

2. CONTRACT (Proc. Inst. Ident.), NO. DTRS57-97-C-00064  
 3. EFFECTIVE DATE See Block 20C.  
 4. REQUISITION/PURCHASE REQUEST/PROJECT NO. PR No. 25-0095

5. ISSUED BY DOT/RSPA/Volpe National Transportation Systems Center  
 55 Broadway, Kendall Square  
 Cambridge, MA 02142  
 6. ADMINISTERED BY (If other than Item 5) CODE

**ORIGINAL**

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)  
 Computer Sciences Corporation  
 System Sciences Division  
 15245 Shady Grove Road  
 Rockville, MD 20850  
 8. DELIVERY See Sections E and F  
 FOB  X O T H E (See below)  
 9. DISCOUNT FOR PROMPT PAYMENT N/A  
 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN See Block 12.

COOE FACILITY CODE  
 11. SHIP TO/MARK FOR CODE t - - e - - See Sections E and F  
 12. PAYMENT WILL BE MADE BY DOT/RSPA/Volpe National Transportation Systems Center, DTS-823  
 55 Broadway, Kendall Square  
 Cambridge, MA 02142

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:  
 10 U.S.C. 2304(c) )  41 U.S.C. 253(c) )  
 14. ACCOUNTING AND APPROPRIATION DATA C7111A 251E

15A. ITEM NO.	156. SUPPLIES/SERVICES	15C. QUANTITY	15D UNIT	15E. UNIT PRICE	15F AMOUNT
N/A	Information Systems Support Services See Section C - Statement of Work  Contract Type: Cost-Plus-Fixed-Fee		Estimated Cost: Fixed Fee:  Initial Allotment:		\$ 163,740,925 \$ 7,665,114  \$ 0 (Zero)

15G. TOTAL AMOUNT OF CONTRACT \$ 171,406,039

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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. J 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 in any continuation 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) **STEPHEN W. RHINE**  
**CONTRACTS MANAGER**  
 19B. NAME OF CONTRACTOR BY Stephen W. Rhine  
 (Signature of person authorized to sign)  
 19C. DATE SIGNED 22 Sept. 97  
 20A. NAME OF CONTRACTING OFFICER David S. Scali  
 20B. UNITED STATES OF AMERICA BY David S. Scali  
 (Signature of Contracting Officer)  
 20C. DATE SIGNED 9/23/97

**SECTION A****SOLICITATION/CONTRACT FORM AND TABLE OF CONTENTS**

**This solicitation/contract consists of the following:**

**SECTION A.** SOLICITATION, OFFER AND AWARD FORM AND TABLE OF CONTENTS

**SECTION B.** SUPPLIES OR SERVICES AND PRICES/COSTS

**B.1** Scope of Work

**B.2** Contract Type

**B.3** Total Estimated Costs and Fixed Fee

**SECTION C.** STATEMENT OF WORK

**C.1** Summary Work Statement

**C.2** General Requirements

**C.3** Information Systems/Detailed Work and Staffing Requirements

**C.4** Contract Administration/Detailed Work and Staffing Requirements

**C.5** Deliverables and Reporting/Documentation Requirements

**SECTION D.** PACKAGING AND MARKING

**D.1** Preservation and Packaging

**D.2** Marking Requirements

**D.3** Payment of Postage Fees (Nov 1987)

**SECTION E.** INSPECTION AND ACCEPTANCE

**E.1** 52.252-2 Clauses Incorporated by Reference (Jun 1988)

**E.2** Places of Delivery/Inspection and Acceptance

**SECTION F.** DELIVERABLES OR PERFORMANCE

**F.1** 52.252-2 Clauses Incorporated by Reference (Jun 1988)

**F.2** Period of Performance

**F.3** Phase-in Period

**F.4** Delivery Schedule

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**SECTION G. CONTRACT ADMINISTRATION DATA**

- G.1 Responsibility for Contract Administration
- G.2 Allotment
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**SECTION H. SPECIAL CONTRACT REQUIREMENTS**

- H.1 Indirect Rate Ceilings
- H.2 Productive Direct Labor Hours
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- H.4 Position Sensitivity Designations
- H.5 Adjustment of Staffing Level or Skill Mix of Support Function
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- H.15 Performance of Work on Government Premises
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- H.20 Government-Furnished Equipment and Services
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- H.22 Government-Controlled Property
- H.23 Option to Extend the Term of the Contract

- H.24 Additional Insurance Requirements
- H.25 Insurance - Work on a Government Installation
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- H.29 Submission of Vouchers for Reimbursement
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- H.32 Voucher Review
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- H.35 Standards of Employee Conduct
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- H-42 Phase-In Cost Ceiling
- H-43 DCAA Disclosure Statement Audits
- H-44 Facilities Capital Cost of Money (FCCOM)

#### **SECTION I. CONTRACT CLAUSES**

- I.1 52.252-2 - Clauses Incorporated by Reference (JUN 1988)
- I.2 Federal Acquisition Regulation (48 CFR Chapter 1) Full Text Clauses
- I.3 FAR 52.222-42 - Statement of Equivalent Rates for Federal Hire (MAY 1989)
- I.4 TAR 1252.215-70 - Key Personnel and/or Facilities (OCT 1994)

- I.5 TAR 1252.237-72 - Prohibition on Advertising (JAN 1996)
- I.6 FAR 52.204-1 - Approval of Contract (DEC 1989)
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- I.8 FAR 52.252-6 - Authorized Deviations in Clauses (APR 1984)
- I.9 FAR 52.244-6 - Subcontracts for Commercial Items and Commercial Components (OCT 1995)

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- J.2 IT Facility
- J.3 Volpe Center Network
- J.4 U.S. Department of Labor Wage Determinations
- J.5 Job Order System
- J.6 User Accountability System Overview
- J.7 Instructions and Procedures for the Contractor

## SECTION B

## SUPPLIES OR SERVICES AND PRICES/COSTS

**B.1 SCOPE OF WORK**

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

**B.2 CONTRACT TYPE**

The work contemplated by this contract will be accomplished under a "term" form of a cost-plus-fixed-fee (CPFF) contract as defined in paragraph 16.306(d)(2) of the Federal Acquisition Regulation (FAR).

**B.3 TOTAL ESTIMATED COSTS AND FIXED FEE\***

The total estimated cost and fixed fee amounts for this work and contract period are:

	Phase-In Period	Base Year 1	Base Year 2
<b>Total</b>			
<b>Estimated Cost</b>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>
<b>Fixed Fee</b>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>
<b>Total CPFF</b>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>

Option Period 1	Option Period 2	Option Period 3
\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>
\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>
\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>	\$ <u>"Redacted"</u>

**Total CPFF** \$ "Redacted"

Each option period is of 12 month duration, if exercised, and commences immediately upon expiration of the previous period of contract performance.

\*In accordance with Computer Sciences Corporation's Best and Final Offer dated July 1, 1997, Computer Sciences Corporation will not charge the Government either directly or indirectly associated costs (\$ "Redacted") to perform phase-in activities.

