

U.S. Department of Commerce
COMMERce INFORMATION TECHNOLOGY SOLUTIONS

COMMITTS NexGen

Program Management and Ordering Guide



Our Experience, Your Success

Version 1

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March 14, 2005

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Section One: Introduction to COMMITTS NexGen

1.1 OVERVIEW

The COMMERCE Information Technology Solutions (COMMITTS NexGen) program is an indefinite delivery, indefinite quantity (ID/IQ) task order contract designed to offer information technology (IT) solutions to Federal customers. The COMMITTS NexGen program’s objectives are:

- 1) Become the Government-Wide Acquisition Contract (GWAC) vehicle of choice for competitive IT solutions from a pool of exceptional small, small disadvantaged, small 8(a), small women-owned, small veteran-owned, service disabled veteran-owned, and small HUBZone businesses;
- 2) Deliver top quality, performance-based IT services and solutions that meet government mission requirements; and
- 3) Deliver IT services and solutions with a streamlined acquisition methodology.

COMMITTS NexGen Objectives

- **Small business GWAC Vehicle of Choice**
- **Performance-based IT Services and Solutions**
- **Streamlined Acquisition Methodology**

Small businesses are the bedrock of America's competitiveness and essential to our nation’s economic infrastructure. The Department of Commerce’s mission includes assuring small businesses fair Federal contracting opportunities. COMMITTS NexGen levels the “playing field” as a small business GWAC that is convenient for ordering IT services from high quality small businesses. In today's streamlined acquisition environment, many IT requirements that once were publicly announced are now met through task and delivery order contracts. COMMITTS NexGen gives small businesses the opportunity to compete and grow.

This guide applies to all COMMITTS NexGen customers and contractors, establishes the procedures for managing the program, and defines roles and responsibilities for the major parties involved in making this contract a value-added resource. Key points-of-contact are:

Daniel Alexander	COMMITTS NexGen Program Manager	202-482-7426
Patti Stang	COMMITTS NexGen Contracting Officer	202-482-1447

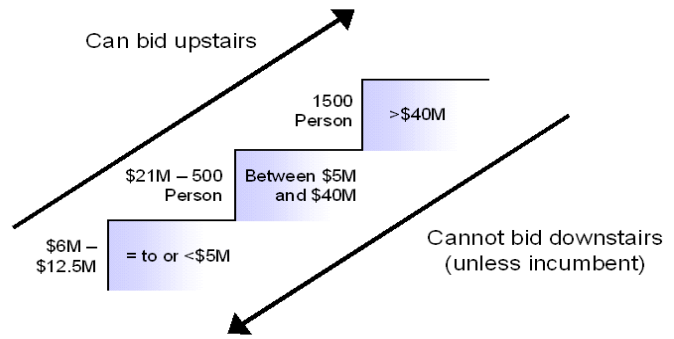
1.2 COMMITTS NEXGEN CONTRACTORS

DOC has awarded contracts for IT services to a variety of contractors in three size-standard tiers described below. Contractors in Tier I are certified under NAICS codes with \$6 million or \$12.5 million size standards and may compete for task orders with a life cycle value equal to or less than \$5 million. Contractors in Tier II are certified under NAICS codes with size standards of \$21 million or 500 employees and may compete for task orders with a life cycle value between \$5 million and \$40 million. Contractors in Tier III are certified under NAICS codes with a size standard of 1500 employees and may only compete for task orders with a life cycle value greater than \$40 million.

Tier Level	NAICS Size Standard
Tier I	\$6M or \$12M Size Standard
Tier II	\$21M or 500 Employees
Tier III	1500 Employees

COMMITTS NexGen features tiered competition that matches the right contractor to the customer’s task order requirement.

COMMITTS NexGen contractors may compete in any tier for a task order awarded on this contract if they are the incumbent prime contractor for that work, regardless of Life Cycle Value. A listing of the COMMITTS NexGen prime contractors in each tier may be found at ([Tier 1](#) [Tier 2](#) [Tier 3](#)).



1.3 LIVING DOCUMENT

The acquisition procedure described in this guide represents COMMITTS NexGen’s current business practices. With lessons-learned, these practices will be refined for greater speed and efficiency and included in later versions. Customers and contractors will be notified via E-mail of numbered and dated revisions to this guide as they are posted on the COMMITTS NexGen homepage.

Section Two: Ordering IT Solutions

2.1 TASK ORDER AWARD PROCESS

2.1.1 Streamlined Acquisition

COMMITTS NexGen is a fair opportunity process that ensures customers receive the maximum benefit from a documented task order competition. To ensure that contractors are treated equitably, all task orders will be advertised, negotiated, evaluated and awarded through the Internet-based COMMITTS NexGen Business Opportunity Page (BOP) <http://www.commits.doc.gov/>.

COMMITTS NexGen ensures equitable treatment of contractors by enforcing documented rules for competition.

2.1.2 Ordering Process

The COMMITTS NexGen fair opportunity competitive process features acquisition planning, vendor screening, managed results, and a short ordering cycle. Task order awards are not subject to protest. The streamlined acquisition process enables customers to refine requirements and develop a performance-based work statement that is tailored to the solutions proposed by the contractors. The time required to complete the process from posting a Request for Solution (RFS) to task order award typically varies from 30 and 60 days, depending on the complexity of the technical requirement. This flexible program offers customers the option of allowing the COMMITTS NexGen Program Office to direct the acquisition, or having procurement authority delegated to a warranted contracting officer in their organization (Section 2.3.2, below).

Streamlined Acquisition Process Key Features

- Acquisition Planning
- Vendor Screening
- Managed Results
- 30-60 Day Ordering Cycle
- Protest-free

The Ordering Process is conducted in three phases described in the following table.

COMMITTS NexGen offers streamlined acquisition of performance-based IT services with quick access to contractors.

