D. The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use of disclosure of third party data or software by the Contractor, its employees, subcontractors, or agents.

E. The Contractor agrees to include the substance of this provision in all subcontracts awarded under this contract. The CO will consider case-by-case exceptions from this requirement for individual subcontracts in the event that:

- (1) the Contractor considers the application of the prohibitions of this provision to be inappropriate and unnecessary in the case of a particular subcontractor;
- (2) the subcontractor provides a written statement affirming absolute unwillingness to perform absent some relief from the substance of this prohibition;
- (3) use of an alternate subcontract source would reasonably detract from the quality of effort; and
- (4) the Contractor provides the CO timely written advance notice of these and any other extenuating circumstances.

F. Except as the CO specifically authorizes in writing, upon completion of all work under this contract the Contractor shall return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the CO. Data obtained from another company shall be disposed of in accordance with the Contractor's agreement with that company, or, if the agreement makes no provision for disposition, shall be returned to that company. The Contractor shall further certify in writing to the CO that all copies, modifications, adaptations or combinations of such data or information which cannot reasonably be returned to the CO (or to a company), have been deleted from the Contractor's (and any subcontractor's) records and destroyed.

G. These restrictions do not limit the Contractor's (or subcontractor's) right to use and disclose any data and information obtained from another source without restriction.

H. As used herein, the term "data" has the meaning set forth in the Federal Acquisition Regulations clause 52.227-14 "Rights in Data – General," and includes, but is not limited to, computer software, as also defined in clause 52.227-14.

H.12 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS (DEC 1998)

A. Work under this contract may provide the Contractor with access to advance information about future Government procurements, which information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements, or the preparation of specifications, for various systems, equipment, hardware, and/or software. In order to prevent a potential bias, unfair competitive advantage, or other potential conflict of interest, the Contractor shall be subject to the following restrictions:

- (1) The Contractor shall be excluded from competition for, or award of, any Government contract for which, in the course of performance of this contract, the Contractor has received advance procurement information which has not been made generally available to other persons or firms.
- (2) The Contractor shall be excluded from competition for, or award of, any Government contract for which the Contractor actually assists in the development of the Request for Quotation, Cost Estimate, Specifications, or Statement of Work.

(3) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract.

(4) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the construction or fabrication of any system, equipment, hardware, and/or software for which the Contractor participated in the development of requirements or definitions pursuant to this contract.

B. This clause shall not exclude the Contractor from performing work under any amendment or modification to this contract or from competing for an award for any future contract for work which is the same or similar to work performed under this contract.

C. The term "Contractor" as used in this clause includes any person, firm or corporation which has a majority or controlling interest in the Contractor or in any parent corporation thereof, and any person, firm or corporation in or as to which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest. The term also includes the corporate officers of the Contractor, and those of any corporation (or any parent or subsidiary corporation thereof) which has a majority or controlling interest in the Contractor.

D. The Government may, in its sole discretion, waive any provisions of this clause if deemed to be in the best interest of the Government.

E. The exclusions contained in this clause shall apply for the duration of this contract and for three years after completion and acceptance of all work performed hereunder.

F. If any provision of this clause excludes the Contractor from competition for, or award of, any contract, the Contractor will not be permitted to serve as a subcontractor, at any tier, on such contract.

G. This clause shall be incorporated into any subcontracts awarded under this contract unless the CO determines otherwise.

H. This contract is one of the Volpe Center's contracts for technical support services to be performed primarily on site at the Volpe Center in Cambridge, Massachusetts. These contracts furnish institutional and programmatic support to many of the same projects that other Contractors will eventually work on. It is anticipated that the on-site technical support services Contractors will have day-to-day involvement in Volpe Center projects that will provide them with advance, non-public information on upcoming competitions. If one of these Contractors were also awarded a separate contract, it could have an unfair competitive advantage over other Contractors. To avoid creating such an unfair competitive advantage, a Contractor awarded one of the on-site support services contracts will be precluded from receiving another Volpe Center contract in the Multiple Contractor Resource Base, either at the prime contract or subcontract level. Subcontractors to one of the on-site support services Contractors will not be per se excluded from receiving a separate contract. In such a case, the prime Contractor will be expected to take mitigating actions to assure that it obtains no unfair competitive advantage either as a result of being a subcontractor to one of the on-site support services Contractors, or as a result of subcontracting with a firm that is a subcontractor to one of the on-site support services Contractors.

H.13 MINIMUM PRODUCTIVE LABOR HOUR REQUIREMENTS

A labor year, for purposes of this contract, is defined as 2,087 productive labor hours (excludes Federal holidays). Productive labor hours are defined as those hours worked by Contractor employees in performance of the services specified in Section C herein.

The minimum hours of labor specified in the table in Section C, Paragraph C.7 are for productive hours.

The Contractor and each subcontractor performing work under this contract shall keep the records identified below for each employee performing the work described in the contract:

- (1) Employee's name;
- (2) Employee's work classification(s); and
- (3) Employee's daily hours worked at DOT/Volpe Center.

H.14 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX (Applicable to CLIN 0003 Only)

The staffing requirements described in Section C represents the best estimate of the Government's needs at the outset of the contract. However, these requirements may be altered to ensure adequate Contractor staffing to meet the Government's needs. Therefore, the CO by contract modification may increase or decrease the total productive direct labor hours (or equivalent productive labor years) and/or skill mix by a maximum of 20 percent for any or each year of performance. The increase/decrease is based on the prior year's usage.

Notwithstanding any increase or decrease under any other provision of the contract, including but not limited to the changes and terminations provisions, no increase will be made in the overhead and G&A ceiling rates established and made a part of this contract. An increase/decrease in the maximum amount of available award fee will be negotiated for the year(s) in which the required increase/decrease is to take effect provided, however, that any adjustment under this clause shall not affect the contract's procedures for determining the amount of award fee that the Government will actually pay to the Contractor for any period of performance.

Further, if a staffing level increase/decrease or skill mix adjustment is required under this provision and results in an increase/decrease in direct labor hours or skill mix adjustment under any cost reimbursement subcontract, the subcontract estimated cost shall be increased or decreased.

Notwithstanding any adjustment under this or any other provision of the contract or subcontract, including but not limited to, the changes and terminations provisions, no increase will be made in the overhead and General and Administrative (G&A) ceiling rates established during negotiation between the prime Contractor and the subcontractor(s), which ceilings are made a part of the subcontract(s). The Government will provide the Contractor with advance notice at least 30 calendar days prior to the CO's issuance of a modification for such an increase/decrease or skill mix adjustment. The Contractor will provide the Government with its cost proposal and staffing plan within 15 calendar days after receipt of such notice.

H.15 WARRANTIES (APR 1997)

With respect to any equipment and/or supplies acquired under this contract, title of which will pass to the Government, the Contractor shall ensure that any warranties, together with any rights to replacement, service, or technical assistance, shall flow to or automatically be assigned to the Government.

H.16 LICENSES (APR 1997)

With respect to any computer software, databases or other licensed product acquired under this contract for immediate or eventual delivery to or use by the Government, the Contractor shall identify the Government as the Licensee and ensure that the license, together with any associated rights, shall run to the Government.

H.17 GPO PRINTING REQUIREMENT (DEC 1998)

All printing funded by this contract will be accomplished in conformance with Title 44, United States Code, regulations of Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by the GOP and the DOT.

H.18 SALES TAX EXEMPTION (DEC 1998)

(a) The Volpe Center, as part of the DOT, an agency of the United States, is an exempt purchaser. Accordingly, all purchases of personal property by this organization are exempt from state and local taxation.

(b) The Contractor will be provided with Tax Exemption certificates for the purpose of obtaining an exemption from state sales tax for supplies purchased under this contract (see each individual Work Order). Notwithstanding the terms of the Federal, State, and Local taxes clause, if the Tax Exempt Certificate is not honored by the state, the Contractor shall state separately on its invoices the amount of state sales tax, and the Government agrees to either pay the amount of the tax to the Contractor or, where the amount of the tax exceeds \$250.00, to provide evidence necessary to sustain the exemption.

H.19 VOUCHER REVIEW

The Government may at its sole discretion arrange for a Contractor to review vouchers and supporting data submitted for payment under the provisions of this contract. The Contractor reviewing vouchers and supporting data will perform this function in accordance with contract provisions which prohibit disclosure of proprietary financial data or use of such data for any purpose other than to perform accounts payable services.

H.20 TRAVEL

Payment for travel directly related to the performance of work in accordance with Section C shall not be allowable unless authorized under a work order. The actual costs for lodging and meals and incidental expenses will be considered reasonable and allowable if they do not exceed the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations. A written justification must be provided for higher amounts in special or unusual circumstances, in accordance with FAR 31.205-46.

Compensation for time in excess of eight hours a day is allowable only to the extent such compensation conforms to established compensation practices throughout the Contractor's organization on non-Government work.

H.21 OTHER DIRECT COST(S) (ODC)

The Government shall not reimburse the Contractor directly for any costs associated with employee transit benefit, off-site parking, and severance. In addition, the Government shall not reimburse the Contractor directly for any ODC that the Contractor did not identify as an Offeror Stipulated ODC in its cost proposal in response to this contract.

SECTION I – CONTRACT CLAUSES

I.1 FAR CLAUSE 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/>

I. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	Definitions	Dec 2001
52.203-3	Gratuities	Apr 1984
52.203-5	Covenant Against Contingent Fees	Apr 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	Jul 1995
52.203-7	Anti-Kickback Procedures	Jul 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	Jan 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	Jan 1997
52.203-12	Limitation On Payments to Influence Certain Federal Transactions	Jun 1997
52.204-4	Printing/Copying Double-Sided on Recycled Paper	Aug 2000
52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment	Jul 1995
52.215-2	Audit and Records—Negotiation	Jun 1999
52.215-8	Order Of Precedence—Uniform Contract Format	Oct 1997
52.215-21	Requirements For Cost Or Pricing Data Or Information Other Than Cost or Pricing Data – Modifications	Oct 1997
52.215-17	Waiver of Facilities Capital Cost of Money	Oct 1997
52.216-7	Allowable Cost and Payment	Mar 2000
52.216-8	Fixed Fee	Mar 1997
52.217-8	Option to Extend Services (Fill-in: 30 calendar days before contract expires)	Nov 1999
52.217-9	Option to Extend the Term of the Contract (Fill-in: (a) 30 calendar days; (c) five years)	Mar 2000
52.219-14	Limitation on Subcontracting	Dec 1996
52.222-2	Payment for Overtime Premiums (Fill-in: (a) \$0.00)	Jul 1990
52.222-3	Convict Labor	Aug 1996
52.222-26	Equal Opportunity	Apr 1984
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Dec 2001
52.222-36	Affirmative Action for Workers with Disabilities	Jun 1998

52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Dec 2001
52.222-41	Service Contract Act of 1965, as Amended	May 1989
52.223-5	Pollution Prevention and Right-to-Know Information	Apr 1989
52.223-6	Drug-Free Workplace	May 2001
52.223-10	Waste Reduction Program	Aug 2000
52.223-14	Toxic Chemical Release Reporting	Oct 2000
52.225-13	Restrictions on Certain Foreign Purchases	Jul 2000
52.227-1	Authorization and Consent	Jul 1995
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	Aug 1996
52.227-14	Rights in Data-General	Jun 1987
52.227-17	Rights in Data-Special Works	Jun 1987
52.227-18	Rights in Data-Existing Works	Jun 1987
52.227-19	Commercial Computer Software-Restricted Rights	Jun 1987
52.228-5	Insurance-Work on a Government Installation	Jan 1997
52.228-7	Insurance-Liability to Third Persons	Mar 1996
52.232-9	Limitation on Withholding of Payments	Apr 1984
52.232-17	Interest	Jun 1996
52.232-18	Availability of Funds	Apr 1984
52.232-20	Limitation of Cost	Apr 1984
52.232-22	Limitation of Funds	Apr 1984
52.232-23	Assignment of Claims	Jan 1986
52.232-25	Prompt Payment	Jun 1997
52.232-33	Payment by Electronic Funds--Transfer Central Contractor Registration	May 1999
52.233-1	Disputes-Alternate I(Dec 1991)	Dec 1998
52.233-3	Protest After Award-Alternate I (Jun 1985)	Aug 1996
52.237-2	Protection of Government Buildings, Equipment and Vegetation	Apr 1984
52.237-3	Continuity of Services	Jan 1991
52.242-1	Notice of Intent to Disallow Costs	Oct 1997
52.242-3	Penalties for Unallowable Costs	May 2001
52.242-4	Certification of Final Indirect Costs	Jan 1997
52.242-13	Bankruptcy	Jul 1995
52.243-2	Changes-Cost-Reimbursement Alternate II (Apr 1984)	Aug 1987
52.244-2	Subcontracts—Alternate II (Aug 1998)	Aug 1998
52.244-5	Competition in Subcontracting	Dec 1996
52.245-1	Property Records	Apr 1984
52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)	Jan 1986
52.246-25	Limitation of Liability—Services	Feb 1997
52.249-6	Termination (Cost-Reimbursement)	Sep 1996
52.249-14	Excusable Delays	Apr 1984
52.251-1	Government Supply Sources	Apr 1984
52.253-1	Computer Generated Forms	Jan 1991

**II. DEPARTMENT OF TRANSPORTATION ACQUISITION REGULATION
(TAR) (48 CFR CHAPTER 12) CLAUSES**

NUMBER	TITLE	DATE
1252.215-70	Key Personnel and/or Facilities (Fill-in: The Key personnel under this contract: Program Manager)	Oct 1994
1252.216-71	Determination of Award Fee (Fill-in: (b) 30 calendar days)	Oct 1994
1252.216-72	Performance Evaluation Plan (Fill-in: (a) 30 calendar days; (c) 45 calendar days)	Oct 1994
1252.216-73	Distribution of Award Fee (Fill-in: (a) Evaluation Period:(to be completed at time of award); Available Award Fee:(to be completed at time of award))	Oct 1994
1252.223-71	Accident and Fire Reporting	Oct 1994
1252.237-70	Qualifications of Employees	Oct 1994
1252.242-72	Dissemination of Contract Information	Oct 1994
1252.245-70	Government Property Reports	Oct 1994

I.2 FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of the Head of the Contracting Activity and shall not be binding until so approved.