## SECTION C

## STATEMENT OF WORK

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**C.1 SUMMARY WORK STATEMENT****(a) BACKGROUND/INTRODUCTION**

The Volpe National Transportation Systems Center (Volpe Center) is a Department of Transportation (DOT) research and analysis organization which, as a National Transportation Center, serves the Department and other Federal agencies needing technical assistance with the transportation/logistics-related components of their missions. The Volpe Center, a component of the Research and Special Programs Administration (RSPA), supports the research and operational needs of the Office of the Secretary (OST) and the other operating administrations within the Department. In addition, the Volpe Center provides similar support to other Government agencies, including the Department of Defense, in transportation, logistics, and related areas.

The Volpe Center is located in Cambridge, Massachusetts, and has six buildings containing about 350,000 square feet of office space, extensive data processing facilities, and some specialized laboratory facilities (reference Section J, Attachments J.1, J.2 and J.3) The Center's 1100 person on-site staff consists of about 550 Federal employees augmented by an equal number of contractor technical specialists.

The intent of this solicitation is to provide on-site direct technical support to the Information Systems programmatic requirements of all elements of the Volpe Center. With the support of this contract, the Volpe Center intends to team with the successful offeror to provide state-of-the-art software development support to the Department of Transportation and other Government organizations.

This support is presently provided under the existing Information Systems functional area of the Technical Support Services Contract (DTRS57-92-C-00077). The present contract has a base period of performance of 24 months with options to extend three additional 12-months periods. The Technical Support Services Contract commenced on November 1, 1992 and is now in its third 12-month option period. The Operations Research Analysis and Engineering support currently being provided under the existing Technical Support Services Contract will be acquired through a separate competitive solicitation.

**(b) CONTRACTOR PHASE-IN**

This contract provides for a phase-in period to assure a smooth transition and to facilitate uninterrupted support to the Volpe Center. During the phase-in period, the Contractor shall perform those tasks necessary to enable the Contractor to achieve full performance on the first day of the base period. The Government-accepted contractor phase-in plan shall be incorporated into the contract.



**(c) SCOPE OF WORK**

The objective of this effort is to provide Information Systems support to the programmatic requirements of all elements of the Volpe Center. Services will be accomplished by the Contractor operating under a Job Order System (reference Section J, Attachment J.5) managed and operated by the Technical Support Services Office.

The Contractor shall, in a manner consistent with and subject to the terms and conditions hereof, furnish the resources necessary to perform the work set forth below:

**PART I. INFORMATION SYSTEMS (IS)**

Provide 287 productive direct labor years (as defined in Section H, paragraph H-2) per year of IS planning, design, development and implementation services in support of the Volpe Center's program requirements. Task assignments may involve all phases of the system development life cycle from strategic planning of organization-wide systems, through individual system implementation and maintenance. The scale of the systems to be supported range from stand-alone PCs to networked mainframes. Tasks may range from developing new systems to modification and integration of existing systems. Support shall be provided in accordance with the detailed work and staffing requirements as specified under C.3.

**PART II. CONTRACT ADMINISTRATION**

Provide 13 productive direct labor years (as defined in Section H, paragraph H-2) per year of Contract Administration Services to support a wide range of related administrative contract functions and to ensure a uniform operation consistent with the Center's Job Order System and the Center's financial and management information systems. Support shall be provided in accordance with the detailed work and staffing requirements as specified under C.4.

**(d) STAFFING LEVEL/MIX ADJUSTMENT**

The Contracting Officer shall have the unilateral right to increase or decrease the total productive direct labor hours by a maximum of 20 percent above or below the base rate established for the previous year of performance and/or to modify the labor skill mix for any or each year of performance. These adjustments will be in conformance with the special contract provisions specified in Section H, paragraph H.5.

**C.2 GENERAL REQUIREMENTS****(a) THE JOB ORDER SYSTEM**

All work assigned and performed under this contract shall be subject to job order specifications issued under the Volpe Center's Job Order System. Job Orders may include:

A task definition including user requirements and/or functional specifications

A task plan identifying deliverables, milestones, objectives, and schedules

Estimates of computer and personnel resource requirements

Cost estimates

Documentation and reporting requirements

Security requirements

The Contractor shall initiate appropriate Request Forms and supporting documentation in accordance with the Job Order System and the User Accountability System (reference Section J, Attachments J.5 and J.6). The Contractor shall be responsible for the coordination of these documents through the Volpe Center's approval and fund certification process as required.

**(b) DOCUMENTATION AND PROJECT GUIDELINES**

Documentation and project deliverables shall be provided in accordance with each job order specification. The Contractor shall have the capability to comply with DOD and IT documentation standards. Most frequently, a tailoring of previous standards DOD-STD-2167 or 2167A or the current standard MIL-STD-498 are used as the basis for documentation requirements. Details involving guidelines and project deliverables are provided under Section E and F.

**(c) OFF-SITE SPACE**

In support of specific requirements, the Contractor will be required to operate a Washington, DC, office in space provided either by the Government and/or leased by the Contractor. The Contractor may be required to establish other operations either because of Volpe Center space limitation or because of project requirements. Initially the Contractor must provide off-site space to accommodate a minimum of 220 Contractor personnel and an additional 4360 square feet for computer laboratory space in Cambridge, Massachusetts, and a minimum of 55 Contractor personnel and an additional 500 square feet for equipment in Washington, DC. In Cambridge, the space must be within walking distance of the Volpe Center. In Washington, the space must be in close proximity to the NASSIF Building, 400 7th Street SW, and the FAA FOB10A facility (800 Independence Avenue). When

an off-site operation (off-site of the Volpe Center premises in Cambridge, MA) is needed, the Contractor shall ensure that the operation is fully integrated into the Volpe Center's mode of operation in terms of the Center's user/customer interfaces, procedures for task initiation, progress reporting, cost/resource reporting and accountability. Details of current space utilization is provided under Section L, paragraph L.2.

**(d) SPECIALIZED SUPPORT**

Because of the wide range of skills and work requirements covered within the scope of this contract, the Government may require the Contractor to supply unique and/or specialized state-of-the-art skills, or to provide short term, quick-response support. The Contractor shall maintain a capability to respond to such requirements through subcontracting and/or other special off-site corporate resources. A description of current utilization of subcontractors and corporate resources is provided in Section J, Attachment J.7.

**(e) TEAMS**

On major system development projects, the Contractor shall be expected to form a project team with the appropriate blend of skills and expertise to effectively accomplish a full range of project requirements.

**(f) CONTACT PERSONNEL**

The Contractor shall identify as "contacts" on its staff, persons who will serve as the primary points of contact for each major Volpe Center user organization (usually at the Volpe Center Division level) (see Section J, Attachment J.5).

This Contractor employee will be a senior-level technical employee who shall be thoroughly familiar with operating procedures, contract scope, and contract special provisions, so that he/she can appropriately advise the Volpe Center users on the full range of capabilities available under this contract. When necessary, that individual shall seek the guidance and the participation of the Contracting Officer's Technical Representative (COTR).