COMMITTS NexGen Ordering Process Steps And Responsibilities			
Phase I Pre-Solicitation	<ul style="list-style-type: none"> → Customer Presents opportunity to COMMITTS NexGen M → PMO Performs assessment and catalogs Direct or Delegate project M 		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <i>If managed by COMMITTS NexGen:</i> <ul style="list-style-type: none"> → PMO Performs market research M → PMO Prepares procurement package M </td> <td style="width: 50%; vertical-align: top;"> <i>If managed by Customer(Delegated):</i> <ul style="list-style-type: none"> → PMO Provides training M → Customer Performs market research M → Customer Prepares procurement package M </td> </tr> </table>	<i>If managed by COMMITTS NexGen:</i> <ul style="list-style-type: none"> → PMO Performs market research M → PMO Prepares procurement package M 	<i>If managed by Customer(Delegated):</i> <ul style="list-style-type: none"> → PMO Provides training M → Customer Performs market research M → Customer Prepares procurement package M
	<i>If managed by COMMITTS NexGen:</i> <ul style="list-style-type: none"> → PMO Performs market research M → PMO Prepares procurement package M 	<i>If managed by Customer(Delegated):</i> <ul style="list-style-type: none"> → PMO Provides training M → Customer Performs market research M → Customer Prepares procurement package M 	
<ul style="list-style-type: none"> → PMO Determines if project is Tier I, II or III M → CO Notifies of pending Request for Solution (RFS) on BOP M → PMO/Customer Completes Customer Service Agreement M 			
Phase II Request for Solution	<ul style="list-style-type: none"> → CO Finalizes RFS M → Customer Develops down-select questions OP → CO issues down-select questions OP → Customer Evaluates and selects down-select responses OP → CO Performs due diligence OP → CO Issues RFS M → Contractor Submits written and/or oral OP proposals → Contractor Provides oral presentation OP * → Customer Evaluates proposals M → Customer Finalizes funding M → CO Awards task order and notifies BOP offerors M 		
Phase III Task Performance	<ul style="list-style-type: none"> → CO Performs quality assurance and surveillance M → CO Evaluates and streamlines performance measures M → PMO Provides reports analysis and feedback M → PMO/ Customer/Contractor Performs other administrative requirements M 		
Legend M = Mandatory O = Optional OP = Optional (Preferred)			

* Oral presentations add value for the customer and should not merely reiterate the contractor's written proposal. They are an opportunity for the customer and contractor to engage in a meaningful dialog and answer questions about the proposed technical solution, management processes, and staff qualifications.

2.3 OTHER TASK ORDER PROCESS INFORMATION

2.3.1 Performance-Based Task Orders

Acquisition-reform legislation requires agencies to use performance-based contracting techniques to the maximum extent practicable. In 1991, the Office of Federal Procurement Policy (OFPP) stated:

It is the policy of the Federal Government that (1) agencies use performance-based contracting methods to the maximum extent practicable when acquiring services; and, (2) agencies carefully select acquisition and contract administration strategies, methods, and techniques that best accommodate the requirements.

Prior to initiating a task order competition, agencies must determine the program's performance objectives and incorporate them into the RFS. OFPP's Guide to Best Practices for Performance-Based Service

Contracting, <http://www.arnet.gov/Library/OFPP/BestPractices/PPBSC/BestPPBSC.html>, describes the key processes for implementing performance-based contracting.

Job Analysis determines the agency's needs, types of services, and outputs to be provided by the contractor, and forms the basis for establishing performance requirements, developing performance standards and indicators, writing the Performance Work Statement, and producing the Quality Assurance/Surveillance Plan.

Performance Work Statement (PWS) describes specific requirements the contractor must meet in performance of the contract, including a statement of the required services in terms of output and a measurable performance standard for the output.

Quality Assurance Plan and Surveillance defines what the government must do to ensure that the contractor has performed in accordance with the PWS performance standards, ranging from a one-time inspection to periodic in-process inspections.

Contract Type encourages the increased use of fixed-price contracts, where appropriate, and incentives for optimal contractor performance.

Contract Administration cites the importance of close cooperation between program and procurement offices to achieve effective contract administration and successful contract performance.

Conflict Resolution is informal and timely with the aid of the COMMITTS NexGen Ombudsman.

As opposed to traditional service contract statements of work, performance-based contracting requires an acquisition be presented in terms of the purpose of the work. It requires the work to be defined in mission-related, outcome-oriented statements with quality assurance performance measures. In its simplest terms, it asks two basic questions:

1. What am I buying (outcome)?
2. How will I know if it is any good when I get it (quality assurance)?

The OFPP guide for performance-based service acquisition describes seven steps upon which the COMMITTS NexGen ordering process is based:

OFPP's Seven Steps to Performance-Based Acquisition pave the way for program performance, improvement, and innovation.

1. Establish an integrated team.
2. Describe the problem that needs solving.
3. Examine private-sector and public-sector solutions.
4. Develop a PWS or SOO.
5. Determine how to measure and manage performance.
6. Select the right contractor.
7. Manage performance.

The executive version of Seven Steps to Performance Based Services Acquisition is at <http://www.arnet.gov/Library/OFPP/BestPractices/pbsc/home.html>.

Agencies that lack experience in drafting performance-based

specifications or quality assurance surveillance plans may call upon COMMITTS NexGen Program Office contractors that can assist in developing these documents and offer training for future requirements.

2.3.2 Customer Service Agreement (CSA)

The COMMITTS NexGen Program Office will negotiate a Customer Service Agreement with the customer for all task order requirements on this contract. The CSA defines the level of service the COMMITTS

NexGen Program Office will provide to the customer, acquisition cycle times, service fees, and funding amounts or scenarios. See template of a COMMITTS NexGen CSA.

When the contracting function is to be performed by the COMMITTS NexGen Program Office, the customer must transfer funding via a MIPR (DD Form 448), Interagency Agreement, or other instrument to the program office in an amount sufficient to cover the initial service fee.