I.3 FAR 52.219-17 SECTION 8(a) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the Volpe National Transportation Systems Center the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the Volpe National Transportation Systems Center CO immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant CO under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant CO of the Volpe National Transportation System Center.

I.4 FAR 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (JUNE 1999)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer-

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) *Agreement.* A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(2) The _____ [*insert name of SBA's contractor*] will notify the Volpe National Transportation Systems Center CO in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

I.5 FAR 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative CO (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall-

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.6 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination.

SEE ATTACHMENT J.8 - U.S. DEPARTMENT OF LABOR WAGE DETERMINATION NO. 94-2256, REVISION NO. 15

I.7 FAR 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2001)

(a) Definitions. As used in this clause-

"Commercial item" has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.219-8, Utilization of Small Business Concerns (Oct 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any

public facility), the subcontractor must include 52.2198 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Feb 1999) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));

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

(v) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (June 2000) (46 U.S.C. Appx 1241) (flowdown not required for subcontracts awarded beginning May 1, 1996).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

I.8 FAR 52.247-67 SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT (JUNE 1997)

(a)(1) In accordance with paragraph (a)(2) of this clause, the Contractor shall submit to the General Services Administration (GSA) for audit, legible copies of all paid freight bills/invoices, commercial bills of lading (CBL's), passenger coupons, and other supporting documents for transportation services on which the United States will assume freight charges that were paid-

(i) By the Contractor under a cost-reimbursement contract; and

(ii) By a first-tier subcontractor under a cost-reimbursement subcontract thereunder.

(2) Cost-reimbursement Contractors shall only submit for audit those CBL's with freight shipment charges exceeding \$50.00. Bills under \$50.00 shall be retained on-site by the Contractor and made available for GSA on-site audits. This exception only applies to freight shipment bills and is not intended to apply to bills and invoices for any other transportation services.

(b) The Contractor shall forward copies of paid freight bills/invoices, CBL's, passenger coupons, and supporting documents as soon as possible following the end of the month, in one package to the:

General Services Administration
Attn: FWA
1800 F Street, NW
Washington, DC 20405

The Contractor shall include the paid freight bills/invoices, CBL's, passenger coupons, and supporting documents for first-tier subcontractors under a cost-reimbursement contract. If the inclusion of the paid freight bills/invoices, CBL's, passenger coupons, and supporting documents for any subcontractor in the shipment is not practicable, the documents may be forwarded to GSA in a separate package.

(c) Any original transportation bills or other documents requested by GSA shall be forwarded promptly by the Contractor to GSA. The Contractor shall ensure that the name of the contracting agency is stamped or written on the face of the bill before sending it to GSA.

(d) A statement prepared in duplicate by the Contractor shall accompany each shipment of transportation documents. GSA will acknowledge receipt of the shipment by signing and returning the copy of the statement. The statement shall show-

- (1) The name and address of the Contractor;
- (2) The contract number including any alpha-numeric prefix identifying the contracting office;
- (3) The name and address of the contracting office;
- (4) The total number of bills submitted with the statement; and
- (5) A listing of the respective amounts paid or, in lieu of such listing, an adding machine tape of the amounts paid showing the Contractor's voucher check numbers.

I.9 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY (JUL 2001)

All electronic and information technology (EIT) procured through this contract must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. (36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/sec508/508standards.htm> - PART 1194).

The following standards have been determined to be applicable to this contract:

- 1194.21 Software applications and operating systems
- 1194.22 Web-based intranet and internet information and applications
- 1194.23 Telecommunications products
- 1194.24 Video and multimedia products
- 1194.25 Self contained, closed products
- 1194.26 Desktop and portable computers

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the EIT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

SECTION J – ATTACHMENTS

- J.1 PERFORMANCE EVALUATION PLAN
- J.2 ELECTRONIC SUBMISSION REQUIREMENTS
- J.3 PROJECT SUMMARY REPORT
- J.4 BILLING INSTRUCTIONS AND PROCEDURES FOR CONTRACTOR
- J.5 WORK ORDER SYSTEM PROCEDURES
- J.6 USER ACCOUNTABILITY SYSTEM FORMATS AND REPORTS
- J.7 INDIRECT RATE CEILINGS (**PROPRIETARY INFORMATION**)
- J.8 U.S. DEPT. OF LABOR WAGE DETERMINATION NO. 1994-2256, REV. 15
- J.9 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY
- J.10 ESTIMATED ANNUAL VOLUMES

ATTACHMENT J.1 PERFORMANCE EVALUATION PLAN

PERFORMANCE EVALUATION PLAN

FOR

Contract No. _____

With _____

APPROVED BY:

(Signature) (Date)
Fee Determination Official

(Typed Name) (Title)

Introduction

This plan covers the administration of the award fee provisions for Contract Management and Administration (CLIN 0002), Integrated Communications and Information Services (CLIN 0003), and Production Services (CLIN 0004) of Contract No. DTRS57-02-C-10050 dated September 19, 2002, with Planners Collaborative Inc.

The award fees for CLINs 0002, 0003, and 0004 will be pooled and treated as one award fee to be distributed in accordance with this plan. The term of each contract line item (CLIN) covered by this plan, its estimated cost and the maximum available award fee by contract year is in the table below. (The base fee is zero.)

Contract Year	Estimated Cost	Maximum Award Fee Available
Base Year 1		
Base Year 2		
Option 1, Contract Year 3		
Option 2, Contract Year 4		
Option 3, Contract Year 5		

The estimated cost and award fee are subject to equitable adjustments arising from changes or other contract modifications. The award fee payable will be determined periodically by the Fee Determination Official (FDO) in accordance with this plan. Award fee not earned in the first six months of the contract evaluation period will be accumulated and will be available for allocation in the second period of the same contract year. Award fee may be rolled within the contract year only. At the conclusion of the contract year, award fee not earned during the year will not be accumulated and will not be available for allocation in subsequent periods.

Award fee determinations are not subject to the Disputes clause of the contract. The FDO may unilaterally change this plan, unless otherwise requiring mutual agreement under the contract, provided the Contractor receives notice of the changes at least 45 calendar days PRIOR TO the beginning of the evaluation period to which the changes apply.

Organizational Structure for Award Fee Administration

The following organizational structure is established for administering the award fee provisions of the contract.

Fee Determination Official (FDO)

The FDO is the Director, Office of Strategic Programs and Resource Planning. Primary FDO responsibilities are: (1) Determining the award fee earned and payable for each evaluation period; and (2) Changing the matters covered in this plan when appropriate.

Chair, Performance Evaluation Board (Board)

The Chair of the Board is the Chief, Resource Planning and Management Analysis Division. The Chair will appoint Board members prior to the start of each evaluation period. Primary responsibilities of the Board are: (1) Conducting periodic evaluations of Contractor performance and submitting a written report to the FDO covering the Board's findings and recommendations for each evaluation period; and (2) Recommending changes to this plan to the FDO to improve the process or performance of the Contractor.

Evaluation Methods

The evaluation periods, available fees, factors, weights, and criteria are attached to this plan as indicated below.

Requirement	Attachment
Evaluation Periods, Available Fee, Factors, and Weights	A
Evaluation Criteria for Factor No. 1	B.1
Evaluation Criteria for Factor No. 2	B.2
Evaluation Criteria for Factor No. 3	B.3
Evaluation Criteria for Factor No. 4	B.4

The Board will assess the Contractor's performance and assign a rating for each evaluation criteria. Using the assigned weights as guidance, the Board will create a summary performance rating. Rating levels and descriptions for both the evaluation factors and summary evaluation are listed below.

Adjectival Rating	Description
Excellent	Exceptional merit exhibited against Contract and task-level requirements; achievement of distinguished results; numerous strengths observed; no performance deficiencies or weaknesses observed.
Very Good	Fully responsive and compliant with all contract and task-level requirements; highly effective results; a number of strengths; no more than one or two performance weaknesses observed; no performance deficiencies noted; weaknesses have no impact on overall contract performance.
Satisfactory	Fully responsive with all contract and task-level requirements; adequate results; some strengths observed; some performance weaknesses noted; few, if any, deficiencies noted; deficiencies have only a limited impact on overall work performance.
Poor	While responsive to contract and task-level requirements, results are less than adequate;

	performance weaknesses and/or deficiencies noted with a clear impact on overall contract performance; no strengths observed; a number of weaknesses and deficiencies noted; risk of unacceptable performance in future is high.
Unacceptable	Inadequate or limited results in meeting contract and task-level requirements; significant reportable deficiencies noted which adversely impact overall contract performance. Immediate corrective action required.

For purposes of assigning ratings, the following definitions are provided:

Performance Strength

A performance feature which substantially exceeds the Government’s requirements at the contract or task-level with regards to quality, effort, costs, schedule, and impact.

Performance Weakness

Performance that only marginally meets the Government’s requirements as stated at the contract or work order level.

Performance Deficiency

Failures to address, perform, and/or meet contract or task-level requirements or performance evaluation criteria.

Summary performance ratings will form the basis for the award fee determination. The chart below provides guidance for converting the summary rating to a fee determination.

Summary Rating	Percentage of Fee
Excellent	90 – 100
Very Good	71 – 89
Satisfactory	31 – 70
Poor	10 – 30
Unacceptable	0

The fee percentage indicated in the above conversion table and the element weights in Attachment A are quantifying devices. Their sole purpose is to provide guidance in arriving at a general assessment of the amount of interim or final award fee earned. In no way do they imply an arithmetical precision to any judgmental determination of the Contractor's overall performance and amount of interim or final award fee earned.

Method for Determining Award Fee

A determination of the award fee earned for each evaluation period will be made by the FDO within 60 days after the end of the period. The method to be followed in monitoring, evaluating and assessing Contractor performance during the period, as well as for determining the award fee earned or paid, is described below.

The Chair will convene the Board prior to the start of each performance period. Board members will review the Performance Evaluation Plan and establish a plan for monitoring performance of each evaluation factor. Board members will be selected on the basis of their expertise relative to performance areas of emphasis. The Chair will ensure that each Board member receives a current copy of this plan and appropriate orientation and guidance. The Chair will request and obtain additional performance information from other units or personnel normally involved in observing Contractor performance, as appropriate.

Promptly after the end of each evaluation period, the Board will meet to consider all the performance information it has obtained. At the meeting, the Board will assign a summary rating based upon its preliminary findings and recommendations. The Board may then meet with the Contractor to discuss the preliminary findings and recommendations. At this meeting, the Contractor is given an opportunity to submit information on its behalf, including an assessment of its performance during the evaluation period. After meeting with the Contractor, the Board will consider matters presented by the Contractor and finalize the summary rating and fee recommendations for the evaluation report.

The Chair will prepare the final report for the period and submit it to the FDO for use in determining the award fee earned. The Contractor may be notified of the Board's recommendation. The Contractor may provide additional information for consideration by the FDO. When submitting the report, the Chair will inform the FDO whether the Contractor desires to present any matters to the FDO before the award fee determination is made.

The FDO will consider the evaluation report and discuss it with the Chair and other personnel, as appropriate. The FDO will consider the recommendations of the Board; information provided by the Contractor, if any; and any other pertinent information in determining the amount of award fee to be paid for the period. The FDO's determination of the amount of award fee to be paid and the basis for this determination will be stated in writing.

The Contracting Officer (CO) will notify the Contractor of the FDO's determination. Upon request, the Contractor will be provided with a debriefing by the FDO.

Changes in Plan Coverage

Right to Make Unilateral Changes

Any matters covered in this plan not otherwise requiring mutual agreement under the contract may be changed unilaterally by the FDO prior to the beginning of an evaluation period by timely notice to the Contractor in writing. The changes will be made without formal modification of the contract.

Method for Changing Plan Coverage

Personnel involved in the administration of the award fee provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels or improving the award fee determination process. Recommended changes should be sent to the Board for consideration and drafting.

Prior to the end of each evaluation period, the Board will submit its recommended changes, if any, applicable to the next evaluation period for approval by the FDO with appropriate comments and justification.

45 calendar days before the beginning of each evaluation period, the CO will notify the Contractor in writing of any changes to be applied during the next period. If the Contractor is not provided with this notification, or if the notification is not provided within the agreed-to number of working days before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period.

Action	Schedule (Calendar days)
Board drafts proposed changes	Ongoing
Board submits recommended changes to FDO for approval	75 days prior to end of each period.
Through CO, FDO notifies Contractor as to whether or not there are changes	45 days before start of the applicable period.