**C.3 INFORMATION SYSTEMS/DETAILED WORK AND STAFFING REQUIREMENTS**

**C.3.1 INFORMATION SYSTEMS/WORK REQUIREMENTS**

In support of this functional area, the Contractor shall maintain the necessary staffing level and labor mix to meet the requirements set forth and to be flexible enough to respond to shifts in program emphasis and direction. The Contractor shall maintain an ongoing internal training program which will ensure staff currency with emerging technology developments and will provide staff opportunities for improvement of skills. The Contractor shall have a software quality assurance program and a configuration management program for all aspects of the work (e.g., (a) to (g) below) based on the general requirements of the support

specified in this Statement of Work and the specific requirements of tasks. The software quality assurance effort shall include numerical quality goals and objective quality measures for each task as applicable. The Contractor shall maintain documented standards for tracking quality, definition of measures, and procedures for timely correction.

The Contractor shall have a configuration management system that will maintain control over operational concepts, requirements, specifications, design documents, source codes, object codes, test plans, test configurations, maintenance and development tools, user and maintenance manuals, and interface control documents. The Contractor shall have a continuous Software Improvement Program in place at the time of contract award and shall maintain this program throughout the contract performance period. Moreover, the Contractor shall be expected to participate as an active member of the Volpe Center Software Engineering Process Group. Tasks related to working on the Volpe Center Software Engineering Process Group may include conducting assessments of software development/acquisition processes; developing standardized processes for project tracking, configuration management, quality assurance, etc.; developing and delivery of training programs on software development processes; and developing ongoing evaluation procedures for software development/acquisition. Tasks will include a wide range of information systems support activities in support of the Volpe Center's transportation and logistics projects.

Assignments will involve all phases and elements of the system development life cycle process including:

Strategic Information Resources Planning

Systems Analysis and Planning

Systems Integration Engineering

System and Data Base Design

System Development, Integration and Test

System Installation and Acceptance

System Documentation

The services to be provided by the Contractor in support of this area shall include, but are not limited to, the following in each of the areas below:

**(a) Strategic Information Resources Planning**

The Contractor shall facilitate and conduct strategic information resource planning. The Contractor shall:

Conduct preliminary organizational analysis

Gather and analyze organizational functions and data, and identify critical success factors

Assess existing information resources, practices, and functions

Develop organizational consensus by conducting, facilitating and documenting interviews, group sessions, and conferences to define requirements

Utilize the Internet as a communications mechanism

Define and document strategic programs and plans

Formulate the strategic planning process; develop a strategic information plan; and formulate alternative information resource management strategies (including process re-engineering)

Educate/train management and staff about the strategic planning process and the benefits to be derived

Define and conduct concept demonstrations

Formulate and document organizational future visions

**(b) Systems Analysis and Planning**

The Contractor shall:

Perform requirements analysis, including identification and definition of user requirements

Analyze current operations and systems

Determine potential alternative software solutions (including existing commercially and/or Government available software/systems)

Develop high level conceptual designs

Demonstrate conceptual designs utilizing rapid or normal prototyping software techniques

Perform feasibility studies and cost benefit analyses

Develop and document system implementation plans identifying resource requirements and schedules

Develop specifications and supporting material/documentation

**(c) Systems Integration Engineering**

The Contractor shall:

Perform analysis of the distribution of functionality across systems

Develop system interface concepts, designs, and specifications

Develop specifications and standards for information transfer between systems

**(d) System and Data Base Design**

The Contractor shall use state-of-the-art techniques to:

Define, develop and document detailed user requirements specifications

Define, develop and document detailed system functional specifications

Define, develop and document detailed system/subsystem/data base design specification, i.e., hardware, software, system architecture, information flow, automated and manual processes, interfaces, communications, networks, data base structures and outputs

Define, develop and document detailed test and acceptance plans and procedures

Define, develop and document configuration control procedures to control and manage actions involving design changes

Define data base administration functions and procedures.

**(e) System Development, Integration and Test**

The Contractor shall support the study, assessment, and application of state-of-the-art tools and methodologies in the areas of integrated system design, development and productivity enhancement. The Contractor shall:

Develop detailed programming specifications

Develop prototype components/subsystems to verify design requirements

Develop and test software components

Integrate hardware and software into a functional and operational configuration

Perform system testing to verify total design requirements

Conduct preliminary and critical design reviews (PDRs and CDRs)

Conduct subsystem and system tests

**(f) System Installation and Acceptance**

The Contractor shall:

Provide system installation plans and procedures support

Conduct and support user system testing and acceptance

Provide user training

Provide ongoing maintenance and production support

Support systems upgrades and enhancements

Develop and implement configuration control procedures to manage and control special requests for system changes

Operate and maintain a data base administrative function

Provide computer operation, system maintenance, and/or data entry support

**(g) System Documentation**

The Contractor shall provide high level technical writing capability to assist in the development and preparation of high visibility reports and planning documents. In addition, throughout all phases of the development process, the Contractor shall develop and maintain appropriate system documentation. Typical documentation requirements shall include but are not limited to:

Requirements Analysis

Feasibility Study/Cost Benefit Analysis

System/Subsystem Design Specifications

User Manuals

Maintenance Manuals

Programmer Manuals

Training Manuals

**(h) Other Assignments**

Additional assignments may involve Contractor participation in training Volpe Center staff and on-site Contractor personnel in the application and management of software development methods, practices, and documentation as the Volpe Center strives to institute a Software Process Improvement Program on software projects covered under this contract.

**C.3.2 INFORMATION SYSTEMS/STAFFING REQUIREMENTS****(a) GENERAL REQUIREMENTS**

Under this contract, major staffing requirements are in the areas of system analysis, information system development, data base management, information systems engineering, advanced strategic planning, computer graphics development, client server data base management systems, information analysis, and telecommunications software development.

In support of this functional area, the Contractor shall maintain the necessary staffing level and labor mix to meet ongoing Information Systems support requirements and to be flexible enough to respond to requirements resulting from new program initiatives and shifts in program emphasis.

The Contractor shall have senior staff members who have experience with making presentations and have the ability to effectively present ideas and concepts in writing and in oral formats.

Within this functional area, the Contractor shall be required to support a variety of tasks ranging in complexity from code modification to complete software engineering projects. The Contractor's staff must offer a broad range of Information Systems skills and expertise, with particular emphasis on areas of software engineering, large scale application systems development, on-line information processing, data base management systems, object-oriented analysis and design, mini/micro and network computer application, client server technology, data communications, software graphics, office automation, system documentation, project management, advanced strategic planning, information analysis, and rapid prototyping.

The Contractor must have the capability and staff to train Volpe Center staff and on-site Contractor personnel in the application and management of software development methods, practices, and documentation as the Volpe Center strives to institute a Software Development/Acquisition Process Improvement Program on software projects covered under this contract. Software development projects may involve any of the Volpe Center's in-house computer facilities or any one of a wide range of customer/sponsor-based systems, including large mainframes, multi-computer vendor distributed processing systems, and micro-computer network configurations.