- a. For task orders and modifications awarded under a Delegation of Procurement Authority (DPA), the service fee is payable to the COMMITTS NexGen Program Office following award of each task order or modification.
- c. Service fees are assessed at the time task order funding is obligated for each discrete period of performance.
- d. Initial service fees are calculated based on the task order value awarded for the base period of performance or initial requirement. When base periods are incrementally funded, the initial service fee will be assessed at the time of each incremental obligation.
- e. Pending fiscal year funding, task orders may be issued “subject to availability of funding.” In such cases, payment of the service fee will be contingent upon the customer’s ability to fund the task order.
- f. The service fee for a given period of performance shall be adjusted to reflect the level of effort that is actually funded.

2.3.3 COMMITTS NexGen Service Fees

The goal of COMMITTS NexGen is quality IT solutions through streamlined acquisition. This low cost service is funded by fees from customer agencies for program office expenses. The service fee for each task order is scaled to the value of work performed. Agencies will receive a reduced fee for delegated procurements. In addition, COMMITTS NexGen will negotiate reduced fee structures to establish larger ordering commitments.

2.3.4 Delegation of Procurement Authority

A Delegation of Procurement Authority (DPA) from the COMMITTS NexGen Contracting Officer is required when customers plan to conduct and/or administer the task order acquisition process through their own contracting office. Agencies may request a DPA by completing and submitting a Delegation of Procurement Authority form. The request for DPA may be sent to the attention of the COMMITTS NexGen Contracting Officer by fax or letter. Unless this authority is denied, the customer agency will appoint the source selection official for task orders competed under the COMMITTS NexGen in accordance with their own regulations and procedures. While the customer is in the best position to determine the task order solution, a DPA will only be granted to a warranted contracting officer.

2.3.5 Contractor Debriefings

Any offeror not receiving an award must be afforded an opportunity for debriefing after task order award. Requests for debriefings should be filed with the Contracting Officer conducting the acquisition within five business days of receipt of down-selection notice or task order award. Debriefings for down-select notification will occur after task order award.

2.3.6 Ombudsman Participation

Contractor comments and complaints regarding individual task order competitions should be filed with the COMMITTS NexGen Ombudsman within five business days after task order award. Contractors are also encouraged to contact the Ombudsman if encountering any problems with program management.

The Ombudsman will ensure accuracy and completeness of past performance information, and attend working group meetings on program management process improvement and contractor management training.

The COMMITTS NexGen Ombudsman is identified in Section 3.4 of this guide.

Section Three: Roles and Responsibilities

3.1 COMMITTS NEXGEN PROGRAM MANAGER

The COMMITTS NexGen Program Manager leads the Program Office with a staff of information technology, contracting, and program professionals. The Program Manager is the focal point for all COMMITTS NexGen activities and ultimately responsible for the overall success of the program.

The COMMITTS NexGen Program Manager is:

Name: Daniel Alexander
Address: U.S. Department of Commerce
COMMITTS NexGen Program Office
14th & Constitution Avenues NW, Room 6521
Washington, DC 20230
Phone: 202-482-7426 / Fax: 202-501-8122
Email: dalexander@doc.gov

The COMMITTS NexGen Program Manager is ultimately responsible for the overall success of the program.

3.2 COMMITTS NEXGEN PROGRAM OFFICE

The COMMITTS NexGen Program Office:

- Provides information regarding available contract sources and the administrative procedures for placing and managing task orders.
- Ensures each Customer has the information and materials needed to meet their requirements and responsibilities.
- Receives, reviews, and processes requests for COMMITTS NexGen services.
- Monitors, maintains, and provides Customers with project progress and status information, including those resulting from monthly reports, past performance evaluations, and Customer concerns.
- Ensures contractors perform in accordance with the contract and task order requirements, terms, and conditions.
- Establishes and maintains central contract and task order files and databases.
- Conducts progress meetings to discuss contractor performance and customer satisfaction, and to identify and resolve related issues.

- Reviews and approves requests for Delegation of Procurement Authority.
- Ensures compliance with delegated authorities (e.g., reporting requirements under its Executive Agent status) and contractual requirements (e.g., directed task order limitations).
- Invoices and tracks all service fees due and collected, by customer, task order, and contractor.
- Ensures effective quality assurance programs are executed for COMMITTS NexGen task orders.

3.3 COMMITTS NEXGEN CONTRACTING OFFICER

The COMMITTS NexGen Contracting Officer is responsible for managing all aspects of the COMMITTS NexGen contract. Only the COMMITTS NexGen Contracting Officer is authorized to take action on behalf of the Government to amend, modify, or deviate from the contract requirements, terms, and conditions. The COMMITTS NexGen Contracting Officer may delegate selected task order award and administrative authority to agency contracting officers or authorized Contracting Officer Representatives (COR). The Contracting Officer will delegate procurement authority in writing on an individual or class basis. In addition, the COMMITTS NexGen Contracting Officer will negotiate and award task orders and modifications, as needed.

The COMMITTS NexGen Contracting Officer may delegate selected tasks to agency contracting officers.

The COMMITTS NexGen Contracting Officer is:

Name: Patti A. Stang
Address: U.S. Department of Commerce
COMMITTS NexGen Program Office
14th & Constitution Avenues NW, Room 6520
Washington, DC 20230
Phone: 202-482-1447 / Fax: 202-501-8122
Email: pstang@doc.gov

3.4 COMMITTS NEXGEN OMBUDSMAN

The COMMITTS NexGen Ombudsman is an independent procurement professional responsible for reviewing questions and comments raised by contractors regarding task orders awarded on the COMMITTS NexGen contract. The Ombudsman ensures that customers fairly and accurately report performance information, and provides general risk management support to the COMMITTS NexGen Program Manager.

The COMMITTS NexGen Ombudsman is:

Name: Leslie Andress
Address: U.S. Department of Commerce
Office of Acquisition Management
14th & Constitution Avenues NW, Room 6422
Washington, DC 20230
Phone: 202-482-4721
Email: landress@doc.gov

The COMMITTS NexGen Ombudsman works to resolve issues between the customer and the contractor.