**ATTACHMENT A
EVALUATION PERIODS, AVAILABLE AWARD FEE, AND EVALUATION
FACTORS & WEIGHTS**

Contract No. _____

With _____

Period Number	Start Date	End Date	Max. Avail. Award Fee
1	October 1, 2002	March 31, 2003	
2	April 1, 2003	September 30, 2003	
3	October 1, 2003	March 31, 2004	
4	April 1, 2004	September 30, 2004	
5	October 1, 2004	March 31, 2005	
6	April 1, 2005	September 30, 2005	
7	October 1, 2005	March 31, 2006	
8	April 1, 2006	September 30, 2006	
9	October 1, 2006	March 31, 2007	
10	April 1, 2007	September 30, 2007	

Performance Evaluation Factors and Weights

Evaluation Factor	Weight
1. Technical Capability and Quality of Products and Services	60%
2. Staffing	20%
3. Cost Control	20%

ATTACHMENT B.1
EVALUATION CRITERIA FOR FACTOR NO. 1 –
QUALITY OF INTEGRATED COMMUNICATIONS AND INFORMATION
SERVICES (CLIN 0003) PRODUCTS/SERVICES and WORK ORDER
MANAGEMENT (CLIN 0002)

Factor Weight: 60%

Factor Description: Quality of CLINs 0003 Products/Services and 0002 Work Order Management – excellence in the quality of the products/services provided; quality of work order management; and quality of customer service.

Sub-factors to Consider:

- Delivers quality products and services in accordance with work orders
- Provides sound management to meet work order goals on time and within budget
- Provides excellent customer service to work order initiators

Evaluation Criteria:

- Contractor's performance satisfies work order initiators' expectations and yields highly effective results
- Technical tasks meet project goals on schedule and within budget
- Deliverables meet quality requirements of Volpe initiators
- Contractor provides comprehensive advice on communications and information service and production options
- Contractor achieves seamless coordination among multiple contract functions
- Contractor identifies, and when available, utilizes state of the art equipment and technology
- Contractor adheres to contract requirements regarding production of products, ensuring all material is printed or produced appropriately, and in accordance with contract requirements

Basis for Measuring Performance:

- Survey (formal and/or ad hoc) of contract users
- Monthly Project Summary Reports
- Twice yearly Project Summary Presentations
- Monthly Contract Labor Reports

ATTACHMENT B.2
EVALUATION CRITERIA FOR FACTOR NO. 2 – CONTRACT
MANAGEMENT AND ADMINISTRATION (CLIN 0002)

Factor Weight: 20%

Factor Description: Overall contract management including planning, quality control, supervision, staffing, work order cost control, and contract administration.

Sub-factors to Consider:

- Effectiveness of management structure, team, and systems
- Work order staffing
- Contract administration is complete and timely

Evaluation Criteria:

- Management team is high caliber
- Management systems are efficient and effective for management decision-making
- Tasks are staffed cost effectively with appropriately skilled and motivated personnel whose performance enhances task outcomes
- Unwanted turnover is kept to a minimum; project schedules and deliverables are minimally disrupted when turnover occurs
- Ensures overall contract staffing minimizes downtime between tasks
- Obtains new skill requirements quickly, efficiently, and effectively
- Work orders are processed timely and files are complete.
- UAS input files are timely and accurate.
- Ensure charges against work orders do not exceed authorized funding levels and notifies initiators when 75 percent of funds are expended.

Basis for Measuring Performance:

- Survey (formal and/or ad hoc) of contract users
- Monthly Staffing Reports
- Monthly Project Summary Reports
- Twice yearly Project Summary Presentations
- Monthly Contract Labor Reports
- Monthly Staffing Reports
- Turnover and Labor Rates

ATTACHMENT B.3
EVALUATION CRITERIA FOR FACTOR NO. 3 – COST CONTROL

Factor Weight: 20%

Factor Description: Cost Control – management of the cost recovery process, management and administration accounts and overall contract costs

Sub-factors to Consider:

- Support to cost recovery process, including estimation of annual contract and non-contract costs, estimates for demand for labor, recommendations for rate setting, tracking of cost recovery, and recommendations for improved processes and/or resolution to problems
- Success in achieving full cost recovery
- Management of COTR established management and administration accounts
- Contractor achieves deliverables within established budgets
- Adherence to fiscal year budgets and proposed contract costs
- Contractor provides adequate and timely financial reporting to work order initiators
- Separation of costs among contract line items

Evaluation Criteria:

- Accuracy of process account estimates
- Effectiveness of methodologies
- Accuracy of process account tracking
- Effectiveness of recommendations for problem resolution
- Effectiveness in communications with COTR
- Effectiveness in managing COTR established management and administration accounts to improve overall contract performance
- Accuracy of cost estimates and reporting provided to work order initiators
- Effectiveness in managing to budget
- Accuracy of invoicing of contract line item costs.
- Cost estimates are accurate.

Basis for Measuring Performance:

- Contractor progress reports to COTR
- Cost Recovery Analysis
- Invoices

ATTACHMENT J.2 ELECTRONIC SUBMISSION REQUIREMENTS

All documents that have been requested for submission in electronic format must meet the following requirements, in addition to any specifications stated in other sections of this contract:

- Compatible with Windows 98, Microsoft Office 2000 or Microsoft Office 2000 compatible electronic products (Microsoft Office 2000 products include Word 2000, PowerPoint 2000 and Excel 2000);
- Virus free

Electronic documents that do not satisfy the above will not be accepted. These specifications may be modified by the COTR during the performance of the contract.

ATTACHMENT J.4 BILLING INSTRUCTIONS AND PROCEDURES FOR CONTRACTOR

A. Voucher Submission

The Contractor is responsible for the preparation and submission of reimbursement claims in accordance with the terms of the contract. Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, shall be used. SF-1035, the Continuation Sheet, or a similar substitute shall also be used. Reproductions are acceptable.

The Contractor shall submit an original and three copies of each voucher, continuation sheet and supporting documentation to the following address:

DOT/Volpe Center
55 Broadway, Kendall Square
Accounts Payable, DTS-823
Cambridge, MA 02142-1093

The Contractor shall also submit one concurrence copy of the above to the CO and one concurrence copy to the COTR.

Vouchers may be submitted at the beginning of each calendar month for costs incurred during the previous month's user accountability period. Costs incurred earlier than the preceding month, but not previously billed, may be stated on the SF-1034/1035. Vouchers may be submitted once every month; other billing arrangements may at times be made subject to approval by the CO.

B. Preparation of Public Voucher, SF-1034

Every voucher submitted for payment must contain the appropriate serial number, beginning with No. 1 and using consecutive numbers, to be placed in the block entitled "VOUCHER NO." The same voucher number must also be displayed on every page of the given voucher (all continuation sheets and supporting detail sheets). If the Contractor wishes to use its own number as well, it is to be placed in the block entitled "SCHEDULE NO." directly below the voucher number.

Every voucher submitted for payment must contain the date of preparation to be placed in the block entitled "DATE VOUCHER PREPARED."

Every voucher submitted for payment must contain the correct contract number and the commencement date of the contract to be placed in the block entitled "CONTRACT NUMBER AND DATE" (for example, DTRS57-02-C-00000, 10/01/2002). The contract number must also be displayed on every page of the given voucher (all continuation sheets and supporting detail sheets).

Every voucher submitted for payment must contain the payee's name and address, or the bank or organization to which payments have been assigned, to be placed in the block entitled "PAYEE'S NAME AND ADDRESS." (Reference FAR, Subpart 32.8)

Every voucher submitted for payment must show the beginning and ending month, day and year of delivery or service for costs claimed for reimbursement, to be placed in the block entitled "DATE OF DELIVERY OR SERVICE" (for example, October 1, 2002, to October 31, 2002).

C. Continuation Sheets, SF-1035

The first continuation sheet submitted shall be a high level summary of contract costs identified by major element of cost (for example, direct labor, indirect cost, other direct costs, G&A) and displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period.

The next four to six plus continuation sheets submitted shall be a summary of each contract line item:

- if applicable, at least one sheet for costs related to Transition (CLIN 0001);
- at least one sheet for costs related to Contract Management and Administration (CLIN 0002);
- at least one sheet for costs related to Integrated Communications and Information Services (CLIN 0003), and
- at least one sheet for costs related to Production Services (CLIN 0004).

Each continuation sheet submitted shall be displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period. A breakdown by major cost element, where applicable, shall also be provided as follows:

- Percentage of firm-fixed-price being billed on current voucher;
- Direct prime contractor labor hours and costs;
- Indirect cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Overhead cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Detailed listing on all Other Direct Costs (ODCs) being billed, categorized as either RFP Stipulated or Offeror-Estimated (specific supporting details for ODCs is requested in D below);
- Subcontractor labor hours and cost;
- General and Administrative (G&A) costs (applicable rate for the current billing period must be displayed);
- Award Fee (applicable period of performance must be displayed); and
- Any comments or notes to further explain costs.

D. Supporting Detail Sheets

Supporting detail sheets are required for all labor hours and costs being billed. The detail sheets shall contain a listing by labor category of hours and total dollars for the current billing period, contract year-to-date, and contract-to-date. In addition, all labor hours and costs must be displayed by individual company (prime and subcontractor). Totals on the detail sheets must match totals on the continuation sheets.

Supporting detail sheets are also required for all ODCs being billed. For example:

- All travel costs (local and non-local) being billed on the current voucher must contain supporting details including traveler's name, work order number to which travel is being charged, destination, description of costs (e.g., airfare, meals, lodging, telephone) and amount; and
- All other direct costs being billed on the current voucher must be broken down into the detailed categories established by the COTR after contract award.

E. Adjustments

Any adjustments in hours and/or costs that have been made to previously billed vouchers (e.g., costs withheld by the Government) that have an affect upon contract year-to-date and/or contract-to-date hours and/or costs must be shown in a separate column and properly reflected in all totals.

Any adjustments in hours and/or costs that have been made, or are being made with the current voucher, to prior contract years must be accurately and clearly displayed (e.g., use of applicable rate for period in which service was delivered), and detailed on a separate continuation sheet.

F. Additional Instructions

Additional instructions and procedures for billing may be provided by the CO after contract award.

ATTACHMENT J.5 WORK ORDER SYSTEM PROCEDURES

A. SUPPORT UNDER THE INTEGRATED COMMUNICATIONS AND INFORMATION SERVICES CONTRACT

Introduction

The Volpe Center has a portfolio of approximately 400 projects performed for sponsors that varies in number, scope, and substance over the course of any year. The Volpe Center's staffing strategy uses a combination of Federal and Contractor employees to meet the broad range and quantity of skills needed to support projects. The Integrated Communications and Information Services Contract provides a labor pool of professionals capable of providing technical support to all elements of the Volpe Center's programmatic requirements. The Contractor provides resources capable of performing the necessary functions in response to work assignments presented by a variety of Volpe Center work order initiators. Task scope, level of effort (LOE), and performance periods vary widely. The contract must be managed so that a multi-disciplinary workforce can be cross functionally utilized and be scaled up or down in accordance with changing project requirements.

B. WORK ORDER SYSTEM

The Volpe Center monitors and tracks work performed under this contract through a work order system. All work performed must have a work order with appropriate authorizations and certifications. The User Accountability System (UAS) is the automated information system that supports the work order system.

1. Initiation of Task

Volpe Center contract users (work order initiators) will first contact with the Service Center indicating his/her need for support services. Based upon the work requirement, the work order imitator will meet immediately or shortly thereafter with a contact person. "Contact persons" are Contractor staff who are identified as primary point(s) of contact for Volpe Center contract users. These individuals are senior level management employees who are thoroughly familiar with the contract scope and special provisions so they can appropriately advise contract users on the full range of capabilities and functions available under the contract. (When necessary, the contact persons can seek the guidance and/or participation of the COTR.)

The contact person and work order initiator will meet to discuss the requirement and to develop a mutual understanding of the task to be performed, including the skills needed to support the task, schedules, budget, milestones, and other key issues. At this time, the initiator should provide all pertinent documentation and material to the Contractor, along with the proper funding information. A Task

Work Order (TWO) is prepared by the Contractor and returned to the work order initiator for approval. For work orders with a value of \$10,000 or more, attached to the TWO will be a detailed task specification package including, but not limited to:

- a. Identification of a task leader from the Contractor's staff;
- b. Task definition (a detailed statement of the work to be done);
- c. Detailed budget of estimated costs to complete task;
- d. Project deliverables;
- e. Milestone objectives and schedules;
- f. Contract resource requirements and scheduling;
- g. Documentation and reporting requirements; and
- h. Completion date(s).

A minimum level of documentation is provided for each task upon completion. Due to the wide variety of customers served by the Volpe Center, there is no one set of guidelines that is specified to govern documentation. Specific task deliverables and schedules are delineated in the task specification. All deliverables are submitted to the work order initiator. Copies of writing/editing, graphics, and multimedia products are also maintained in a central archive where they are retrievable by Volpe Sponsor, work order initiator and organization, work order number, accounting funding sources, and subject-matter.

Once approvals are obtained, the completed form is forwarded to the Volpe Center Financial Management Division for certification and commitment of funds. The Work Order Number and associated information is then entered into the UAS to establish a record against which contract labor and other direct costs will be reported. All TWOs regardless of value must contain proper authorizations, be forwarded to the Financial Management Division for certification and commitment of funds, and be entered into UAS.

The Contractor shall ensure that all work performed and products/services delivered are in strict accordance with the specifications and budgets of the work order authorizing them. All work performed by the Contractor staff shall be in the form of approved work orders.

2. Support of Task

For all work orders, once the task is underway, the Contractor task leader will maintain contact with the work order initiator to keep him/her aware of the progress and status of the task. For work orders valued at \$10,000 or more, the Contractor task leader will hold periodic meetings with the work order initiator and deliver written monthly status reports to the work order initiator and the COTR. Unless otherwise specified in the work order, these reports contain in narrative form the accomplishments of the time period involved along with the planned work for the following period, a description of any problem areas

encountered, and a status of project activity and funding. When appropriate, the Contractor task leader will hold technical discussions with the initiator to review intermediate results and clarify any problems that may arise.