System/software development projects may involve a wide range of application areas. Development and implementation efforts may include but are not limited to:

- Management information systems
- Logistics management systems
- Transportation systems
- Client server systems
- Communications, command, and control (C<sup>3</sup>) systems
- Decision support systems
- Transportation related modeling and simulations
- Real-time application systems
- On-line information/transaction processing systems
- Data acquisition and data reduction systems
- Office automation systems
- Computer Based Instruction (CBI) systems
- Knowledge based systems
- Visual and motion base simulation systems
- Geographical information systems (GIS)
- Imaging systems and automated workflow processing

Development and implementation efforts can involve, but are not necessarily limited to the application of any of the following:

- High order programming languages
- Structured design and programming techniques and methodologies
- Data base management systems (DBMS), including object-oriented and relational DBMS
- Data communications and networking technologies range including design of a network in a multi-computer/multi-vendor/client-server environment
- Computer-aided software engineering (CASE) tools
- Computer modeling and simulation techniques
- Data modeling and object modeling techniques

Fourth generation software packages and tools in the software design and development process

Object-oriented development techniques

Productivity tools and technologies to enhance productivity and software reliability

Computer-aided design (CAD) tools

Artificial intelligence/expert systems techniques and methodologies in the design and development process

Graphical User Interface (GUI) tools

Computer security technologies and methodologies

System/application prototyping techniques and software tools

Data base software and system architecture development

The range of hardware and software expertise needed to support Volpe Center Information Systems projects is very broad and will depend largely on customer/sponsor-based systems and the Volpe Center in-house facilities. Examples of languages/software packages which have been utilized on applications software development projects include:

FoxPro	Clipper
C	Artemis
C++	Oracle RDBMS
TAL	Oracle Case
System Architect	Statistica
Interleaf	SQL
Delphi	SAS
Unix	SPSS
Sybase	FORTTRAN
System 1032	Meta SW (IDEF 0)
Paradox	Access
DBASE IV	MS Project
Lotus Notes	Powerpoint
Group Systems V (Groupware)	Freelance
Lotus 1-2-3	Excel
MS Word	WordPerfect
Silverrun	HTML
ADABAS	NATURAL
TCP/IP	Perl
Novell	PC Novell
Visual C++	Quattro Pro

Timeline	Posix
Pascal	COBOL
SCOBOL	Powerbuilder
Sequency	Visual Basic
Network Modeling (tool)	Guardian D20
Erwin	I/08
Discovery 2000	
WINDOWS/NT/X-WINDOWS/Windows95	
Geographic Information Software (GIS)	

Target hardware systems for these applications (developed under a variety of operating systems) have included:

<u>Mainframes</u>	<u>Mini-Computers</u>	<u>Micro-Computers</u>
VAX 8350	MicroVAX	IBM Pcs & Clones 386/486/586/Pentium
IBM 30XX	VAX Alpha, 3800	AT&T OATS
	Tandem	Macintosh
	Sun 670, 1000	DEC 566
	Sun SPARCStation	Unisys CTOS 386/486
	Silicon Graphics	
	Apollo	
	Hewlett Packard	

The hardware/software expertise the Contractor is expected to maintain and deliver throughout the life of this contract will shift with program requirements.

**(b) STAFFING LEVEL\*/INFORMATION SYSTEMS CONTRACT YEAR**

<b>Labor Category</b>	<b>CY1</b>	<b>CY2</b>	<b>CY3</b>	<b>CY4</b>	<b>CY5</b>
System Development Expert	3	3	3	3	3
IS Technology Specialist	32	32	32	32	32
IS Engineer	33	33	33	33	33
IS Senior Specialist	58	58	58	58	58
IS Senior Analyst	42	42	42	42	42
IS Senior Programmer/Analyst	46	46	46	46	46
IS Programmer	25	25	25	25	25
IS Junior Programmer	25	25	25	25	25
Technical Documentation Specialist	9	9	9	9	9
Documentation Clerk	14	14	14	14	14
Total	287	287	287	287	287

\* Level of Effort is expressed in labor years per year where one labor year equals 2087 hours of productive direct labor (as defined in Section H, paragraph H-2).

A profile of current project support activity is provided in Section J, Attachment J.9.

## (c) PERSONNEL REQUIREMENTS/INFORMATION SYSTEMS

LABOR CATEGORY: <b>System Development Expert</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
<p>Ph.D. degree (or equivalent*) in one of the following disciplines:            Computer Science, Information Systems and Technology, or Software Engineering</p>	<p>A widely recognized expert/consultant/troubleshooter in information systems engineering to include both system and software design and development, implementation and test, and evaluation. Must have demonstrated technical performance and leadership in the design and development of large complex systems. Examples of some specialty areas might include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• design/development of large scale transportation and logistics information or command control systems</li> <li>• design/development of decision support systems for large scale organizations</li> <li>• design/development of large scale, secure systems</li> <li>• design/development of information systems in a LAN/WAN environment</li> </ul>

<b>LABOR CATEGORY: IS Technology Specialist</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Master's degree (or equivalent*) closely related to the field of Information Systems	<p>A minimum of 12 years of progressively more responsible information systems engineering experience. Intensive background and experience with major responsibility for information systems design, development, and deployment efforts. Experience must include a minimum of 5 years of intensive training/experience in a specialized field which might be essential to the formation of a complete application development project team. Examples of some specialty areas might include but are not limited to:</p> <ul style="list-style-type: none"> <li>digital information communications and interchange</li> <li>LAN, WAN and enterprise networking</li> <li>graphical interface user tools (GUI)</li> <li>data base management systems</li> <li>client/server technology</li> <li>operating systems</li> <li>subject matter specialists (human factors, economics, information engineering, information systems specialist, etc.)</li> </ul>

<b>LABOR CATEGORY: IS Engineer</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Master's degree (or equivalent*) in a discipline closely related to project requirements	<p>A minimum of 12 years of progressively more responsible information applications development and deployment experience. Extensive hardware/software background and experience with major responsibility for information systems design and deployment activities. Experience must include a minimum of 5 years of specialized information systems experience with major responsibility for:</p> <ul style="list-style-type: none"> <li>translation of specifications into a system design</li> <li>development and execution of software development processes</li> <li>integration of custom code and commercial off-the-shelf hardware from multiple sources</li> <li>system hardware/software specifications</li> <li>system (hardware/software) integration and testing</li> <li>system performance analysis</li> </ul> <p>Experience with several applicable hardware configurations and operating systems, and with several application development languages and tools.</p>

<b>LABOR CATEGORY: IS Senior Specialist</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
<p>Master's degree (or equivalent*) in one of the following disciplines: Computer Science, Information Systems and Technology, Engineering, or Software Engineering.</p>	<p>Minimum of 12 years of progressively more responsible information systems engineering experience. Extensive demonstrated software background and experience in functional analysis, requirements analysis, and alternative analysis. Experience must include a minimum of 5 years of demonstrated project/task management responsibilities involving all aspects of:</p> <ul style="list-style-type: none"> <li>user interface and requirements analysis</li> <li>task definition and estimation of resource requirements</li> <li>task &amp; personnel scheduling feasibility &amp; cost benefit analysis</li> <li>development of system/software design specifications</li> <li>status and progress reporting</li> <li>development of project documentation</li> <li>configuration control</li> </ul> <p>Department/group leaders must have project/task management experience in a multi-use/multi-task environment. Experience in structured analysis techniques. Experience with several applicable programming languages and/or data base management systems and with several applicable hardware configurations is required.</p>