3.5 COMMITTS NEXGEN CUSTOMERS

Each COMMITTS NexGen customer shall designate a COMMITTS NexGen Program Point of Contact (CPOC) as the primary liaison with the COMMITTS NexGen Program Office. This individual may be the Contracting Officer's Representative or other agency official. A close working relationship between the this individual and the COMMITTS NexGen Program Office ensures clear lines of communication, authority, responsibility, and accountability. Through the COMMITTS NexGen Program Point of Contact, the Customer agency:

The customer's COMMITTS NexGen Program Point-of-Contact is the lynchpin of task order administration.

- Coordinates the activities of all non-COMMITTS NexGen Program Office personnel involved in task order administration (e.g., agency contracting officer, COR, accounting staff).
- Ensures all actions under the Customer's control are performed in accordance with applicable statutes, regulations, agency funding procedures, the COMMITTS NexGen Customer Service Agreement (CSA), and contract/task order requirements.
- Coordinates payment for all fees and costs associated with the completion of any COMMITTS NexGen task order and certifies invoices to accept performance and ensure contractors are promptly and correctly paid.
- Identifies agency task order source selection officials.
- Provides copies of task orders and modifications awarded by the Customer's Delegated Procurement Authority/Contracting Officer to the COMMITTS NexGen Program Office within five business days of award.
- Identifies the organization that will submit task order data to the Federal Procurement Data System (FPDS), i.e., the COMMITTS NexGen Program Office or Delegated Procurement Authority/Contracting Officer.
- Performs general task order monitoring functions and completes regular performance evaluations as required by individual task order specifications.
- Ensures property control accountability for any equipment or software delivered under the task order(s) in accordance with individual agency requirements.

3.6 COMMITTS NexGen Contractors

The role of COMMITTS NexGen contractors is delivering high quality, well-managed IT solutions to government Customers. Specific authorities and responsibilities of COMMITTS NexGen contractors include:

- Respond to requests for solutions posted on the COMMITTS NexGen acquisition system.
- Ensure performance and deliverables meet the requirements set forth in individual task orders.
- Segregate cost accounting data by individual task order, if required.
- Provide comments on past performance evaluations.
- Provide the COMMITTS NexGen Program Office with reports covering task order(s) progress and status as specified in the contract or in awarded task orders.
- Attend status meetings with the COMMITTS NexGen Contracting Officer.
- Identify and report to the COMMITTS NexGen Program Office potential conflicts of interest.
- Establish and maintain a quality assurance programs based on performance metrics.

- Submit monthly Task Order Status Report.
- Participate in various workgroups with the COMMITTS NexGen Program Office to identify and implement program improvements.

TIER I Contractors	
Company Name	Contact Information
Catapult Technology, Ltd www.catapulttechnology.com	Bethesda Gateway, Suite 620 7201 Wisconsin Avenue Bethesda, MD 20814-4846 Telephone (240) 482-2100
Daston Corporation www.daston.com	2010 Corporate Ridge, Suite 750 McLean, VA 22102
Digital Management Inc. www.digitalmanagement.com	1700 Rockville Pike, Suite 400 Rockville, MD 20852
Electronic Consulting Services, Inc. www.ecs-federal.com	2750 Prosperity Avenue, Suite 510 Fairfax, VA 22031
e-Management Consultants www.e-mcinc.com	1010 Wayne Avenue, Suite 1150 Silver Spring, VA 20910
G&B Solutions, Inc. www.gbsolutionsinc.com	1749 Old Meadow Road, Suite 120 McLean, VA 22102
I.M. Systems Group, Inc. www.imsig.com	3401 Bexhill Place Kensington, MD 20895
InfoPro, Incorporated www.infopro.net	8200 Greensboro Drive, Suite 1450 McLean, VA 22102
Integrated Communication Solutions Inc. www.icscorp.com	5260 Westview Drive Frederick, MD 21703
InterImage, Inc. www.iimage.com	4301 N. Fairfax Drive, #205 Arlington, VA 22203
Lloyd Lamont Design, Inc. www.lld.com	500 Grove Street, 3 rd Floor Herndon, VA 20170
M-Cubed Information Systems, Inc. www.m-cubed.com	1400 Spring Street, Suite 100 Silver Spring, MD 20910
NetCentrics Corporation www.netcentrics.com	3118 Ashburton Avenue Oak Hill, VA 20171
Quality Technology, Inc. www.qutech.com	9200 Basil Court, Suite 208 Largo, MD 20774-5309
REI Systems www.reisys.com	7620 Little River Turnpike, Suite 500 Annandale, VA 22003
SGT, Inc. www.sgt-inc.com	7701 Greenbelt Road, Suite 500 Annandale, VA 22003
Technology Concepts and Designs, Inc www.tcdi.com	20 S. Quaker Lane, Suite 230 Alexandria, VA 22314
Veridyne, Inc. www.veridyneinc.com	2001 Jefferson Davis Highway, Suite 610 Arlington, VA 22202
Viatech, Inc. www.viatechinc.com	615 Hope Road, Building 3A Eatontown, NJ 07724
Zen Technology, Inc. www.zentech.com	8120 Woodmont Avenue, Suite 260 Bethesda, MD 20814