If during the support of a task, the task objectives and/or estimates change significantly, the Contractor must develop and submit for approval by the work order initiator the new task specification/ requirements. The procedures in such a case are the same as those set forth in the initiation of a new task.

ATTACHMENT J.6 USER ACCOUNTABILITY SYSTEM FORMATS AND REPORTS

A. INTRODUCTION

The User Accountability System (UAS) is an automated information system that supports the Integrated Communications and Information Services Contract. The objective of the system is:

1. To provide contract users/work order initiators with weekly reports reflecting (1) current (weekly, month-to-date, and year-to-date) task estimates (commitments), and (2) current utilization (obligations);
2. To provide the COTR with data essential to monitoring the contract;
3. To generate reports used by the Contractor's management staff to manage activity at the task level; and
4. To provide for automatic generation and input of charges into the Volpe Center's financial management system.

B. INPUT TO UAS

The UAS is dependent upon two main sources of input: Work Order Forms and Contractor Labor Charges.

1. Work Order Form

The work order form, also known as the Task Work Order (TWO), is the source document for establishing a task under the contract. For every work request received, the Contractor is required to produce a work order form with appropriate supporting authorizations and certifications. This form is also used to revise, modify, or delete a task once it has been established. The controlling element is the work order number. The Financial Management Division also uses this form as the official document for commitment of program funds once the appropriate approvals have been obtained. The information from these forms is entered into the UAS to create or update a work order record. The work order initiator and the Contractor task leader determine the detailed specifications and descriptions of the task.

2. Contractor Labor Charges

Each week, the Contractor provides the Resource Planning and Management Analysis Division, DTS-25, with a breakdown of hours used in support of each task. This information is entered into the UAS whereby the time and cost figures are updated for each task according to a pre-established rate structure.

C. RESPONSIBILITY

The UAS is run weekly. It is the Contractor's responsibility to provide the UAS System Manager with a labor file on a timely basis. This run (which takes place on Wednesday of each week) will process labor and other direct costs, if any. During the run, files and reports are produced for the Financial Management Division to update the Volpe Center's financial management systems. These files and reports must be turned over to the Volpe Center's Financial Management Division on Thursday of each week.

D. OUTPUT

The UAS provides reports on a weekly basis. As a rule, weekly closings are on Wednesday of each week and monthly closings are as of the last Saturday of each month. Closings generate the only official UAS reports and data.

E. USER ACCOUNTABILITY SYSTEM (UAS) REPORTS

There are multiple reports generated by UAS for the administration and monitoring of the operation/performance of the contract. The distribution of these reports varies with requirements. The reports are designed to satisfy the specific needs of functional areas and to provide current technical and financial information to Volpe Center manager, work order initiators, and the COTR.

ATTACHMENT J.8 U.S. DEPARTMENT OF LABOR WAGE
DETERMINATIONS NO. 1994-2256, REV. 15

94-2256 MA, BOSTON 07/03/01
|Wage Determination No.: 1994-2256
William W. Gross Division of | Revision No.: 15
Director Wage Determinations| Date Of Last Revision: 06/26/2001

Applicable in the state of Massachusetts in the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Raynham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover,
Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood,
Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville,
Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon, Milford,
Southborough, Upton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	11.44
Accounting Clerk II	12.48
Accounting Clerk III	13.58
Accounting Clerk IV	16.61
Court Reporter	14.72
Dispatcher, Motor Vehicle	14.72
Document Preparation Clerk	12.96
Duplicating Machine Operator	12.96
Film/Tape Librarian	13.27
General Clerk I	9.74
General Clerk II	10.94
General Clerk III	12.96
General Clerk IV	15.03

Housing Referral Assistant	16.36
Key Entry Operator I	11.75
Key Entry Operator II	14.38
Messenger (Courier)	9.74
Order Clerk I	10.51
Order Clerk II	12.59
Personnel Assistant (Employment) I	12.41
Personnel Assistant (Employment) II	13.94
Personnel Assistant (Employment) III	15.21
Personnel Assistant (Employment) IV	18.04
Production Control Clerk	16.43
Rental Clerk	13.42
Scheduler, Maintenance	14.07
Secretary I	14.07
Secretary II	14.72
Secretary III	16.36
Secretary IV	18.80
Secretary V	24.88
Service Order Dispatcher	13.27
Stenographer I	10.86
Stenographer II	13.27
Supply Technician	18.80
Survey Worker (Interviewer)	14.72
Switchboard Operator-Receptionist	12.23
Test Examiner	14.72
Test Proctor	14.72
Travel Clerk I	10.99
Travel Clerk II	11.89
Travel Clerk III	12.81
Word Processor I	13.78
Word Processor II	15.03
Word Processor III	17.78
Automatic Data Processing Occupations	
Computer Data Librarian	12.59
Computer Operator I	12.94
Computer Operator II	14.47
Computer Operator III	17.55
Computer Operator IV	22.08
Computer Operator V	24.72
Computer Programmer I (1)	17.35
Computer Programmer II (1)	19.80
Computer Programmer III (1)	23.51
Computer Programmer IV (1)	27.63
Computer Systems Analyst I (1)	25.18
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.63
Peripheral Equipment Operator	12.94
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	18.72
Automotive Glass Installer	17.82

Automotive Worker	16.24
Electrician, Automotive	17.02
Mobile Equipment Servicer	14.72
Motor Equipment Metal Mechanic	17.75
Motor Equipment Metal Worker	16.24
Motor Vehicle Mechanic	17.31
Motor Vehicle Mechanic Helper	13.91
Motor Vehicle Upholstery Worker	15.45
Motor Vehicle Wrecker	16.24
Painter, Automotive	17.02
Radiator Repair Specialist	16.24
Tire Repairer	14.22
Transmission Repair Specialist	17.75
Food Preparation and Service Occupations	
Baker	13.05
Cook I	11.80
Cook II	13.01
Dishwasher	9.22
Food Service Worker	9.22
Meat Cutter	13.38
Waiter/Waitress	9.79
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	17.02
Furniture Handler	13.14
Furniture Refinisher	17.02
Furniture Refinisher Helper	13.91
Furniture Repairer, Minor	15.45
Upholsterer	17.02
General Services and Support Occupations	
Cleaner, Vehicles	9.36
Elevator Operator	10.60
Gardener	13.57
House Keeping Aid I	8.66
House Keeping Aid II	10.60
Janitor	10.60
Laborer, Grounds Maintenance	11.26
Maid or Houseman	11.80
Pest Controller	12.38
Refuse Collector	10.60
Tractor Operator	12.81
Window Cleaner	11.39
Health Occupations	
Dental Assistant	13.04
Emergency Medical Technician (EMT)/Paramedic/ Ambulance Driver	12.60
Licensed Practical Nurse I	13.90
Licensed Practical Nurse II	15.60
Licensed Practical Nurse III	17.45
Medical Assistant	11.65
Medical Laboratory Technician	11.65

Medical Record Clerk	11.65
Medical Record Technician	14.04
Nursing Assistant I	8.29
Nursing Assistant II	9.32
Nursing Assistant III	9.80
Nursing Assistant IV	11.41
Pharmacy Technician	12.64
Phlebotomist	10.13
Registered Nurse I	19.14
Registered Nurse II	22.79
Registered Nurse II, Specialist	22.79
Registered Nurse III	27.57
Registered Nurse III, Anesthetist	27.57
Registered Nurse IV	33.05
Information and Arts Occupations	
Audiovisual Librarian	19.61
Exhibits Specialist I	18.47
Exhibits Specialist II	23.47
Exhibits Specialist III	28.71
Illustrator I	17.87
Illustrator II	22.71
Illustrator III	27.77
Librarian	24.99
Library Technician	14.72
Photographer I	13.28
Photographer II	17.40
Photographer III	22.11
Photographer IV	27.04
Photographer V	32.71
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.76
Counter Attendant	7.76
Dry Cleaner	10.07
Finisher, Flatwork, Machine	7.76
Presser, Hand	7.76
Presser, Machine, Drycleaning	7.76
Presser, Machine, Shirts	7.76
Presser, Machine, Wearing Apparel, Laundry	7.76
Sewing Machine Operator	10.65
Tailor	11.68
Washer, Machine	8.63
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	17.22
Tool and Die Maker	20.35
Material Handling and Packing Occupations	
Forklift Operator	13.52
Fuel Distribution System Operator	14.72
Material Coordinator	15.34
Material Expediter	15.34
Material Handling Laborer	11.65

Order Filler	12.48
Production Line Worker (Food Processing)	13.52
Shipping Packer	13.90
Shipping/Receiving Clerk	13.90
Stock Clerk (Shelf Stocker; Store Worker II)	12.54
Store Worker I	10.58
Tools and Parts Attendant	13.52
Warehouse Specialist	12.96
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.75
Aircraft Mechanic Helper	13.91
Aircraft Quality Control Inspector	18.42
Aircraft Servicer	15.45
Aircraft Worker	16.24
Appliance Mechanic	17.33
Bicycle Repairer	14.22
Cable Splicer	20.41
Carpenter, Maintenance	19.57
Carpet Layer	18.68
Electrician, Maintenance	21.47
Electronics Technician, Maintenance I	13.39
Electronics Technician, Maintenance II	18.53
Electronics Technician, Maintenance III	20.67
Fabric Worker	15.45
Fire Alarm System Mechanic	17.75
Fire Extinguisher Repairer	14.72
Fuel Distribution System Mechanic	17.75
General Maintenance Worker	16.24
Heating, Refrigeration and Air Conditioning Mechanic	19.75
Heavy Equipment Mechanic	18.73
Heavy Equipment Operator	20.82
Instrument Mechanic	20.41
Laborer	12.51
Locksmith	17.02
Machinery Maintenance Mechanic	20.06
Machinist, Maintenance	20.00
Maintenance Trades Helper	13.91
Millwright	17.75
Office Appliance Repairer	17.33
Painter, Aircraft	17.19
Painter, Maintenance	17.02
Pipefitter, Maintenance	20.29
Plumber, Maintenance	19.57
Pneudraulic Systems Mechanic	17.75
Rigger	17.75
Scale Mechanic	16.24
Sheet-Metal Worker, Maintenance	19.72
Small Engine Mechanic	16.24
Telecommunication Mechanic I	19.72
Telecommunication Mechanic II	21.18

Telephone Lineman	19.72
Welder, Combination, Maintenance	17.75
Well Driller	17.75
Woodcraft Worker	17.75
Woodworker	15.31
Miscellaneous Occupations	
Animal Caretaker	10.48
Carnival Equipment Operator	11.14
Carnival Equipment Repairer	11.80
Carnival Worker	9.22
Cashier	11.25
Desk Clerk	13.70
Embalmer	17.18
Lifeguard	12.23
Mortician	19.76
Park Attendant (Aide)	15.30
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	12.66
Recreation Specialist	19.09
Recycling Worker	12.81
Sales Clerk	12.23
School Crossing Guard (Crosswalk Attendant)	9.22
Sport Official	12.23
Survey Party Chief (Chief of Party)	18.10
Surveying Aide	11.98
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	16.45
Swimming Pool Operator	13.01
Vending Machine Attendant	11.14
Vending Machine Repairer	13.01
Vending Machine Repairer Helper	11.14
Personal Needs Occupations	
Child Care Attendant	11.94
Child Care Center Clerk	13.30
Chore Aid	11.80
Homemaker	19.09
Plant and System Operation Occupations	
Boiler Tender	18.09
Sewage Plant Operator	17.02
Stationary Engineer	18.09
Ventilation Equipment Tender	13.91
Water Treatment Plant Operator	17.02
Protective Service Occupations	
Alarm Monitor	14.13
Corrections Officer	19.04
Court Security Officer	19.04
Detention Officer	19.04
Firefighter	18.42
Guard I	9.05
Guard II	14.24
Police Officer	22.29

Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.97
Hatch Tender	16.97
Line Handler	16.97
Stevedore I	16.32
Stevedore II	18.24
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.11
Air Traffic Control Specialist, Station (2)	19.38
Air Traffic Control Specialist, Terminal (2)	21.35
Archeological Technician I	17.51
Archeological Technician II	19.60
Archeological Technician III	24.26
Cartographic Technician	21.90
Civil Engineering Technician	21.30
Computer Based Training (CBT) Specialist/ Instructor	22.61
Drafter I	12.68
Drafter II	14.57
Drafter III	19.09
Drafter IV	24.26
Engineering Technician I	12.98
Engineering Technician II	14.58
Engineering Technician III	17.59
Engineering Technician IV	20.80
Engineering Technician V	23.51
Engineering Technician VI	23.90
Environmental Technician	21.48
Flight Simulator/Instructor (Pilot)	27.36
Graphic Artist	21.99
Instructor	21.99
Laboratory Technician	17.06
Mathematical Technician	19.04
Paralegal/Legal Assistant I	14.80
Paralegal/Legal Assistant II	18.72
Paralegal/Legal Assistant III	22.74
Paralegal/Legal Assistant IV	27.51
Photooptics Technician	19.76
Technical Writer	26.96
Unexploded (UXO) Safety Escort	17.87
Unexploded (UXO) Sweep Personnel	17.87
Unexploded Ordnance (UXO) Technician I	17.87
Unexploded Ordnance (UXO) Technician II	21.62
Unexploded Ordnance (UXO) Technician III	25.91
Weather Observer, Combined Upper Air and Surface Programs (3)	19.43
Weather Observer, Senior (3)	21.57
Weather Observer, Upper Air (3)	19.43
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	15.89
Parking and Lot Attendant	9.98