<b>LABOR CATEGORY: IS Senior Analyst</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree (or equivalent**) in a discipline closely related to project requirements	<p>A minimum of 10 years of progressively more responsible IS experience in contract-related areas. Must satisfy the description requirements of the Senior Programmer/Analyst labor category. In addition, experience must include a minimum of 3 years of major software project responsibility for systems analysis, design and implementation; this must include preparation of task specification and schedules, estimation of resource requirements, development of systems software design specifications, preparation and review of project documentation, and project control.</p> <p>Extensive experience with several applicable programming languages and/or data base management systems, and with several applicable hardware configurations is required. Experience in structured analysis techniques; expert systems and system/application prototyping; operating systems and hardware interfaces; database structures, location, and data elements; and/or software performance evaluation.</p>



<b>LABOR CATEGORY: IS Senior Programmer/Analyst</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree (or equivalent**) in a discipline closely related to project requirements	<p>A minimum of 7 years of applicable IS experience involving independent performance of assigned software development tasks (ranging from small/moderate stand-alone applications to major components of larger systems). Experience must include both the preparation of programming specifications as well as software development and testing.</p> <p>Extensive experience with several programming languages and/or data base management systems, general purpose application packages, and hardware configurations is required.</p> <p>Experience in database structures, location, and data elements; structured analysis techniques; and/or system/application prototyping.</p>

<b>LABOR CATEGORY: IS Programmer</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree (or equivalent**) in a discipline closely related to project requirements	A minimum of 3 years of applicable IS experience involving software development on large main frames, supermini's, mini's, and/or micro-computers. Thorough experience in at least one applicable programming language, other than BASIC, and one applicable operating system. Experience in the use of data base management software and/or general purpose commercial applications software in the development of application programs.

<b>LABOR CATEGORY: IS Junior Programmer</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree preferably in a discipline closely related to project requirements or an Associate's degree plus a certificate of completion from an accredited computer school	Demonstrated working knowledge of a programming language (i.e., FORTRAN, COBOL, DBASE III/IV, etc.) or a general purpose application/data base package (i.e., SPSS, SAS, System-1032, etc.) which is applicable to this contract.

<b>LABOR CATEGORY: Technical Documentation Specialist</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree	A minimum of 3 years of experience and demonstrated ability in the preparation and production of formal documentation for information systems with at least 2 years in a technical or IS environment. Specific experience required in the design, development and preparation of formal user guides, including documentation guidelines, and IS system analysis and design documents.

<b>LABOR CATEGORY: Documentation Clerk</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
High school and special training, or a certificate of completion or diploma from an accredited secretarial school	A minimum of 2 years of clerical experience with at least 1 year in a technical or IS environment. This should include editing, typing, and preparation of technical or IS documentation, maintenance of project files, preparation of memoranda of a technical and/or managerial nature, and maintenance of logs relating to work in progress, meetings, etc. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc.

- \* Two years of intensive involvement/experience in areas directly relating to this contract may be substitute for 1 year of education at the graduate degree level. Assume 2 years of education at the graduate degree level for a Master's degree and an additional 3 years of education at the graduate degree level for a Ph.D. degree.
- \*\* In lieu of the Bachelor's degree requirements, the contractor may offer candidates with special or market-scarce skills/qualifications for consideration on a case-by-base basis by the Contracting Officer or designated representative.

#### **C.4 CONTRACT ADMINISTRATION/DETAILED WORK AND STAFFING REQUIREMENTS**

##### **C.4.1 CONTRACT ADMINISTRATION/WORK REQUIREMENTS**

Specifically, the services to be performed by the Contractor in support of this function shall include, but are not limited to, the following:

- (a) The Contractor shall ensure that all work performed is covered by a task job order, with appropriate supporting documentation, authorization and fund certification. The Contractor shall maintain a complete central file of all approved task job orders issued which shall be made available for Government review whenever requested.
- (b) 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 Task Job Order initiators on each task/job order approaching 75 percent funding limits.

- (c) The Contractor shall maintain and operate the Government's Contract and Cost Recovery Tracking Systems. System reports must be reconciled with the Contractor's Funding and Labor Report and the Volpe Center User Accountability System. Maintenance will include enhancements to system design, operation, and reporting.
- (d) The Contractor shall reconcile all Contractor labor charges (as reported in the monthly Funding and Labor Report) with charges processed through the Volpe Center User Accountability System.
- (e) The Contractor shall support the Volpe Center Technical Support Services Office efforts in estimating operating costs (budgets) and in analyzing cost recovery and charge-back rate structures for services.
- (f) The Contractor shall prepare monthly consolidated reports for submission to the Government addressing:
1. Contract plans vs. actual
  2. Plan cost recovery vs. actual
  3. Run-out projects for both contract and cost recovery purposes
  4. New requirements with plans/recommendations
- (g) The Contractor shall manage an internal space/communication function to (1) ensure proper utilization of Government-furnished space and communications facilities, (2) ensure availability of accurate information on Contractor space/communications requirements, and (3) support the Volpe Center cost distribution and accountability processes.
- (h) The Contractor shall establish and monitor standards and guidelines for documentation and quality control.
- (i) The Contractor shall provide administrative/management support functions and services essential to overall contract and project performance. These shall include:
- Acquisition of off-site space
  - Subcontracting for specialized skills
  - Security clearances and agreements
  - Travel and overtime arrangements
- (j) The Contractor shall establish and implement operational procedures and guidelines for:
- Subcontracting
  - Travel
  - Off-site operations
  - Overtime
  - Support of tasks during the approval cycle
  - Protection of classified information (including employee non-disclosure agreements)

- (k) The Contractor shall develop, operate, and maintain Management Information System support tools to assist them and the contract COTR in the management and administration of the activities delineated within this functional area.
- (l) The Contractor shall develop and maintain a primary skills inventory that identifies primary areas of familiarity for each member of their staff.
- (m) The Contractor shall maintain an ongoing internal training/awareness program which will ensure staff currency with internal operating processes and procedures.
- (n) The Contractor shall support the operation, maintenance and enhancements of the Job Order System and User Accountability Systems for the Information Systems Support Services contract.
- (o) The Contractor shall provide monthly reports indicating the extent and focus of subcontractor activity on the Information Systems Support Services Contract.

#### **C.4.2 CONTRACT ADMINISTRATION/STAFFING REQUIREMENTS**

##### **(a) GENERAL REQUIREMENTS**

This contract involves a wide range of closely interrelated services, all of which require extensive interfacing and coordination. The responsibilities of the Contractor include but are not limited to:

- Job Order initiation and controls
- Funds control and accountability
- Operating procedures
- Documentation standards

The Program Manager will interface with the Volpe Center Contracting Officer, the COTR, and the Center management and will provide overall coordination and management of the Information Systems area. Additionally, the Contractor shall provide a wide range of administrative services to support the overall contract operations. Finally, the Contractor shall ensure a uniform operation consistent with Volpe Center financial management systems and the Center's Task Job Order System.

Support staff must be experienced in business/administrative management and should have experience in the use of IS tools (DBM languages, Excel, Lotus 123, WordPerfect, etc.) in the control and reporting of project costs. COBOL and System 1032 experience will also be required to support the operation of existing MIS software.