TIER II Contractors	
Company Name	Contact Information
Abacus Technology Corporation www.abacustech.com	5454 Wisconsin Avenue, Suite 1100 Chevy Chase, MD 20815
AC Technologies www.ac-tech.com	2751 Prosperity Avenue, Suite 500 Fairfax, VA 22031-4397
Allied Technology Group, Inc. www.alliedtech.com	1803 Research Blvd., Suite 601 Rockville, MD 20850
Anvi Com, Inc. www.anvi.com	1934 Old Gallows Road, Suite 200 Vienna, VA 22182
Alphainsight Corporation www.alphainsight.com	3130 Fairview Park Drive, Suite 600 Falls Church, VA 22042
Analytical Services and Materials, Inc. www.asm-usa.com	107 Research Drive Hampton, VA 23666-1340
The Centech Group, Inc. www.centechgroup.com	4600 North Fairfax Drive, Suite 400 Arlington, VA 22203-1800
Client Network Services, Inc. www.cns-inc.com	702 King Farm Boulevard, 2 nd Floor Rockville, MD 20850
FGM, Inc. www.fgm.com	45245 Business Court, Suite 400 Dulles, VA 20166
Global Science & Technology, Inc. www.gst.com	7855 Walker Drive, Suite 200 Greenbelt, MD 20770
INDUS Corporation www.induscorp.com	1951 Kidwell Drive, 8 th Floor Vienna, VA 22182
ITS Services www.apogentech.com	7450-B Boston Boulevard Springfield, VA 22153
Johnston McLamb www.johnstonmclamb.com	14420 Albemarle Point Place, Suite 200 Chantilly, VA 20151-1678
Karta Technologies, Inc. www.karta.com	5555 Northwest Parkway San Antonio, TX 78249
Maden Tech Consulting www.madentech.com	2010 Washington, Boulevard, Suite 200 Arlington, VA 22204
Management Systems Designers, Inc. www.msdcinc.com	131 Park Street, NE Vienna, VA 22180-4607
The MIL Corporation www.milcorp.com	4000 Mitchellville Road, Suite A212 Bowie, MD 20716
Morgan Research Corporation www.morganres.com	4811-A Bradford Drive Huntsville, AL 35805-1948
Multimax, Inc. www.multimax.com	1441 McCormick Drive Largo, MD 20774
Pragmatics, Inc. www.pragmatics.com	7926 Jones Branch Drive, Suite 711 McLean, VA 22102
Project Performance Corporation www.ppc.com	1760 Old Meadow Road, 4 th Floor McLean, VA 22102
PSI International, Inc. www.psiint.com	10306 Eaton Place, Suite 400 Fairfax, Va 22030
Research Analysis and Maintenance, Inc www.ramincorp.com	9440 Viscount Blvd, Suite 200 El Paso, TX 79925-7054
Sabre Systems www.sabresys.com	65 W. Street Road, Suite A-200 Warminster, PA 18974
Systems Engineering and Security, Inc. www.ses-inc.com	7474 Greenway Center Drive, Suite 700 Greenbelt, MD 20770-3523
Systems Plus, Inc. www.sysplus.com	1370 Piccard Drive, Suite 270 Rockville, MD 20850-4304
TranTech, Inc. www.trantech-inc.com	4900 Seminary Road, Suite 215 Alexandria, VA 22311-1811

TIER III Contractors	
Company Name	Contact Information
Advanced Technology Systems www.atstva.com	7915 Jones Branch Drive McLean, VA 22102
FC Business Systems, Inc. www.fcbs.com	8001 Braddock Road, Suite 300 Springfield, VA 22151-2210
NCI Information Systems, Inc. www.nciinc.com	8260 Greensboro Drive, Suite 400 McLean, VA 22102
QSS Group, Inc. www.qssgroupinc.com	4500 Forbes Boulevard, Suite 200 Lanham, MD 20706
RS Information Systems, Inc. www.rsis.com	1651 Old Meadow Road, 5th Floor McLean, VA 22102
SI International, Inc. www.si-intl.com	12012 Sunset Hill Road, Suite 800 Reston, VA 20190-5869
Science Systems and Applications, Inc. www.ssaihq.com	10210 Greenbelt Road, Suite 600 Lanham, MD 20706
STG, Inc. www.stginc.com	11710 Plaza America Drive, Suite 1200 Reston, VA 20190

Delegation of Procurement Authority Form

PART I. CUSTOMER INFORMATION (DPA)

Customer Point of Contact	
Name	
Address	
Phone	
Fax	
Email	

Alternate Customer Point of Contact	
Name	
Address	
Phone	
Fax	
Email	

Delegated Task Order Contracting Officer	
Name	
Address	
Phone	
Fax	
Email	

PART II. TASK ORDER INFORMATION

Tier Level: 1 2 3

Task Order Project Title: _____

Requested Delegated Procurement Authority Amount
(Including options): \$ _____

Valid From: _____ To: _____

PART III. TASK ORDER CONTRACTING OFFICER RESPONSIBILITIES

1. Task Orders must be signed by a warranted Contracting Officers.
2. The Task Order Contracting Officer (TOCO) is accountable to the COMMITTS NexGen Program Office (PMO) for ensuring compliance with the contract, applicable regulations and procedures, and the COMMITTS NexGen Management and Ordering Guide.
3. The TOCO may assign a Contracting Officer's Representative (COR) and delegate certain administrative responsibilities to the COR to assist in the administration of individual task orders.
4. The TOCO shall make task order awards and notify the winning offeror. Unsuccessful offerors shall be notified in writing or via e-mail within one working day of project agreement down selection or prior to task order award. All offerors shall be offered debriefings in accordance with the Federal Acquisition Regulation and this document.
5. The TOCO is responsible for ensuring applicable task order information is timely and accurately submitted to the Federal Procurement Data System (FPDS).
6. The TOCO shall provide copies of the executed task order award or modifications as well a copy of the COR Certification and appointment letter to the COMMITTS NexGen program office within five business days of award.
7. The TOCO shall notify the COMMITTS NexGen Program Office of continued or significant difficulties with a contractor and document such difficulties in writing.
8. The TOCO shall ensure performance evaluations are conducted for each task order in accordance with its quality assurance plan.
9. The COMMITTS NexGen Ombudsman shall be the point of contact for any contractor concerns about awarded task orders. The TOCO shall contact the COMMITTS NexGen Contracting Officer as appropriate.
10. Periodically, the TOCO files will be made available to the COMMITTS NexGen Program Office for contractual compliance review.

PART IV. CERTIFICATION AND COMMITTS NEXGEN PROGRAM OFFICE RESPONSE

By signing this DPA Request form, I certify that I am a duly authorized, federally warranted Contracted Officer, and that I have read and accept the above conditions of Delegated Procurement Authority.

Signature of Federally Warranted Contracting Officer

Date

Customer Service Agreement

Customer Service Agreement

No. --

**Pursuant to the Clinger-Cohen Act
Through which the**

[AGENCY]

**Is purchasing services under the
COMMITTS NexGen Government-Wide Acquisition Contract (GWAC)**

And from the

**U.S. Department of Commerce
COMMITTS NexGen Program Office**

1. Parties and Purpose

This Customer Service Agreement (CSA) establishes an agreement between the [AGENCY], and the U.S. Department of Commerce COMMITTS NexGen Program Office, through which [AGENCY] and will pay the COMMITTS NexGen Program Office for use of its GWAC services.