Shuttle Bus Driver	13.83
Taxi Driver	12.03
Truckdriver, Heavy Truck	18.24
Truckdriver, Light Truck	13.83
Truckdriver, Medium Truck	17.18
Truckdriver, Tractor-Trailer	19.04

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive

ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

DTRS57-02-C-10050

ATTACHMENT J.9 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY

REPORT DATE 04/03/02 RUN DATE 04/03/02
 REPORT NO SELECT PMA PAGE 1

Attachment J.9

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

TAG	NOMENCLATURE	NMANUFACTURER	MODEL NUMBER	SERIAL NUMBER	FSC	DOCUMENT NO	LOCATION/RECEIVER	TXN DATE
26579	PRINTER	HEWLETT PACKARD	33440A	B2803JO8778	7025	88-P-81121	MORIN,D	T 02/03/2021
33424	DISPLAY UNIT	SONY	GDM1936	2010552	7025	92981641	MORIN,D	T 02/03/2021
34181	DISPLAY UNIT	SONY	STD9752	2001269	7025	93P80622	MORIN,D	T 02/03/2021
34285	PRINTER	TEKTRONIX	4694PXI	JP26193	7025	93P80754	MORIN,D	T 02/03/2021
34865	DISPLAY UNIT	GATEWAY 2000	CS1572FS	NHL186344	7025	93P81054	MORIN,D	T 02/03/2021
35687	DISPLAY UNIT	GATEWAY 2000	CS1572FS	MA1531167229	7025	93P81533	MORIN,D	T 02/03/2021
46396	DISPLAY UNIT	MAG	DX15FE	HD2944006473	7025	IMPAC	MORIN,D	T 02/03/2026
46795	PRINTER	HEWLETT PACKARD	C2184A	US5591B1H3	7025	IMPAC	MORIN,D	T 02/03/2021
47340	SCANNER	MICROTEK	MRS-600E3	S5C7525784	7025	IMPAC	MORIN,D	T 02/03/2021
47445	DISPLAY UNIT	SPECTRUM	K346LAKSP	LSD54401030	7025	96P80507	MORIN,D	T 02/03/2021
47447	DISPLAY UNIT	SPECTRUM	K346LAKSP	JND54219006	7025	96P80507	MORIN,D	T 02/03/2021
47859	DISPLAY UNIT	MICRON	LM-1764A	CR20831525	7025	96980594	SEMBLE,A	T 99/07/12
48090	DISPLAY UNIT	MITSUBISHI	XC3730C	S603001852	7025	96P81082	GOPEN,R	99/11/19
48334	PROJECTOR	KODAK	VIDEOMATE 2000	217588	6730	FOW	GOPEN,R	02/03/2025
48811	DISPLAY UNIT	MICRON	LM1764	63000CR20174098	7025	IMPAC	MORIN,D	T 02/03/2021
49782	VCR	SONY	SNEVS7000	S01-0018453-7	5820	97P80603	WESTWOOD,MA	00/04/20
50477	PROCESSOR	E.L.I.	PC-AT	9099702	7010	97P80961	MORIN,D	T 02/03/2021
50480	PROCESSOR	E.L.I.	PC-AT	9109701	7010	97980961	MORIN,D	T 02/03/2021
51747	PROCESSOR	MICRON	ATCX266	1132875-0001	7010	98F80352	MORIN,D	T 02/03/2021
51748	PROCESSOR	MICRON	ATCX266	1132875-0002	7010	98F80352	MORIN,D	T 02/03/2021
51749	PROCESSOR	MICRON	ATCX233	1132874-0001	7010	98F80352	MORIN,D	02/03/2021
51750	DISPLAY UNIT	MICRON	MNN1046	FG7524527	7025	98F80352	MORIN,D	T 02/03/2021
51752	DISPLAY UNIT	MICRON	MNN1046	FG7524528	7025	98F80352	MORIN,D	02/03/2021
54025	DISPLAY UNIT	MICRON	MNN1045	FS7516101	7025	98P80488	MORIN,D	T 02/03/2021
54927	CAMERA	OLYMPUS	D-600L	4011084	6720	IMPAC	GOPEN,R	N 02/03/2025
55121	DISPLAY UNIT	SONY	400PS	17043958M	7025	99P80274	MORIN,D	T 02/03/2021
55361	PROCESSOR	MICRON	MIL300MX	1373444-005	7010	98F81000	MORIN,D	T 02/03/2021
55362	PROCESSOR	MICRON	MIL300MX	1373444-0007	7010	98F81000	MORIN,D	T 02/03/2021
55363	PROCESSOR	MICRON	MIL300MX	1373444-0002	7010	98F81000	MORIN,D	T 02/03/2026
55364	PROCESSOR	MICRON	MIL300MX	1373444-0003	7010	98F81000	MORIN,D	T 02/03/2021
55365	PROCESSOR	MICRON	MIL300MX	1373444-0004	7010	98F81000	MORIN,D	02/03/2021
55366	PROCESSOR	MICRON	MIL300MX	1373444-0001	7010	98F81000	MORIN,D	02/03/2021
55370	PROCESSOR	MICRON	MIL300MX	1373445-0002	7010	98F81000	MORIN,D	T 02/03/2026
55372	DISPLAY UNIT	MICRON	MNN1068	9837108559	7025	98F81000	MORIN,D	T 02/03/2026
55373	DISPLAY UNIT	MICRON	MNN1068	9837108535	7025	98F81000	SEMBLE,A	T 99/07/12
55374	PROCESSOR	MICRON	MIL300MX	1373446-0001	7010	98F81000	MORIN,D	T 02/03/2021
55406	PRINTER	HEWLETT PACKARD	C4704A	ESB8917868	7025	98F81001	MORIN,D	02/03/2021
55505	CALCULATING	ROYAL	770HD	NSN	7420	FS/6913808	HOLDMAN,J	99/01/12
55786	HARD DRIVE	QUANTUM	560376	1.89818E+11	7025	IMPAC	MORIN,D	02/03/2021
55787	CD ROM	YAMAHA	1160604	AD149299	7025	IMPAC	MORIN,D	T 02/03/2021
56171	PROCESSOR	MICRON	CLT083	1661879	7010	IMPAC	MORIN,D	T 02/03/2021
56176	DISPLAY UNIT	MICRON	MNN1087	56533	7025	IMPAC	MORIN,D	T 02/03/2021
56184	PROCESSOR	MACINTOSH	M7556LL/A	SG919OPYGHZ	7010	IMPAC	MORIN,D	02/03/2026
56185	DISK DRIVE	IMATION	5045BM2	BA9905051675M	7025	IMPAC	MORIN,D	N 02/03/2026
56186	DISK DRIVE	ZIP	Z10045B	PKBW18E707	7025	IMPAC	MORIN,D	N 02/03/2021
56333	PROJECTOR	SANYO	NMN	PLC-9000NA	6730	99P80577	GOPEN,R	99/09/28
56563	PROCESSOR	MICRON	GLT083	18569270001	7010	IMPAC	MORIN,D	02/03/2026
56564	DISPLAY UNIT	MICRON	MNN00108700	9237111S12213	7025	IMPAC	MORIN,D	N 02/03/2026
56715	SCANNER	UMAX	SPKG13120	H6S00296B000912	7025	IMPAC	MORIN,D	N 02/03/2026
56970	DISPLAY UNIT	GEM	NMN	GFFAM93063855	7025	IMPAC	MORIN,D	N 02/03/2026
56971	DISPLAY UNIT	GEM	NMN	GFFAM93063847	7025	IMPAC	WALKER,A	N 99/11/02

REPORT DATE 04/03/02 RUN DATE 04/03/02

Attachment J.9

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

REPORT NO SELECT PMA PAGE 2

DOCUMENT NO	LOCATION/RECEIVER	TXN	DATE	VOUCH	BLDG	FURM	AMOUNT					
72	DISPLAY UNIT	GEM	NMN	GFFAM93063826	7025	IMPAC	MORIN, D	N	02/03/2026	718		08 36 198
99	PROCESSOR	MACINTOSH	G4	XB9461DHHLK	7010	IMPAC	MORIN, D	N	02/03/2026	582		08 41 2,475
95	CD ROM DRIVE	LACIE	300065	19441814	7025	IMPAC	OLIVER, T	N	99/12/10	250		108 41 200
40	FACSIMILE SET	MURATEC	F86	77120086	5815	00F50023	SHOUCAIR, E	T	00/06/15	314		108 38 1,298

DTRS57-02-C-10050

48	PRINTER	EPSON	SCAN 2000	BTPK005201	7025	IMPAC	OLIVER, T	N	99/12/03	574	401 17	345
49	PRINTER	EPSON	SCAN 2000	BTPK007576	7025	IMPAC	OLIVER, T		99/12/03	574	401 17	345
50	PRINTER	EPSON	SCAN 2000	BTPK004872	7025	IMPAC	OLIVER, T		99/12/03	574	401 19	345
54	STORAGE UNIT	SONY	SDX500C	NSN	7025	OOP80080	PRO DIRECT,MN	T	00/04/20	255	00 28	3,395
70	PROCESSOR	SUN	ULTRA5-360	FW94730100	7010	OOP80081	MORIN, D	T	02/03/2021	298	108 46	2,343
71	DISPLAY UNIT	OPTIQUEST	V55	6D84801616	7025	OOP80081	MORIN, D	T	02/03/2021	298	08 46	165
81	DISPLAY UNIT	MICRON	MNN1078	1542712	7025	OOF50025	MORIN, D	T	02/03/2021	308	108 41	250
82	PROCESSOR	MICRON	CLT082	2016392	7010	OOF50029	MORIN, D		02/03/2026	305	108 44	1,000
83	PROCESSOR	MICRON	CLT082	2016391	7010	OOF50029	MORIN, D	N	02/03/2025	305	108	1,000
85	DISPLAY UNIT	MICRON	7000X	1S47116	7025	OOF50029	OLIVER, T		99/12/13	305	401 15	545
86	DISPLAY UNIT	MICRON	7000X	1S50991	7025	OOF50029	MORIN, D		02/03/2026	305	08	545
87	DISPLAY UNIT	MICRON	7000X	1S47113	7025	OOF50029	OLIVER, T	N	99/12/13	305	401 15	545
84	PROJECTOR	DUKANE	SF6000	2000908	6730	GOPEN, R		N	99/12/16	578	00 30	, 57
83	CAMERA	NIKON	D-1	5006083	6720	99P80880	GOPEN, R	N	02/03/2025	347	08	4,895
88	PROCESSOR	TOSHIBA	PS210VA	29328133V	7010	IMPAC	MORIN, D	T	02/03/2021	752	108 38	1,099
88	PRINTER	HEWLETT PACKARD	C4216A	USB005689	7025	OOP80232	MORIN, D	T	02/03/2021	559	108 40	2,922
25	PROCESSOR	MICRON	CP-CS;	2121292-0001	7010	IMPAC	MORIN, D	T	02/03/2021	938	108 37	1,000
44	DISPLAY UNIT	MICRON	7V1X	0037V11H3177S	7025	IMPAC	MORIN, D		02/03/2021	10046	108 35	500
56	PROCESSOR	MICRON	CF400	2283247-001	7010	IMPAC	KERAMATY, L	N	00/06/05	1294	01 13	1,034
57	DISPLAY UNIT	MICRON	M1092	137V11H73541	7025	IMPAC	KERAMATY, L	N	00/06/05	1294	401 13	400
46	CALCULATING	ROYAL	770HD	NSN	7420	FS/0229010	WHALLER, S	T	00/09/18	1333	108 35	39
54	PRINTER	CANON	BJC-85	XDS83896	7025	IMPAC	MORIN, D		00/08/25	1474	08 46A	294
83	PRINTER	EPSON	900	BGL1082664	7025	IMPAC	MORIN, D	N	00/08/31	1402	108 46A	700
74	DISPLAY UNIT	RIC	570	BDL40784	7025	OOF50020	MORIN, D	T	02/03/2021	1558	108 40	1,000
75	PROCESSOR	MACINTOSH	G3	XA8492DRD8G	7010	OOF50020	MORIN, D	T	02/03/2021	1558	108 40	30,000
76	SCANNER	UMAX	610S	R6UOD37C07855	7025	OOF50020	MORIN, D		02/03/2021	1558	108 40	360
77	COPYING	XEROX	NMN	DOC576656	3610	98F00013	MORIN, D		02/03/2021	1557	108 40	79,177
10	PRINTER	EPSON	STYLUS 900	BGL1085045	7025	IMPAC	MORIN, D		00/09/28	10023	108 40A	700
27	PRINTER	EPSON	STYLUSCOLOR900	BGL1075526	7025	IMPAC	MORIN, D	N	02/03/2026	10064	108 42	700
28	DISPLAY UNIT	VIEW SONIC	GS790	7003349118	7025	IMPAC	MORIN, D	N	00/10/10	10064	08 46A	499
50	SCANNER	FUJITSU	3096G	977	7025	95P80358	PARK, B	T	97/07/01	950702	08 40	5,075
58	PROCESSOR	SUN MICROSYSTEM	147	005FO906	7010	LO/	MORIN, D	T	02/03/2021	941417	108 46	
70	DISPLAY UNIT	VIEWSONIC	E70	21P005201827	7025	IMPAC	MORIN, D	N	01/02/2020	10483	108 46A	199
35	TV/VCR	PANASONIC	PAPVC1341	1AA30547	5820	IMPAC	GOPEN, R	N	01/02/2027	10768	300 28	199
36	TV/VCR	PANASONIC	PAPVC1341	1AA31157	5820	IMPAC	GOPEN, R	N	01/02/2027	10768	300 28	199
56	PROCESSOR	APPLE	M7891LL/A	XA1050BTJ3B	7010	IMPAC	MORIN, D	N	02/03/2026	10706	108 42	1,299
39	PROCESSOR	EPIQ	221084	BV025779	7010	IMPAC	MORIN, D	N	02/03/2026	10779	108 47	649
90	DISPLAY UNIT	FELLOWS	E70	21P004600922	7025	IMPAC	MORIN, D	N	02/03/2026	10779	108 47	189
57	HARD DRIVE	SEAGATE	ST336704LW	1191661012SE36	7025	IMPAC	GOPEN, R	N	01/04/2019	10811	300 28	2,003
03	PROJECTOR	DUKANE	SF4030	2043444	6730	IMPAC	GOPEN, R		01/03/2026	10677	300 25	500
04	PROJECTOR	DUKANE	SF4030	2043446	6730	IMPAC	GOPEN, R	N	01/03/2026	10677	300 28	500
15		SONY	FV1041V	2008793	5820	IMPAC	GOPEN, R	N	01/04/2002	10771	301 28	437
80	TV	SONY	FV10411V	2008799	5820	IMPAC	GOPEN, R	N	01/04/2002	10771	01 28	437
84	PROCESSOR	APPLE	M7688LL	XA1150E2KXR	7010	IMPAC	MORIN, D	T	02/03/2021	10914	108 41	1,299
42	DISPLAY UNIT	VIEWSONIC	E70	21P010807687	7025	IMPAC	MORIN, D	N	01/05/2018	10943	108 46A	179
49	PROCESSOR	EPIQ	PC133-64	BX635210	7010	IMPAC	MORIN, D	N	01/05/2022	10940	108 46A	629
58	DISPLAY UNIT	VIEWSONIC	E70	Z1P010803448	7025	IMPAC	MORIN, D	T	02/03/2021	11028	108 46	199