**(b) STAFFING LEVEL\*/CONTRACT ADMINISTRATION**

<b>Labor Category</b>	<b>CY1</b>	<b>CY2</b>	<b>CY3</b>	<b>CY4</b>	<b>CY5</b>
Project Manager	0.9	0.9	0.9	0.9	0.9
Deputy Project Manager	0.6	0.6	0.6	0.6	0.6
Sr. Project Control Administrator	1.0	1.0	1.0	1.0	1.0
Sr. Subcontract Administrator	1.0	1.0	1.0	1.0	1.0
Project Control Administrator	2.5	2.5	2.5	2.5	2.5
Proj. Control Programmer/Analyst	3.0	3.0	3.0	3.0	3.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Job Control Specialist	2.0	2.0	2.0	2.0	2.0
Documentation Clerk	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

\* Level of effort is expressed in labor years where one labor year equals 2087 hours of productive labor (as defined in Section H, paragraph H-2)

**(c) PERSONNEL REQUIREMENTS/CONTRACT ADMINISTRATION**

<b>LABOR CATEGORY: Project Manager</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Master's degree (or equivalent*) preferably in one of the following disciplines: Computer Science, Information Systems and Technology, Engineering, or Software Engineering	The Project Manager must have a minimum of 5 years of experience in managing a support services contract of this type and magnitude. In addition, a minimum of 12 years of progressively more responsible IS experience in contract-related areas. Extensive demonstrated software background and experience with major responsibility for IS system design and implementation efforts. Experience must include a minimum of 5 years of demonstrated project/task management responsibilities involving all aspects of the system development process.

<b>LABOR CATEGORY: Deputy Project Manager</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
<p>Master's degree (or equivalent*) preferably in one of the following disciplines:            Computer Science, Information Systems and Technology, Engineering, or Software Engineering</p>	<p>The Deputy Project Manager must have a minimum of 3 years of experience as a Senior Project Manager involved with planning and directing a support services contract of this type and magnitude. In addition, a minimum of 12 years of progressively more responsible IS experience in contract-related areas. Extensive demonstrated software background and experience with major responsibility for IS system design and implementation efforts. Experience must include a minimum of 5 years of demonstrated project/task management responsibilities involving all aspects of the system development process.</p>

<b>LABOR CATEGORY: Senior Project Control Administrator</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
<p>Bachelor's degree</p>	<p>A minimum of 8 years of experience in commercial and government contracting and contract administration. At least 3 years of financial analysis experience. Requires demonstrated experience with the FAR preparation and evaluation of cost estimates, Requests for Proposal (RFPs). Experience in the preparation of Software License Agreements, office leases, and Vendor Procurement Agreements is highly desirable.</p>

<b>LABOR CATEGORY: Senior Subcontractor Administrator</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree	A minimum of 8 years of experience in commercial and government contracting and contract administration. At least 3 years of financial analysis experience. Requires demonstrated experience with the FAR preparation and evaluation of cost estimates. Experience in preparation of Software License Agreements, office leases, and Vendor Procurement Agreements is highly desirable.

<b>LABOR CATEGORY: Project Control Administrator</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree	A minimum of 5 years of experience in configuration control/management utilizing automated management information techniques. Demonstrated experience and responsibility in project budgeting, cost control, forecasting, scheduling, and reporting.

<b>LABOR CATEGORY: Project Control Programmer/Analyst</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree	A minimum of 4 years of IS experience involving the design, development, and implementation of administrative and/or management information systems (preferably involving project and funds control). Requires a knowledge of FORTRAN and COBOL. Experience with a data base management technique/language.



<b>LABOR CATEGORY: Administrative Assistant</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
High school and special training; or certificate of completion or diploma from an accredited secretarial school	Two years of general clerical experience, including 1 year in a technical or IS environment. This should include: typing of correspondence, technical or IS documentation, statistical data, and reports; maintenance of files and logs relating to work in progress; and project administration.

<b>LABOR CATEGORY: Job Control Specialist</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
Bachelor's degree or an Associate's degree plus applicable formal or on-the-job training	Must have demonstrated ability to handle and process work orders: obtaining customer/management approvals, obtaining accounting certification, performing on-line data entry establishing accounts and reporting activity against those accounts; performing quality control functions and preparing summary status reports on accounts.

<b>LABOR CATEGORY: Documentation Clerk</b>	
<u>EDUCATION</u>	<u>EXPERIENCE</u>
High school and special training; or certificate of completion or diploma from an accredited secretarial school	Two years of general clerical experience, including 1 year in a technical or IS environment. This should include editing/typing and preparing technical or IS documentation; maintenance of project files; preparation of process reports; and maintenance of logs relating to work in progress, meetings, etc. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc.

**C.5 DELIVERABLES AND REPORTING/DOCUMENTATION REQUIREMENTS****(a) CONTRACT FUNDING AND LABOR REPORT**

The Contractor shall submit a detailed funding and labor report reflecting current (coinciding with User Accountability System cycles) and year-to-date utilization of resources expended under the contract for both prime and subcontractor support. At the minimum the report shall include:

- (1) Direct labor hours and direct labor cost by: functional area, major organizational unit, labor category, and fund source (direct, indirect or Technical Support Services Office)
- (2) Summaries of the functional area of support
- (3) Summary of total plan vs. actual contract cost (direct labor, burden, ODC, etc.)
- (4) Overtime and travel statistics
- (5) Support requirements outstanding with estimates and plans for staffing each requirement
- (6) Major events occurring during the reporting period

The report will be submitted on a monthly basis to the Contracting Officer and the COTR. Content, form and frequency of the report may be modified at the direction of the Contracting Officer and/or the COTR.

**(b) USER ACCOUNTABILITY SYSTEM INPUT FILES**

The Technical Support Services Office will manage the operation of an automated Information Systems Support Services User Accountability System (UAS) (see Section J, Attachment J.6) for the identification and reporting of all resources planned and expended against job orders issued under the Job Order System. This system provides the primary tracking and reporting mechanisms for the control of expenditures against plans. The Contractor shall provide the necessary input files for processing on a weekly basis in accordance with the specifications set forth by the Volpe Center UAS System Manager.

**(c) MONTHLY STATUS REPORTS**

Monthly status reports shall be submitted by the Contractor for each task issued under the Job Order System. The status reports will include as a minimum:

- (1) A brief description of task objectives
- (2) Resource allocation:
  - Planned labor hours/labor category/month

Actual-to-date labor hours/labor category/month

Actual-to-date labor hours/employee and labor category/month

Funding information including: Commitments, Obligations FY-to-date, obligations job-to-date.

- (3) Highlights of current activities and real or potential problems
- (4) Items of special interest as requested by the COTR and/or the task initiator (e.g. assessment of unsatisfied demand)

A full set of the status reports will be submitted to the COTR on a monthly basis. The content, format, and frequency of this report may be modified at the direction of the COTR. Individual reports shall be provided to the technical task initiator unless otherwise directed.

**(d) SUBCONTRACTOR ACTIVITY REPORTS**

Monthly subcontractor activity reports shall be submitted by the Contractor to the COTR indicating the extent and focus of subcontractor activity on the Information Systems Support Services contract. These reports shall identify the following information for each instance of a subcontractor working on a task on this contract:

- Name of Employee
- Employee's Company
- Employee's Branch
- Name of Task
- Task Number
- PPA Number
- Initiator's Name
- Initiator's Organization

This data shall be provided in four separate report formats. Each report shall provide the data listed above sorted in the following ways: by PPA, by subcontract company, by initiator organization, and by name of employee. These reports do not replace or negate requirements for submission of other subcontractor reports required by other sections of this contract.