2. Background

The COMMERce Information Technology Solutions Next Generation (COMMITTS NexGen) Program Office provides the federal government with a Government-Wide Acquisition Contract (GWAC) to satisfy information technology requirements that are appropriate to be performed by small, small disadvantaged, 8(a), and women-owned small businesses. To accomplish this, the program utilizes indefinite delivery/indefinite quantity (ID/IQ) multiple award task order contracts under the statutory authority of the Clinger-Cohen Act, as authorized by the Office of Management and Budget on June 21, 1999.

[AGENCY] requires an IT service contractor and acquisition services to support work as outlined in its COMMITTS NexGen Task Order Request No. [X-X].

3. Authority

The authorities for COMMITTS NexGen and [AGENCY] to enter into this agreement are the Clinger-Cohen Act sections 5002 and 5112(e), pursuant to 40 U.S.C. 1412(e) and OMB Executive Agent designation dated June 21, 1999.

4. Responsibilities of the Parties, Transfer of Funds, and Duration of Agreement

A. The COMMITTS NexGen Program Office Responsibilities.

The COMMITTS NexGen Program Office will provide all required contracting services including contract administrative services, oversight of performance monitoring, invoicing and payment services in support of completing the [AGENCY] Task Order Request No. [X-X] as outlined in the COMMITTS NexGen Program Management and Ordering Guide and referenced task order request.

B. [AGENCY] Responsibilities.

[AGENCY] is responsible for the following:

- i.** Contracting Officer Representative (COR) task responsibilities in accordance with the COMMITTS NexGen Program Management and Ordering Guide, and Task Order Request No. [X-X].
- ii.** Obtaining all internal departmental clearances and approvals prior to the execution of this CSA in accordance with the COMMITTS NexGen Program Management and Ordering Guide.
- iii.** Provision of funding for both the COMMITTS NexGen Program Office Fee and costs of contractor services.

C. Transfer of Funds.

[AGENCY] will provide funding for contractor performance either incrementally or in its entirety, at [AGENCY] discretion. Contractor performance will be contingent upon receipt of adequate funding from the [AGENCY] provided through the COMMITTS NexGen Program Office. Funding of the COMMITTS NexGen Program Office Fee and cost for contractor performance will be transmitted via modification to this CSA no later than the date the option is exercised.

i. Base Period Task Order Funding: Funds in the estimated amount of \$000,000.00 will be transferred to the COMMITTS NexGen Program Office by the [AGENCY] to support contractor performance for the base period under Task Order Request No. [X-X]. Funds will reference this COMMITTS NexGen CSA Number [X-X].

COMMITTS Fee Amount, Base Period: \$0,000.00 for the COMMITTS NexGen Program Office fee, (___ % of \$0,000,000.00) will be transferred in accordance with the COMMITTS NexGen Program Management and Ordering Guide.

ii. Option Year Funding: There will be four (4) Option Years included in Task Order Request No. X-X. Funding and option exercise will be authorized at [AGENCY] option. Funds will reference this COMMITTS NexGen CSA Number [X-X]. If exercised, estimated funding will be provided for the following:

Option Year Amounts:

- \$0,000,000.00 in support of contractor performance for Option Year One.
- \$0,000,000.00 in support of contractor performance for Option Year Two.

\$0,000,000.00 in support of contractor performance for Option Year Three.
\$0,000,000.00 in support of contractor performance for Option Year Four.

COMMITTS Fee Amount, Option Years:

\$0,000.00 for the COMMITTS NexGen Program Office fee, (.75% of \$0,000,000.00) will be transferred for each Option Year in accordance with the COMMITTS NexGen Program Management and Ordering Guide.

iii. Total Life Cycle Cost. Total life cycle cost for this CSA is approximately \$00,000,000.00.

iv. Additional Funding. If additional funding becomes necessary, the [AGENCY] will remit payment of the required fee and acquisition costs through modification(s) to this CSA in accordance with the COMMITTS NexGen Program Management and Ordering Guide,

v. Unused Funds. Funding not used for the referenced acquisition and corresponding fee, will be returned to the [AGENCY] by the COMMITTS NexGen Program Office via modification to this CSA.

D. Duration of Agreement

Responsibilities of both agencies party to the agreement will remain in effect throughout the entire life cycle of Task Order Request No. [X-X].

This agreement will become effective when signed by both parties. The agreement will terminate at the end of the task life cycle, but may be amended at any time by mutual consent of the parties. The parties will review this agreement at least once every three years to determine whether it should be revised, renewed, or canceled.

5. Coordination

Agency contacts for coordination of the activities under this CSA are:

- A.** U.S. Department of Commerce
COMMITTS NexGen Program Office
1401 Constitution Avenue NW, Room 6521
Washington, DC 20230

Daniel Alexander, COMMITTS NexGen Program Manager
Phone: 202-482-7426
Fax: 202-501-8122
E-mail: dalexander@doc.gov

- **B.** [AGENCY]
[AGENCY] Representative(s)

6. Resolution of Disagreements

Nothing herein is intended to conflict with current COMMITTS NexGen Program Office or [AGENCY] directives. If the terms of this agreement are inconsistent with existing directives of either of the parties entering into this agreement, then those portions of this agreement which are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the agreement, all necessary changes will be accomplished either by a modification to this agreement or by entering into a new agreement, whichever is deemed to be in the interests of both parties and at the mutual consent of both parties.

Should disagreement arise from the interpretation of the provisions of this agreement, or modifications thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by the party bringing the disagreement and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to the OAMFA CAS Director for appropriate resolution.