REPORT DATE 04103/02 RUN DATE 04/03/02

Attachment J.9

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

REPORT NO SELECT PMA PAGE 3

SERIAL NUMBER	NOMENCLATURE	MANUFACTURER		FSC DOCUMENT NO	LOCATION/RECEIVER	TXN	DATE	VOUCH	BLDG	FLRM	AMC	
7	PLOTTER	HEWLETT PACKARD	C4713A	SG11H11031	7025	IMPAC	MORIN, D		01/06/2007	11023	108 46A	1,179
5	TAPE DRIVE	IOMEGA	Z250USB	750M18M364	7025	IMPAC	MORIN, D	N	02/03/2026	11021	108 41	100
2	PRINTER	EPSON	980	CLQ1081740	7025	IMPAC	MORIN, D		01/08/2024	11345	108 35	189
5	PROCESSOR	DELL	NMN	DBNL011	7010	IMPAC	MORIN, D	T	02/01/2011	20265	108 46A	1,299
8	DISPLAY UNIT	VIEWSONIC	7033D	3830509373	7025	93P81003	MORIN, D	N	02/03/2026	930789	108	450
7	PROCESSOR	COMTECH	MB486 10/4	970210016	7010	96P80507	MORIN, D		02/03/2026	960670	108	840
	SPEAKER	BELL & HOWELL	12568	NSN	6730		PARK, B		93/04/21	713001	201 20B	66
	METER	TRIPLETT	630-PLK	NSN	6625	FOW	GOPEN, R		00/03/09	616	300 28	200
	MICROPHONE	ELECTRO VOICE	666	NSN	5965		PARK, B	T	93/04/21	713001	01 14	162
	MICROPHONE	ELECTRO VOICE	666	NSN	5965		PARK, B	T	93/04/21	713001	01 14	162
7	LECTERN	INT'NL	L370	NSN	7195	TS	GOPEN, R	T	02/03/2021	723014	201 20	260
1	PROJECTOR	EASTMAN KODAK	AF-2	2240952	6730	TS	GOPEN, R		02/03/2021	733270	201 20	122
2	PROJECTOR	EASTMAN KODAK	AF-2	2242099	6730	TS	GOPEN, R		02/03/2021	733270	201 20	122
8	RECEIVER	EDCOR	ST-3	102131	5965	TS	GOPEN, R	T	02/03/2021	733273	01 14	237
2	MICROPHONE	ELECTRO VOICE	AKG-D160	NSN	5965	TS	GOPEN, R	T	00/03/13	733273	300 28	60
3	MICROPHONE	ELECTRO VOICE	AKG-D160	NSN	5965	TS	GOPEN, R	T	00/03/13	733273	300 28	60
5	MICROPHONE	AKG	D160E	NSN	5965	FOW	GOPEN, R	F	00/03/10	616	300 28	150
3	PROJECTOR	EASTMAN KODAK	AF-2	1473131	6730	TS	GOPEN, R	T	02/03/2021	733400	01 14	147
2	PROJECTOR	EASTMAN KODAK	RA-960	2068445	6730	TS	GOPEN, R	T	02/03/2021	7 3016	201 20	577
3	LENS	NIKON	NIKKOR	208968	6760	FOW	GOPEN, R	N	02/03/2022	741078	00 28	169
9	RECORDER	SONY	CS-200	4002474	5835	TS	GOPEN, R	T	00/03/13	760097	00 28	124

DTRS57-02-C-10050

7	PROJECTOR	EASTMAN KODAK	AF-2	3777165	6730	TS		GOPEN, R		02/03/2022	780305	201 20	310
2	RECORDER	PANASONIC	RS-1500US	RL-702038	5805	TS		GOPEN, R	T	02/03/2022	780751	201 20	950
4	PROJECTOR	EASTMAN KODAK	A-F2	3862835	6730	TS		GOPEN, R	T	00/03/13	780683	00 28	155
3	CUTTER	CHALLENGE MACH	193-HBE	20888	3610	TS		PARK, B	T	93/04/21	780612	401 46	3,418
3	AMPLIFIER	JVC	JA-S44	14306090	5820	TS		GOPEN, R	T	00/03/13	790727	300 28	255
0	FLASH	SUNPAC	511	NSN	6760	BPA-9176		GOPEN, R	T	02/03/2022	790750	01 42	133
1	FLASH	SUNPAC	511	NSN	6760	BPA-9176		GOPEN, R	T	02/03/2022	790750	401 42	133
1	STITCHER	BOSTITCH	7	G70801254	3610	81F80840		PARK, B	T	93/04/21	810483	01 46	2,458
6	DRILL	CHALLENGE	EH-3A	56938	3610	81P81035		PARK, B	T	93/04/21	820251	01 46	4,050
5	CAMERA	NIKON	F3	NSN	6720	82P80593		GOPEN, R		02/03/2022	820731	01 43	1,325
2	TRIPOD	BOGEN	NMN	NSN	6760	FOW		GOPEN, R		00/03/09	616	300 28	100
1	BINDING	VELCO	323	13317	3610	84P80738		PARK, B	T	93/04/21	840402	01 46	2,930
2	CASE	SONY	VPH-722Q	NSN	6760	83P81598		GOPEN, R		02/03/2025	840329	401 41	805
3	MOUNT	SONY	SU722	NSN	6760	83P81598		GOPEN, R	T	02/03/2025	840329	300 30A	405
8	CAMERA, VIDEO	PANASONIC	GE5036	4YB03481	7025	85A80230		GOPEN, R	T	00/03/13	850834	00 28	1,065
9	RECORDER	PANASONIC	CVP5028X	C5HB00659	7025	85A80230		GOPEN, R	T	00/03/13	850834	00 28	798
8	CAMERA	NIKON	FM-2	7341386	6720	85A80198		GOPEN, R	T	02/03/2025	850839	401 42	258
8	TYPEWRITER	IBM	6705	6329836	7430	86F80217		PARK, B	T	94/06/17	860447	108	575
6	RECORDER	PANASONIC	X528	51BCA30903	5835	86-X-80218		GOPEN, R	T	00/03/13	860707	300 28	115
1	PROJECTOR	BESELER	VG-514	NSN	6730	86-F-82190		GOPEN, R	T	02/03/2021	870288	300 28	358
7	PROJECTOR	KODAK	4400	922963	6730	87-P-80600		GOPEN, R	T	02/03/2025	870393	201 11	245
8	PROJECTOR	KODAK	4400	924031	6730	87-P-80600		GOPEN, R	T	02/03/2025	870393	201 20	245
9	PROJECTOR	KODAK	CT1000	508801	6730	87-P-80600		GOPEN, R	T	02/03/2025	870393	300 28	785
7	RECORDER	REALISTIC	CTR-70	67446985	5835	87-P-80589		GOPEN, R	T	00/03/13	870462	300 28	50
9	LECTERN	PASO	L276	181181361	7195	87-A-80044		GOPEN, R	T	02/03/2025	870460	102 25	1,190
3	VIDEO	PANASONIC	PV-1360	06SC13840	5836	87-P-80599		GOPEN, R	T	02/03/2025	870461	201 20	5,398
4	VIDEO	PANASONIC	PV1360	G6SC14264	5836	87-P-80599		GOPEN, R	T	00/03/13	870461	300 28	275
5	RECORDER, VIDE	PANASONIC	NV-9600	K6TC00026	5836	87-P-80599		GOPEN, R	T	00/03/13	870461	300 28	275
5	CAMERA	NIKON	FM-2	N7344735	6720	85A80198		GOPEN, R	T	02/03/2025	850839	01 43	258
8	DECODER	ELECTROHOME	38-800310-71	100180002	7025	87-F-81966		GOPEN, R	T	02/03/2025	871154	01 14	421

REPORT DATE 04/03/02 RUN DATE 04/03/02

Attachment J.9

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

TAG	NOMENCLATURE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	FSC DOCUMENT NO	LOCATION	RECEIVER	TXN	DATE	VOUCH	BLDG	FLIRM	AMOUNT
93	PROJECTOR	BESELER	VUGRAPH-II	NSN	6730	FOW		GOPEN, R		02/03/2021	871243	01 43	200
05	VIDEO	LAIRD	VC-2000	11048702184	5895	88-P-81082		GOPEN, R		00/03/13	880871	3 00 28	860
57	ANSWERING	AT&T	1310	881796BQ	5805	88X80334		GOPEN, R	T	02/03/2025	890473	3 00 28	109
75	CABINET	CUSTOM DESIGN	NMN	NSN	7125	89P81216		GOPEN, R		02/03/2025	890624	00 30C	5,492
88	TV/VCR SET	PANASONIC	PV-M-2028	B-9AA12131	5820	89P81244		GOPEN, R	T	02/03/2025	890630	2 01 11	605
95	DISPLAY UNIT	NEC	CM-1991A	26202197	7025	89F81223		GOPEN, R	T	00/03/13	890669	3 00 28	900
72	PRINTER	APPLE	LASERWRITER NTX	588379	7025	89F81972		GOPEN, R	T	00/03/13	920395	00 28	4,619
83	PAPER FOLDER	BAUM	714	NSN	7035	FOW		PARK, B	T	93/04/21	900994	4 01 46	3,643
88	DISPLAY UNIT	LEADER	LBO-5864	8070234	7025	89P82549		GOPEN, R	T	00/03/13	900161	3 00 28	1,200
33	COLOR ENCODER	LAIRD	1032	20104	7025	90P80313		GOPEN, R		00/03/13	920394	3 00 28	2,000
00	RECORDER, VIDE	JVC	BRS-6110	NSN	5836	90981350		GOPEN, R		00/03/13	900967	3 00 28	2,820
84	STEREO, AUDIO	PANASONIC	RX-CT800	CPOFB85075	5820	FOW		GOPEN, R	T	00/03/13	920340	3 00 28	2,000
99	TAPE	MARSH ELECTRONI	SW4943	3217	3610	91P81198		PARK, B	T	93/04/21	910554	01 46	799
18	RECORDER, VIDE	JVC	BR-S611U	13613003	5836	92F80343		GOPEN, R	T	00/03/13	920111	3 00 28	3,000
68	CAMERA	HASSELBLAD	503CX	11EV16660	6720	92F80372		GOPEN, R	T	02/03/2025	920228	4 01 42	982
30	VIDEO CAMERA	JVC	KY-17	12450113	6720	FOW		GOPEN, R	T	00/03/13	920340	00 30A	1,500
31	CORRECTOR, TIM	MICROTIME	TX4	100126E	5836	FOW		WRM VIDEO GP	T	02/03/2021	920340	3 00 28	1,000
32	CONTROLLER	MICROTIME	TX4	70027	7025	FOW		GOPEN, R	T	00/03/13	920340	3 00 28	800
33	RECORDER, VIDE	PANASONIC	AG-1960	IOHGO0187	5836	FOW		GOPEN, R	T	00/03/13	920340	00 28	2,000
34	PROGRAMMER, SL	TIFFEN		1461884	7025	FOW		GOPEN, R	T	02/03/2025	920340	01 14	4,000
35	RECORDER	MARANTZ	PMD420	04U750170	5836	FOW		GOPEN, R	T	00/03/13	920340	3 00 28	500
36	RECORDER	MARANTZ	PMD420	92U600159	5836	FOW		GOPEN, R		00/03/13	920340	00 28	500
37	SLIDE	KODAK	CY1A	11863	6730	FOW		GOPEN, R	T	02/03/2025	920340	2 01 14	500
41	INTERFACE	ELECTROHOME	38-800314-61	100200051	7025	FOW		GOPEN, R	T	02/03/2025	920340	2 01 20B	382
46	MICROPHONE	NADY	101HT	11267	5965	FOW		GOPEN, R		00/03/13	920340	3 00 28	200
47	RECEIVER	NADY	101HT	101190026	5895	FOW		GOPEN, R	T	00/03/13	920340	3 00 28	2,500
56	PUNCH	VELOBIND	323	71520	5110	FOW		PARK, B	T	93/04/21	920340	01 46	200
57	PUNCH	GBC	111PM-2	BC04733	5110	FOW		PARK, B	T	93/04/21	920340	01 46	200
58	PUNCH	VELOBIND	292	5428	5110	FOW		PARK, B	T	93/04/21	920340	01 46	200
70	LENS	CARL ZEISS	NMN	7172225	6760	FOW		GOPEN, R	T	02/03/2025	920340	01 2	350
72	LENS	CARL ZEISS	NMN	4204354	6760	FOW		GOPEN, R	T	02/03/2025	920340	01 42	350
75	MOTOR DRIVE	NIKON	MD-12	1622443	6760	FOW		GOPEN, R		02/03/2025	920340	01 42	500
77	LENS	NIKON	NMN	349694	6760	FOW		PARK, B		02/03/2025	920340	01 43	150
78	LENS	NIKON	NMN	480457	6760	FOW		GOPEN, R		02/03/2021	920340	00 28	350
79	LENS	CARL ZEISS	NMN	6925919	6760	FOW		GOPEN, R		02/03/2025	920340	4 01 42	350
82	FLASH	NIKON	SB16	6074963	6760	FOW		GOPEN, R	T	02/03/2026	920340	1 08	100
85	TRIPOD	BOGEN	3021	NSN	6760	FOW		GOPEN, R	T	02/03/2025	920340	01 43	200
32	RECORDER, VIDE	JVC	BR-S811U	13612558	5836	92P80548		GOPEN, R		00/03/13	920284	3 00 28	3,990