**(e) TASK SPECIFICATIONS**

Task specifications (including changes in specifications to existing work orders) shall be developed by the Contractor for each task issued under the Job Order System. The task specification will follow the guidelines of the Job Order System. These guidelines may be modified by the COTR and/or the technical task initiator (for a specific task). A job order along with the task specifications will be submitted to the technical task initiator for formal review and approval and for coordination through the fund certification process.

**(f) TASK DELIVERABLES**

A minimum level of documentation will be required for each task upon completion. Most frequently, a tailoring of previous standards DOD-STD-2167 or 2167A or the current standard MIL-STD-498 are used as the basis for documentation requirements. Specific task deliverables e.g., software, studies, reports, and documentation to other standards, and schedules shall be delineated in the work order issued. Unless otherwise directed, all deliverables will be submitted to the task initiator.

**(g) SPECIAL PROCEDURES, STUDIES AND REPORTS**

At the request of the Contracting Office and/or the COTR, the Contractor shall (1) develop operational procedures, and/or (2) perform special studies/analyses involving significant contract related issues. For example:

- (1) Procedures for identifying, scheduling and assigning new work (a queue)
- (2) Procedures for review/approval of overtime and travel requests
- (3) Analysis of user requirements and trends
- (4) Projections on contract run-out levels and cost
- (5) Labor loading analysis to assist in the identification and allocation of available resources (skills assessment)

**(h) JOB ORDER FILE**

The Contractor shall maintain on the Government's behalf a job order file on all tasks issued under the Job Order System. The file shall contain a complete record of all activity and support provided under that job: job order forms, task specifications, status reports, memos, reports, and an inventory of all software deliverables. The Contracting Office and/or COTR, shall have access to that file when requested. A copy of all tasks issued under the Job Order System during the period of performance of the contract shall be turned over to the Government at the expiration of the contract.

NOTE: Computer time and labor resources needed to satisfy contract reporting requirements will be provided and authorized under specific job orders.

**SECTION D****PACKAGING AND MARKING****D.1 PRESERVATION AND PACKAGING**

Preservation, packing, and packaging of any item/items delivered under this contract shall be in accordance with good commercial practices to assure delivery at destination.

**D.2 MARKING REQUIREMENTS**

Each package shall be marked with the contract number, the name of the contractor, and address of the contractor on the outside of the packing container for identification purposes.

**D.3 PAYMENT OF POSTAGE FEES (NOV 1987)**

All postage and fees related to submitting information, including forms, reports, and proposals to the Contracting Officer, the Contracting Officer's Technical Representative, or the Technical Initiator shall be paid for by the Contractor.

**SECTION E****INSPECTION AND ACCEPTANCE****E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were give in full text. Upon request, the Contracting Officer will make their full text available.

**FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.246-3 1984	INSPECTION OF SUPPLIES-COST-REIMBURSEMENT	APR
52.246-5 1984	INSPECTION OF SERVICES-COST-REIMBURSEMENT	APR

**E.2 PLACES OF DELIVERY/INSPECTION AND ACCEPTANCE**

The points of delivery at the Volpe Center set forth below are hereby designated as the places for final inspection and acceptance:

<b>DELIVERABLES</b>	<b>PLACE OF DELIVERY</b>
(a) Contract Funding & Labor Report	One copy of the full report shall be submitted to the Contracting Officer's Technical Representative (COTR), DTS-25.
portion be submitted to Officer (CO), DTS-	A copy of the transmittal letter, along with the Cost Summary of the report, shall the Contracting 853.
(b) User Accountability System (UAS) Input File	UAS System Manager, DTS-25
(c) Monthly Progress Report Initiator to CO	COTR (DTS-25), Job Order  (various Divisions throughout the Volpe Center), transmittal (DTS-853).
(d) Subcontractor Activity Reports	COTR, DTS-25

(e) Task Specifications  
Initiator  
throughout the

Volpe Center Job Order  
(various Divisions  
Volpe Center)

file  
Contractor whenever  
makes a request.

The COTR and/or the CO shall have  
access to all task specifications  
contained in each project  
maintained by the  
the Government

(f) Task Deliverables

Job Order Initiator

The COTR and/or the CO will have  
access through the project file  
(maintained by the Contractor).

(g) Special Procedures,  
Studies and Reports/  
Documentation

CO and/or COTR as  
directed.

(h) Job Order Files

CO and/or COTR as directed.

The COTR is responsible for acceptance of work under this contract.

**SECTION F****DELIVERABLES OR PERFORMANCE****F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

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 Contracting Officer will make their full text available.

**FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.242-15	STOP-WORK ORDER Alternate I (APR 1984)	AUG 1989

**F.2 PERIOD OF PERFORMANCE**

This contract shall be for a base period of 2 years, commencing on or about November 1, 1997, with renewal options at the election of the Government for three additional 12-month periods. The Government anticipates that the period of performance for this contract will be 60 months plus any phase-in period.

**F.3 PHASE-IN PERIOD**

The Phase-In period shall be in accordance with the Contractor's phase-in plan negotiated with and accepted by the Government.

**F.4 DELIVERY SCHEDULE**

Delivery/performance under this contract, within the overall period of performance as set forth above, shall be subject to the work order specifications issued under the Volpe Center Job Order System. Schedules for deliverables identified in Sections C and E are as follows:

<b>DELIVERABLES</b>	<b>SCHEDULE</b>
(a) Contract Funding & Labor Report	Monthly. Within 5 working days of each monthly UAS closing.
(b) User Accountability System (UAS) Input File	Weekly. No later than 2 working days following the Saturday of each week.
(c) Monthly Progress Report	Monthly. Within 5 working days following the monthly UAS closing.



- |     |  |   |
|-----|--|---|
| (d) | Subcontractor Activity Reports                         | Monthly. Within 5 working days following the monthly UAS closing. |
| (e) | Task Specifications                                    | As specified in each Job Order.                                   |
| (f) | Task Deliverables                                      | As specified in each Job Order.                                   |
| (g) | Special Procedures, Studies and Reports/ Documentation | As directed by the CO and/or COTR                                 |
| (h) | Job Order Files  | As directed by the CO and/or COTR                                 |

#### **F.5 PLACE OF PERFORMANCE**

Services under this contract shall be accomplished at the U.S. DOT/RSPA/Volpe National Transportation Systems Center, 55 Broadway, Cambridge, Massachusetts, and other subordinate locations in Massachusetts; Washington, DC; and Texas. During the performance of this contract, services may be performed at various other domestic or overseas locations as designated in task/job orders.

**SECTION G****CONTRACT ADMINISTRATION DATA****G.1. RESPONSIBILITY FOR CONTRACT ADMINISTRATION**

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.