7. Approvals/Authorization

For the U.S. Department of Commerce
COMMITTS NexGen Program Office:

Daniel Alexander
Program Manager

DATE

For the [AGENCY]:

NAME
TITLE


DATE


Contractor Monthly Program Status Report (MPSR)


Each prime contractor shall prepare a monthly program status report (MPSR). The report is only required when the prime has active task orders. The report must include a brief summary of significant activities, progress, problems, and developments occurring during the reporting period. The report provides a technical and cost activity summary by task order number. The report must be received by the COMMITTS NexGen Contracting Officer, via e-mail, no later than the 10th day of each month. A sample MPSR format may be found in Attachment J2 of the COMMITTS NexGen Solicitation CM 1301-03-RP-0019, dated 18 August 2003. The following information should be provided:


Section 1: Contract Overview Chart (as shown in Attachment J2 referenced above)

The Contractor will evaluate each active task order and provide a subjective rating of cost, schedule, and quality status using the following color-coding by task order:

 Blue = Outstanding

 Green = Acceptable

 Yellow = Minor problem

 Red = Major problem

A red or yellow entry in the cost, schedule, or quality status columns requires separate narrative comment in Section 3.0 of this report.

Section 2: Major Accomplishments and Milestone Achievements

Where applicable, the Contractor will provide narrative summarizing major accomplishments and milestones achieved.

Section 3: Problem Identification and Corrective Actions

For each red or yellow area identified, the Contractor will provide a narrative describing the problem, its impact, the corrective actions being taken to remedy the problem, and any other pertinent information.

Template for Request for Solution (RFS)

Contract Number:

Task Order Number:

COMMITTS NexGen Tracking Number:

1. Contracting Officer Representative (COR):

a. Primary COR

Name:

Organization:

Address:

Phone No./Fax No.:

Email Address

b. Alternate COR

Name:

Organization:

Address:

Phone No./Fax No.:

Internet Address:

2. Task Order Title: (A short, descriptive title of the work to be done.)

SECTION A - SOLICITATION/TASK ORDER FORM

OF 347 is preferred. At a minimum the TO form must contain:

1. Contract No.
2. Task order No.
3. Date Issued
4. Issuing office
5. Proposal due date and address (if different from issuing office)
6. POC name and telephone for information
7. Name and address of contractor offeror
8. Government Ordering Officer Name (Print and Signature) and Date
9. Offeror Person authorized to sign (Print and Signature) and Date

SECTION B - SUPPLIES OR SERVICES AND PRICES/COST

- Include appropriate pricing tables based on the selected task order type.

SECTION C – PERFORMANCE BASED WORK STATEMENT

- **Background:** Provide a current environment description: Examples of items that normally would be included are: number of users, performance levels, hardware/software configuration, examples of labor categories, current workload projections. Provide reasons why this effort is required, any parallel efforts, current or prior procurements, task orders, other agency activities and/or industry efforts. If the project relates to project solutions already accomplished or ongoing through other procurement vehicles, so state. If supporting documents exist and can assist the contractors' understandings of the requirements attach a copy to the PWS.

(Information included in the Project Agreement can reiterated used here.)

- **Statement of Objectives:** A concise overview of customer requirements and problems in need of solution and goals towards the performance results of the TO.
- **Specific Tasks:** Office of Federal Procurement Policy (OFPP) guidance on solution and/or performance-based work statements is as follows: The solution and/or Performance Work Statement (PWS) describes the customers' requirements the contractor must meet in performance of the task order contract. The (PWS) will address what the customer needs -- not how the project should be accomplished. It must also specify a measure or standard of performance for the required results and the quality level the government requires the contractor to provide.
 - Identify only those outcomes that are essential to project success and should be a part of the performance requirement summary. Express the required outcomes in clear, concise, commonly used, understandable, measurable terms. Do not repeat material in the PWS that is already included in other parts of the task order. Do not include detailed procedures that dictate how work is to be accomplished by the contractor (e.g., numbers of labor hours, education requirements).

To the maximum extent practicable, the PWS must be a stand-alone document, with minimum references to regulations or other guidance. Only mandatory requirements should be referenced. In summary, the key elements of performance based work statements are:

1. a statement of the required services in terms of outcome or output,
 2. measurable performance standard for the outcomes/output, and
 3. reasonable quality measures.
- **Alternate Process:** Based on the customer's Project Agreement and statement of need, Contractors can, as part of their solution, provide the performance-based statement of work.

SECTION D - PACKAGING AND MARKING

- At a minimum, state any special requirements that exceed the contract requirement.

SECTION E - INSPECTION AND ACCEPTANCE

- Include the Quality Assurance Plan.
- Identify designated representative(s) who will inspect, and be responsible for, the review and acceptance of all deliverables under the TO prior to acceptance by the CO identified in the TO via approving the Contractor's invoice, unless other procedures are specified in the TO.

SECTION F - DELIVERIES OR PERFORMANCE **

- **Period of performance:** State beginning, completion and/or total performance in calendar days after the effective date of the task order, e.g., 180 calendar days after the task order effective date.

Identify base period and options, if applicable.

- Deliverable/delivery schedule: Describe precisely the items to be delivered and the time period in terms of calendar days after TO award.
 - Specify delivery of supplies, services, written documents, etc. (including required formats, delivery locations, and delivery schedules).
 - Can be contractor determined as part of solution proposal. See alternative process in Section C above.

SECTION G - TO ADMINISTRATION DATA

- Identify Task Order Contracting Officer or delegated official.
- Specify billing instructions (invoice requirements, accounting office, number copies, ACH information, etc.).

SECTION H - SPECIAL TO REQUIREMENTS

- Provide any special instructions, conditions, notices, etc., applicable to the TO.
- Identify Government Furnished Equipment/Government Furnished Information (GFE/GFP)(with associated dollar amounts) and any limitations that will be provided to the contractor.
- Specify special security clearance requirements and the level of classified access required – indicate on DD-254 or other appropriate form incorporated into each TO requesting access to classified information.
- Indicate if exclusion on future task orders/contract is a possibility, i.e. conflict of Interest.

SECTION J - LIST ATTACHMENTS

- List any attachments referenced in the RFS, and attach award fee plan (if applicable).