DTRS57-02-C-10050

07	TRIPOD	BOGEN	3221	NSN	6760	FOW	GOPEN, R	T	00/03/13	920340	3	00 28	100
08	RECEIVER	NADY	101LT	101288637	5895	FOW	GOPEN, R	T	00/03/13	920340	3	00 28	1,000
09	MICROPHONE	NADY	MMN	NSN	5965	FOW	GOPEN, R	T	00/03/13	920340	3	00 28	500
94	DISPLAY, VIDEO	PANASONIC	NMN	NSN	7025	FOP	GOPEN, R	T	02/03/2021	930758	3	00 28	500
91	MIXER, MIC	SHURE	M267	NSN	5965	92981136	GOPEN, R	T	00/03/13	920783	3	00 28	528
52	RECEIVER, SATE	TOSHIBA	TRX-80	A619541E6	5820	92P80415	GOPEN, R	T	00/03/13	921007	3	00 27	4,762
01	EQUALIZER	RANE	ME30	ME317767	7025	92P81224	GOPEN, R	T	00/03/13	930549	3	00 28	322
18	DISPLAY UNIT		PMV5367	2035367	7025	92F81590	GOPEN, R	T	00/03/13	930048		00 28	1,030
25	VIDEO	PANASONIC	AG7750	LIT7750	7025	92P81642	GOPF, N, R	T	00/03/13	930051	3	00 28	3,500
71	DISPLAY UNIT	SONY	SONY	PVM2030	7025	92F81590	GOPEN, R	T	02/03/2021	930074		00 28	1,000
45	VIDEO=	PANASONIC	AG1960	DLTA02652	5836	92981570	GOPEN, R	T	00/03/13	930543	3	00 28	2,000
46	VIDEO	PANASONIC	AG1960	DLTA02642	5836	92P81570	GOPEN, R	T	00/03/13	930543		00 28	2,000
47	VIDEO	PANASONIC	AG1960	DLTA02656	5836	92981570	GOPEN, R	T	00/03/13	930543		00 28	2,000

REPORT NO SELECT PMA PAGE 4

REPORT DATE 04/03/02 RUN DATE 04/03/02

Attachment J.9

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

REPORT NO SELECT PMA PAGE 5

TAG	NOMENCLATURE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	FSC	DOCUMENT NO	LOCATION	RECEIVER	TXN	DATE	VOUCH	BLDG	FURM	AMT
848	PROCESSOR	COMMODORE AMIGA	A2000C	292	7010	92PB1570	GOPEN, R	T	00/03/13	930543	300	27A	1,430	
849	DISPLAY UNIT	COMMODORE AMIGA	10845-D1	XT1044329	7025	92981570	GOPEN, R	T	02/03/2021	930543	300	28	395	
309	CALCULATING	TEXAS INSTRU	T15045 II	242888	7420	93P80600	PARK, B		94/06/17	930599	401	46	41	
390	VIDEO	LAIRD	VC-2000	890925001-1	5895	FOP	GOPEN, R	T	02/03/2025	930758	300	30A	860	
156	PROJECTION	SHARP	QA-1650	2AU02186	6730	93F81479	GOPEN, R	T	02/03/2021	931285	300	28	5,028	
193	CORRECTOR/VHS	PRIME IMAGE	200S	2267	5836	93P81518	GOPEN, R	T	00/03/13	931328	300	28	5,689	
319	WALKIE-TALKIE	NADY	PRC3XBA	306126	5820	93P81561	GOPEN, R	T	02/03/2025	931396	300	28	75	
320	WALKIE-TALKIE	NADY	PRC3XBA	306092	5820	93P81561	GOPEN, R	T	02/03/2025	931396		00 28	75	
321	WALKIE-TALKIE	NADY	PRC3YBA	304846	5820	93P81561	GOPEN, R	T	02/03/2025	931396	300	28	75	
146	PROJECTOR	DILITE	NMN	D41174117	6730	FOW	GOPEN, R	T	02/03/2021	950055	300	28	800	
478	MICROPHONE	ELECTRO-VOICE		92009	5965	FOW	GOPEN, R	T	02/03/2025	950070		01 11	162	
992	PROJECTOR	ELMO	EV-700AF	120417	6730	94981299	GOPEN, R	T	02/03/2021	950153	300	30	11,750	
966	CAMERA	POLAROID	PRO-PAK	NSN	6720	95F80324	GOPEN, R	T	02/03/2025	951210		01 42	323	
021	DISPLAY UNIT	NEC	JC-1538VMA	5X06384ET	7025	FOW	GOPEN, R	T	00/03/10	616		00 28	1,000	
218	LENS	NIKON	MACROZOOM	339645	6760	FOW	GOPEN, R	T	02/03/2025	961423	401	43	150	
221	MICROPHONE	NADY	HT-10	111302903	5965	FOW	GOPEN, R	T	00/03/13	961423	300	28	200	
222	RECEIVER	NADY	100/VHF	111302903	5895	FOW	GOPEN, R	T	00/03/13	961423	300	28	1,000	
223	MIXER	SHURE	M68	NSN	5965	FOW	GOPEN, R	T	02/03/2025	961423	201	14	528	
230	RECEIVER	NADY	10/VHF	101302551	5895	FOW	GOPEN, R	T	00/03/13	961423	300	28	1,000	
231	MICROPHONE	NADY	HT-10	101302551	5965	FOW	GOPEN, R	T	00/03/13	961423	300	28	200	
236	RECEIVER	NADY	10/VHF	101302903	5895	FOW	GOPEN, R	T	00/03/13	961423	300	28	1,000	
237	RECEIVER	NADY	LT-ST	11265	5865	FOW	GOPEN, R	T	00/03/13	961423	300	28	2,500	
238	RECEIVER	HADY	10/VHF	101104386	5895	FOW	GOPEN, R	T	02/03/2025	961423		01 42	1,000	
239	RECEIVER	NADY	10/VHF	11265	5865	FOW	GOPEN, R	T	02/03/2025	961423		01 42	2,500	
296	DISPLAY UNIT	SONY	CPD15SF1	8106334	7025	FOW	GOPEN, R	T	02/03/2021	961493	300	28	500	
313	TELEVISION	SONY	SV02000	KV20TS32	8000062	5820	FOW	GOPEN, R	T	00/03/13	961493		00 27	700
155	PROCESSOR	FAROUDJA	VP400	2730-11046	7010	96P81291	GOPEN, R	T	00/03/13	970993	300	27	16,210	
777	VIDEO	PANASONIC	AG-W1-P	167000197	5836	97P80604	EASTERN VIDEO,	T	00/03/13	970619	300	28	2,932	
812	VIDEO	SONY	SV02000	S01-0806499-M	5836	97P80603	SONY	T	02/03/2021	970722	300	28	1',305	
258	PANEL	CRESTRON	CT-3000	B111588	7025	97P80946	GOPEN, R	T	02/03/2021	980216	300	30	2,960	
259	PANEL	CRESTRON	CT-3000	B111590	7025	97P80496	GOPEN, R	T	00/03/13	980216	300	27	2,960	
571	PROCESSOR	MACINTOSH	M6142LL1A	XB75159WAZ3	7010	98P80350	GOPEN, R	T	00/03/13	980537	300	28	3,510	
645	CAMERA, VIDEO	SONY	DSR200	11664	6720	98P80349	SONY, IL	T	00/03/13	980431	300	28	5,500	
751	DISPLAY UNIT	MICRON	MNN1046	FG7524531	7025	98P80352	GOPEN, R	T	00/03/13	980617	300	28	500	
683	VIDEO	SONY -	DSR-30	16540	5836	98P80814	GOPEN, R	T	00/03/13	981349,		00 28	3,800	
000	CD WRITER	MEDIASTORE	5010018		7025	IMPAC	GOPEN, R	N	00/03/13	990356	300	28	429	
106	RECEIVER	SHURE	UC124C/58-UA	1218980869	5895	IMPAC	GOPEN, R	N	00/03/13	990287	300	28	967	
116	LENS	NIKON	35-70AF33-45	NSN	6760	IMPAC	GOPEN, R	N	02/03/2025	990389	108		150	
117	LIGHT, SPEED	NIKON	SB28	2078386	6760	IMPAC	GOPEN, R	N	02/03/2025	990389	401	41	336	
118	CAMERA	NIKON	8008	2056438	6720	IMPAC	GOPEN, R	N	02/03/2025	990389	108		450	
119	CASSETTE	TASCAM	202MKIII	210490	5835	IMPAC	GOPEN, R	T	00/03/13	990594	300	28	360	
120	CAMERA, VIDEO	PANASONIC	AG456UP	I8HB00170	5836	IMPAC	GOPEN, R	T	00/03/13	990594	300	28	1,300	
122	TAPE STORAGE	XEROX	NP135	W11033055	7025	98P80985	SEMBLE, A	T	99/07/12	990734	401	46	5,550	
657	HARD DRIVE	PROMAX	PR418173	7249814	7025	IMPAC	GOPEN, R	T	02/03/2025	990630	401	42	1,945	
663	MIXER, AUDIO	MACKIE MICRO	1402VLZ	AC90026	7010	IMPAC	GOPEN, R	T	00/03/13	990492		3,00	450	
664	MIXER	MACKIE MICRO	1402VLZ	AC90069	5965	IMPAC	GOPEN, R	T	00/03/13	990492		3,00	450	
665	DISPLAY UNIT	SONY	PVM14N50	5016001395A	7025	IMPAC	GOPEN, R	T	00/03/13	990492	300	28	1,000	
690	RECORDER, VIDE	SONY	DCR-TRV900	1033894	5836	IMPAC	GOPEN, R	N	99/01/25	627	300	28	2,200	
722	CANERA, VIDEO	JVC	GRAX4200	6237448	6720	IMPAC	GOPEN, R	T	00/03/13	990447	300	28	600	
734	VCR	PANASONIC	PVS7670	G8SA31876	5820	IMPAC	GOPEN, R	T	00/03/13	990507	300	28	260	
735	VCR	PANASONIC	PVS7670	GSSA31796	5820	IMPAC	GOPEN, R	T	02/03/2025	990507		2_01	260	