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

- Tailor this section to identify the proposal format and submission instructions.
- Include technical, business management, past performance, key personnel, oral presentation and/or capability demonstration proposals requirements.
- Include cost/price proposal requirements.
- Ensure proposal submission requirements are linked to Section M evaluation criteria.
- Specify proposal drop-off address and number of copies
- Specify page limits, margins, size paper, line spacing, font size, preference for recycled paper, and soy based ink, etc.
- Specify whether or not an electronic copy of oral presentation slides and/or the written proposal are required.
- If written presentation/proposal documentation is required, the following is generally applicable:
 - The technical/management portion must be separated from the cost/price portion.
 - The technical/management portion should be limited to 50 pages or less.
 - The cost/price portion shall generally be limited to 10 pages and include the completed form shown in Appendix G.

- Specify that contractor concerns over task order award evaluation process/selection decisions should be referred to the COMMITTS NexGen Task Order Ombudsman.
- Specify that the ratings for each evaluation criterion will be provided to contractors at their debriefing (which may be followed up with a meeting to provide more specific details upon written request from the contractors).
- Notify contractors that no cost/price information other than that required in the subsequent table shall be provided unless otherwise indicated in the RFS. Any additional information requested by the TOCO shall be kept to a minimum to enable Contractors to minimize their bid and proposal costs.
- For all task orders, no certificate of current cost and pricing data is required since there is adequate price competition in accordance with FAR 15.804-3(b).

SECTION M - EVALUATION FACTORS FOR AWARD

- Indicate that the Government reserves the right to make award based on initial offers. State that TO award(s) will be made to the offeror(s) whose proposal is determined to best meet the needs of the Government after consideration of all factors -- provides the “best value.”
- “Best value,” is defined as the procurement process that results in the most advantageous acquisition decision for the Government and is performed through an integrated assessment and trade-off analysis between technical (e.g., past performance and business management approach) and cost/price factors.
- Caution offerors that in conducting the TO evaluation, the Government may use data provided by the offeror in its proposal as well as data obtained from other sources (e.g., Dunn and Bradstreet reports, DCAA audits, available industry market rates for labor and overhead, including previously awarded COMMITTS NexGen TOs.) While the Government may elect to consider data obtained from other sources, the burden of providing thorough and complete information rests with the offeror.
- Task Order RFS’s must cite the evaluation criteria to be used to support proposal evaluation and TO award. State the evaluation criteria as broad concepts such as management, technical approach, quality, cost, or similar descriptors. The relative importance of each evaluation factor should be stated. Past performance and small business teaming arrangements shall be an evaluation factor in all COMMITTS NexGen task orders unless otherwise authorized by the COMMITTS NexGen Contracting Officer.
- List the evaluation factors in relative order of importance. Examples of evaluation factors that can be tailored for each TO competition includes the following:
 - Technical Approach
 - Management Approach
 - Past Performance
 - Oral Presentation
 - Capability Demonstration/Benchmarking
 - Cost/Price
 - Team Arrangements

COMMITTS NexGen Program Office Directory

Program Staff

		<u>Telephone</u>	<u>Email</u>
Program Manager	Daniel Alexander	202-482-7426	dalexander@doc.gov
Contracting Officer	Patti Stang	202-482-1447	pstang@doc.gov
Ombudsman	Leslie Andreccs	202-482-4721	landreccs@doc.gov

DOC Advisory Board

		<u>Email</u>
Chief Information Officer	Tom Pyke	TPyke@doc.gov
Procurement Executive	Mike Sade	msade@doc.gov
Acting OSDBU	LaJuene Desmukes	ldesmukes@doc.gov

COMMITTS NexGen Fee Structure

FULL SERVICE PROGRAM SUPPORT

Services Provided

- Acquisition Planning (300 and IT DPA assistance)
- Market Research
- Performance-based Work Statement Development
- Integrated Product Team Facilitation
- Acquisition and Procurement Services
- Administration and Monitoring of Contractor Performance
- Financial Management Services

COMMITTS NexGen Fees

COMMITTS NexGen Fees	
Task Order Awards	Fee: 1.75%
Modifications	Fee: 1.25%

TAILORED PROGRAM SUPPORT

Services Provided

- Acquisition Planning (300 and IT DPA assistance)
 - Market Research
 - Performance-based Work Statement Development
 - Limited Integrated Product Team Facilitation
 - General monitoring of Contractor Performance
- Customer's utilize their own acquisition and financial management service organizations.

COMMITTS NexGen Fees

Task Order Awards	Fee: .75%
Modifications	Fee: .50%

Glossary

CO	--	Contracting Officer
COR	--	Contracting Officer's Representative (e.g., COTR)
DPA	--	Delegation of Procurement Authority
Due Diligence	--	Provides an opportunity for the down-selected companies to learn about the specific requirements, the current environment, and future direction through one-on-one, confidential sessions with the Government. Specific vendor solutions can be discussed and perfected.
FAR	--	Federal Acquisition Regulation
FPDS	--	Federal Procurement Data System
GFP/GFI	--	Government Furnished Property/Information
GSA	--	General Services Administration
ID/IQ	--	Indefinite Delivery Indefinite Quantity
Incumbent	--	An "incumbent" for the purposes of the exception to the standard COMMITTS NexGen three-tier ordering process described in Sections C.2 and H.3 of the COMMITTS NexGen Master Contract, a firm must be the prime contractor currently performing the initial task order to which the new order is a "logical" follow-on.
IT	--	Information Technology
Market Research	--	The customer announces a future requirement and holds vendor meetings to discuss the current environment; uses RFI or Sources Sought (SS) processes to review contractor capabilities; meets with RFI or SS respondents prior to obligated funding to discuss requirements and address questions; Government may ask questions as well.
PM	--	COMMITTS NexGen Project Manager
PMO	--	COMMITTS NexGen Program Office
Requesting Activity	--	Either the Governmental agency's COMMITTS NexGen Point of Contact or the technical office that has the requirement
PWS	--	Performance-based Work Statement
TO	--	Task Order
TOCE	--	Task Order Cost Estimate
TOCO	--	Task Order Contracting Officer