REPORT DATE 04/03/02 RUN DATE 04/03/02

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

TAG	NOMENCLATURE	NMANUFACTURER	MODEL NUMBER	SERIAL NUMBER	FSC DOCUMENT NO	LOCATION	RECEIVER	TXN	DATE	VOUCH	BLDG	FURM	AMOUNT
40	PROJECTOR	SANYO	FLC8810N	G8401461	6730	99P80325	GOPEN, R	T	00/03/13	990504	00 28	5,922	
92	RECEIVER	SPATIAL SYSTEMS	UC124058UA	223990577	5965	IMPAC	GOPEN, R	T	00/03/13	990654	300 28	967	
04	DISK PLAYER	PANASONIC	DVDA120U	B9GA03318	7025	IMPAC	GOPEN, R	N	99/03/09	626	300 28	375	
24	PROCESSOR	MICRON	MIL088	16307620003	7010	IMPAC	GOPEN, R	T	02/03/2021	990846	300 30	1,000	
25	PROCESSOR	MICRON	MIL088	16307620002	7010	IMPAC	GOPEN, R	T	02/03/2021	990846	300 30	1,000	
31	PRINTER	EPSON	90DN	BNJ0000970	7025	IMPAC	GOPEN, R	T	00/03/13	990841	300 28	500	
22	PROCESSOR	MICRON	MIL1008	16651920001	7010	IMPAC	GOPEN, R	T	02/03/2021	990946	300 28	1,700	
50	SPEAKER	ANCHOR	MPA5100	E991488	5965	99P80641	GOPEN, R	T	02/03/2025	990932	401 41	268	
51	SPEAKER	ANCHOR	MPA5100	D992113	5965	99P80641	GOPEN, R	T	00/03/13	990932	01 20	268	
40	VCR	PANASONIC	PV9450	H9MA29303	5820	IMPAC	GOPEN, R	T	00/03/13	39	300 27	99	
42	VCR	PANASONIC	PV9450	H9MA29342	5820	IMPAC	GOPEN, R	T	00/03/13	39	00 28	99	
29	HARD DRIVE	PROMAX	PR2-36275L	8099945	7025	99P80867	GOPEN, R	T	00/03/13	139	00 28	2,055	
30	HARD DRIVE	PROMAX	PR2-36275L	8099948	7025	99P80867	GOPEN, R	T	00/03/13	139	300 28	2,055	
61	VIEW PANEL	INTVOS	GD0608U	91JP00255	7025	IMPAC	GOPEN, R		00/03/13	523	300 28	299	
00	PROJECTOR	DUKANE	SF4030	2009259	6730	IMPAC	GOPEN, R		02/03/2021	641	112 32	500	
97	DISPLAY UNIT	APPLE	M6221LL/B	CY9322M8GZC	7025	00P80072	GOPEN, R	N	99/11/23	613	300 28	456	
98	SCANNER	JMAX	A2000U	HAJ00199D06578	7025	00P80072	GOPEN, R	N	99/11/23	613	300 28	129	
99	DISK DRIVE	VST	FDUSB	96693	7025	00P80072	GOPEN, R		99/11/23	613	300 28	84	
02	DISPLAY UNIT	JVC	TM550U	17334433	7025	00P80082	GOPEN, R		99/11/23	612	300 28	617	
03	RECORDER, VIDE	SONY	DSR-300L	S010011999F	5836	00P80082	GOPEN, R	N	99/11/23	612	300 28	7,995	
04	RECORDER, VIDE	SONY	DSR-30	S010020501	5836	00P80082	GOPEN, R	N	99/11/23	612	00 28	2,899	
05	DISPLAY UNIT	SONY	14N6U	S016005159C	7025	00P80082	GOPEN, R		99/11/23	612	300 30	499	
07	DISPLAY UNIT	SONY	14M2U	S012016456C	7025	00P80082	GOPEN, R	N	99/11/23	612	300 28	849	
08	DISPLAY UNIT	SONY	20M4U	S0120128829	7025	00P80082	GOPEN, R	N	99/11/23	612	00 28	2,049	
17	VIDEO MIXER	VIDEONICS	MX-DV	401396	5820	00P80089	GOPEN, R	T	00/03/13	229	300 28	2,049	
36	FACSIMILE SET	MURATEE	F86	77120097	5815	00F50023	GOPEN, R	T	00/03/13	314	300 28	1,298	
45	CONTROLLER	JVC	RMG860U	11411580	7025	00P80089	GOPEN, R		00/03/13	254	300 28	2,976	
80	DISPLAY UNIT	MICRON	MNN1078	1H70479	7025	00F50025	GOPEN, R		02/03/2021	308	300 28	250	
20	PROCESSOR	APPLE	M7825UB	XB9483FHTPO	7010	IMPAC	GOPEN, R	N	99/12/15	625	300 28	3,800	
95	RECEIVER	TELEX	FRM70	6698	5820	FOW	GOPEN, R	F	00/03/09	616	300 27..	400.	
96	DISPLAY UNIT	SONY	PVM13440	2009111	7025	FOW	GOPEN, R	F	00/03/09	616	00 28	999	
97	TRIPOD	GITZO	G1387	NSN	6760	00P80082	GOPEN, R	N	99/11/23	612	00 28	1,049	
98	RECORDER	OPTIMUS	CTR-109	14-1116	5835	FOW	GOPEN, R	F	00/03/09	616	300 28	40	
99	MIXER	SHURE	M267	NSN	5965	FOW	GOPEN, R	F	00/03/09	616	00 28	220	
00	VIDEO LIGHT	LOWEL	LC	NSN	6730	FOW	GOPEN, R		00/03/09	616	00 28	450	
01	RECEIVER	TELEX	FRM70	6663	5820	FOW	GOPEN, R	F	00/03/09	616	00 27	400	
02	RECEIVER	TELEX	FRM70	6546	5820	POW	GOPEN, R		00/03/09	616	300 27	400	
03	EQUALIZER	KENWOOD	GE4030	20400681	7025	FOW	GOPEN, R	F	00/03/09	616	300 28	180	
04	RECEIVER	KENWOOD	KRV8540	20340186	5820	FOW	GOPEN, R	F	00/03/09	616	00 27	480	
05	CASSETTE	KENWOOD	KXW892	20401111	5835	FOW	GOPEN, R	F	00/03/09	616	300 27	300	
06	CD PLAYER	KENWOOD	DPR892	20405062	5835	POW	GOPEN, R		00/03/09	616	300 27	175	
07	RECEIVER	DISH	2700	DKNC01	5820	POW	GOPEN, R	F	00/03/09	616	01 11	1,100	
08	AMPLIFIER	EXTRON ELEC.	PA250	617334	6625	FOW	GOPEN, R	F	00/03/09	616	300 28	580	
09	SELECTOR, VIDE	BARCO	RCVDS-05	1130214	5836	FOW	GOPEN, R	F	00/03/09	616	300 27	3,000	
10	SWITCHER	AUTOPATCH		4YDMA09978123	6665	FOW	GOPEN, R		00/03/09	616	300 27	3,500	
11	SWITCHER	SWITCHER		4YDMA09978124	6665	FOW	GOPEN, R		00/03/09	616	00 27	3,500	
12	SWITCHER	AUTOPATCH	NMN	NSN	6665	FOW	GOPEN, R	F	00/03/09	616	00 27	5,000	
13	SWITCHER	AUTOPATCH	NMN	NSN	6665	FOW	GOPEN, R	F	00/03/09	616	300 27	3,500	
14	SWITCHER	AUTOPATCH	NMN	NSN	6665	FOW	GOPEN, R		00/03/09	616	300 27	3,500	
15	CONTROLLER	CRESTRON	NMN	NSN	7025	POW	GOPEN, R	F	00/03/09	616	300 27	2,200	
16	AMPLIFIER	CROWN	COM-TECH 200	313501	6625	FOW	GOPEN, R	F	00/03/09	616	00 27	400	

REPORT DATE 04/03/02 RUN DATE 04/03/02

TRANSPORTATION SYSTEMS CENTER PROPERTY MANAGEMENT PMA INQUIRY

TAG	NOMENCLATURE	NMANUFACTURER	MODEL NUMBER	SERIAL NUMBER	FSC DOCUMENT NO	LOCATION	RECEIVER	TXN	DATE	VOUCH	BLDG	FORM	AMOUNT
17	AMPLIFIER	BANE	MA-6	6319	6625	FOW	GOPEN, R		00/03/09	616	3 00 27	375	
18	SWITCHER	KRAMER	V581AV	619871	6665	FOW	GOPEN, R	F	00/03/09	616	3 00 27	200	
19	MIXER		SM-26	NSN	5965	POW	GOPEN, R		00/03/09	616	3 00 28	375 .	
20	MIXER	SHURE	FP410	921600381	5965	FOW	GOPEN, R	F	00/03/09	616	3 00 27	220	
21	SWITCHER	KRAMER	VS-81AV	619887	6665	FOW	GOPEN, R		00/03/09	616	3 00 28	200	
05	PRINTER	EPSON	SP1280	CZYK016431	7025	IMPAC	GOPEN, R		02/03/2026	11050	3 00 28	635	
46	DISPLAY UNIT	SONY	PVM-80420	120180399	7025	IMPAC	GOPEN, R	T	02/03/2021	11318	3 00 28	670	
47	VCR	PANASONIC	AG-5210P	11TA00106	5836	IMPAC	GOPEN, R		02/04/2004	20405	00 28	1,790	
48	VCR	PANASONIC	AG-5210P	J1TA00204	5836	IMPAC	GOPEN, R	N	02/04/2004	20405	3 00 28	1,790	
49	VCR	PANASONIC	AG-5210P	J1TA00093	5836	IMPAC	GOPEN, R	N	02/04/2004	20405	3 00 28	1,790	
50	VCR	PANASONIC	AG-5210P	11TA00108	5836	IMPAC	GOPEN, R	N	02/04/2004	20404	3 00 28	1,790	
51	VCR	PANASONIC	AG-5210P	J1TA00105	5836	IMPAC	GOPEN, R	N	02/04/2004	20405	3 00 28	1,790	

DTRS57-02-C-10050

52	VCR	PANASONIC	AG-5210P	I1TA00022	5836	IMPAC	GOPEN, R	N	02/04/2004	20405	3	00 28	1,790
53	EDITOR	JVC	JUBRD750U	14551154	5836	IMPAC	GOPEN, R	N	02/04/2004	20405	3	00 28	1,790
61	DVD RECORDER	PANASONIC	DMR-E20	KU2AA002277	7025	IMPAC	GOPEN, R	N	02/04/2004	20404		00 28	918
43	DISPLAY UNIT	SUPERMAC	THZ8175SKTKW	50318565	7025	95P80530	GOPEN, R	T	02/03/2025	951300	4	01 41	2,215
54	PROCESSOR	MICRON	MARL-P133M1	573831-0003	7010	96PS0594	MORIN, D		02/03/2026	960993		08 40	2,599
60	DISPLAY UNIT	MICRON	LM-1764A	CR20831523	7025	96P80594	MORIN, D	T	02/03/2026	960993		08 40	500
45	DISK DRIVE	IOMEGA	Z100S2	RABG46NOFL	7025	97P80353	MORIN, D	T	02/03/2026	970411	1	08	265
99	PROCESSOR	MACINTOSH	M7106LL/A	XB845047OLU	7010	99P80274	MORIN, D	T	02/03/2026	990460	1	08	2,737
38	DISK DRIVE	MACINTOSH	Z100USB	PKBW19EA39	7025	IMPAC	MORIN, D	T	02/04/2003	990944	1	08 42	114
80	DISPLAY UNIT	MACINTOSH	STD9752	2000172	7025	93P80622	MORIN, D		02/03/2026	930512	1	08 41	500
86	PRINTER		860	00086764	7025	93P80963	SEMBLE, A	N	99/12/28	960267		08 46	4,595
27	PROCESSOR	APPLE	M3102LL/A	FC551B4X3FX	7010	96F80483	MORIN, D	T	02/03/2026	960397	1	08 46	2,683
28	PROCESSOR	APPLE	M3102LL/A	FC5522NN3FX	7010	96F80483	MORIN, D		02/03/2026	960397	1	08 44	2,683
70	SCANNER	EPSON	G590A	3D6X018431	7025	IMPAC	MORIN, D	T	02/03/2026	980214	1	08 40	1,100
40	SCANNER	POLAROID	CS-2700	F701113G	7025	IMPAC	MORIN, D		02/03/2026	981047	1	08 40	700
68	PROCESSOR	MICRON	MIL300MX	1373445-0003	7010	98F81000	MORIN, D	T	02/03/2026	990415		08 41	1,000

DTRS57-02-C-10050

ATTACHMENT J.10 ESTIMATED ANNUAL VOLUMES

CLIN 0003 - INTEGRATED COMMUNICATIONS AND INFORMATION SERVICES

FUNCTION	CATEGORY/ DESCRIPTION	JOBS/ PROJECTS
WRITING		
	Annual Reports	2
	Newsletters	14
	Journals	2
	Brochures	8
	Presentation	2
	Proceedings	2
	Web Writing	2
EDITING		
	Technical Reports	65
	Annual Reports	8
	Newsletters	6
	Journals	2
	Brochures	8
	Presentations	1
	Proceedings	2
	PDF conversions	75-85
	Translations	2
	Web Page Writing	2
	Bibliography	1

FUNCTION	CATEGORY/ DESCRIPTION	JOBS/ PROJECTS
GRAPHICS		
	Exhibits	14
	Technical Reports	28
	Publications	10
	Brochures	16
	Posters	6
	Marketing Materials	3
	Conference Support	1
	Web Redesign and Revisions	2
	Awards Ceremony Support	1

FUNCTION	DESCRIPTION OF SERVICE	JOBS/ PROJECTS
MULTIMEDIA		
	Videoconferences	17
	Videotaping	54
	Video Production	6
	Video Duplication	6
	Photography	26
	Photographic Printing	1
	Presentation Preparation	4
	Presentation Support	34
	Consultation	2
	DVD Production	1

FUNCTION	NUMBER OF ATTENDEES	QUANTITY	VOLPE CENTER/ OFF SITE
CONFERENCES			
	10-25	17	Volpe Center
	26-40	1	Volpe Center
	41-70	8	Volpe Center
	71-100	1	On Site
	71-100	3	Off Site
	101-150	2	Off Site
	201-250	4	Off Site

CLIN 0004 - PRODUCTION SERVICES

FUNCTION	CATEGORY/ DESCRIPTION	ANNUALLY		HIGH MONTH
		PAGES	IMPRESSIONS	IMPRESSIONS
	Black and White (in house) <i>Copying</i>	140,000	2.7 million	376,000
	Color (in house) <i>Printing</i>	3,400	15,600	
	GPO * <i>Printing</i>	600	1 million	500,000

* Cost of GPO printing is borne by the Government