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

Contracting Officer's Technical Representative: A Contracting Officer's Technical Representative (COTR) is designated by the Contracting Officer. 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 insofar as the work is concerned; and advising the Contracting Officer of any factors which may cause delay in performance of the work. The COTR or the technical initiators do not have the authority to make new assignments of work or to issue directions that cause an increase or decrease in the price of this contract or otherwise affect any other contract terms.

The Contracting Officer, the Administrative Contracting Officer, and the Technical Representatives are located at:

U.S. Department of Transportation/Volpe Center  
55 Broadway  
Cambridge, MA 02142

**G.2 ALLOTMENT**

Pursuant to Clause 52.232-22 - "Limitation of Funds," the amount presently available for payment and allotted to this contract, the work covered thereby, and the period of performance which it is expected the allotted funds will cover, are specified below:

- (1) Amount Allotted -                     \$0 (Zero)
- (2) Allocation Covers - Contract Effective Date to October 31, 1997
- (3) Period of Performance -Contract Effective Date to October 31, 1997

The total amount allotted to this contract is           \$0 (Zero)          .

**G.3 OVERTIME AUTHORIZATION**

The contractor shall submit all requests for overtime to the COTR for approval. All requests must be supported in writing by the appropriate Job Order initiator. Any request for overtime which would have an impact on estimated job cost must be further supported by an authorized modification to the job order.

## SECTION H

## SPECIAL CONTRACT REQUIREMENTS

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**H.1 INDIRECT RATE CEILINGS**

(a) For the purpose of performance of this contract, the Contractor's and its definitized subcontractor's allowable and reimbursable indirect expenses will be limited to the ceiling rates reflected in the Contractor's Best and Final Offer and set forth below. Indirect costs incurred which are in excess of the ceiling rates shall not be recoverable under this or any other Government contract. Billing rates are expected to be charged at actual costs up to these cited ceilings. In the event that final overhead rates and G&A rate are lower than ceiling rates, then the final rates shall apply. This provision in no way alters the provision of the clause entitled "Limitation of Funds."

Computer Sciences Corporation and its definitized subcontractors, "Redacted under Exemption 4"

Rate Pool	Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3
Fringe Benefits	"Redacted under Exemption 4"				
Field Overhead	"Redacted under Exemption 4"				
G&A	"Redacted under Exemption 4"				

\*Rate Proposed

(b) The Contractor shall include a ceiling on overhead and G&A in each cost reimbursement subcontract estimated to cost over \$1 million (including fee) entered into under this contract.

**H.2 PRODUCTIVE DIRECT LABOR HOURS**

For purposes of this contract, a labor year shall consist of 2,087 productive direct labor hours. "Productive direct labor hours" are those hours expended by contractor personnel in performing work under the scope of this contract and called for in job orders issued under the Volpe Center Job Order System. This does not include sick leave, vacation, holidays, jury duty, military leave, or any other kind of administrative leave other than that which is granted to the Volpe Center employees under special circumstances, e.g., extreme weather conditions. "Productive direct labor hours" also includes hours expended by the Contractor on matters related to contract management/administration (see C.4 of the Statement of Work or as specifically authorized in job orders). The Government's estimated requirement is based upon a 40 hour work week.

**H.3 SECURITY**

Portions of the work under Section C.3 will require contract personnel with security clearances at Confidential or Secret levels, and in some instances, Top Secret. Cleared personnel must be available at the phase-in of the contract. The Contractor must also possess a Top Secret facility clearance in accordance with the Industrial Security Regulation (DOD 5220.22R) for the receipt, generation, and storage of classified material. The Contractor shall be responsible for obtaining appropriate security clearance from the Defense Investigative Service and for ensuring compliance by its employees and subcontractors(s) with the security regulations of the Government installation or contractor (or subcontractor) facility where work is to be performed.

**H.4 POSITION SENSITIVITY DESIGNATIONS**

The Contractor shall comply with the following Position Sensitivity Designations as defined under DOT 1630.2A (MAY 1988)

<u>Labor Category</u>	<u>Sensitivity Level</u>
System Development Expert	3
IS Technology Specialist	3
IS Engineer	3
IS Senior Specialist	3
IS Senior Analyst	3
IS Senior Programmer/Analyst	3
Project Manager	3
Deputy Project Manager	3
IS Programmer	2
IS Junior Programmer	2
Technical Documentation Specialist	2
Documentation Clerk	2
Administrative Assistant	2
Project Control Administrator	2
Project Control Programmer/Analyst	2
Senior Project Control Administrator	2
Job Control Specialist	2
Senior Subcontract Administrator	2

**H.5 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX OF SUPPORT FUNCTIONS**

The staffing requirements described in Section C herein represent the best estimate of the Government's needs at the outset of the contract. However, these requirements may be altered to assure adequate contractor staffing to meet the Government's needs. Therefore, the Contracting Officer by contract modification may increase or decrease the total productive direct labor hours by a maximum of 20 percent above or below the base rate established for the previous year of performance and/or to modify the labor skill mix for any or each year of performance. If such an adjustment is executed by the Government, the estimated cost of the contract shall be revised using the rates for the offered labor categories as established in the Contractor's final Best and Final Offer proposal or as subsequently adjusted under the provisions of the contract.

Notwithstanding any increase or decrease under this or any other provision of the contract, including but not limited to the changes and termination provisions, no increase will be made in the Overhead and the G&A ceiling rates established and made part of this contract. Additional or reduced fixed fee will be negotiated for the year(s) in which the required increase or decrease is to take effect.

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 by the Contractor using the rates for the offered labor categories established during subcontract negotiations or as subsequently adjusted under provisions of this contract. Notwithstanding any adjustment under this or any other provision of the contract or subcontract, including but not limited to the changes and termination provisions, no increase shall be made in the Overhead and G&A ceiling rates established during negotiation between the prime contractor and the subcontractor(s), which ceilings are made part of the subcontract(s).

The Government will provide the Contractor with advance written notice at least 30 calendar days prior to the Contracting Officer's issuance of a modification for such increase (decrease) and/or skill mix adjustment. The Contractor will provide the Government with its cost proposal and staffing plan within 30 calendar days after receipt of such notice.

**H.6 DELETED**



**H.7 FEE DETERMINATION**

This is a term form cost-plus-fixed-fee contract. In accordance with the Federal Acquisition Regulation (FAR) Subpart 16.306(d)(2) and FAR clause 52.216-8, one twelfth of the annual fixed-fee shall be payable at monthly intervals of the stated time period of performance (one year). In the event the Government overpays the allowed fixed-fee, the Government shall recover the overpayment from the Contractor in either a fixed-fee voucher and/or from a cost voucher.

If the performance is considered satisfactory by the Government, the fixed fee for the contract shall be computed in accordance with the fee adjustment formula in H.8.

At the conclusion of each contract year, the Contractor shall furnish a written certification to the Contracting Officer listing the direct labor hours by labor categories expended on the contract.

**H.8 FEE ADJUSTMENT PROVISION**

Notwithstanding any other provision regarding fixed fee, a downward adjustment in fixed fee may be made at the Government's option, if the Contractor has failed during the previous contract year to deliver the required staffing level and/or labor mix of the labor categories identified in the Information Systems and Contract Administration Staffing Requirements as defined under C.3.2 and C.4.2. At the conclusion of each contract year, the Contractor shall furnish a written certification to the Contracting Officer listing the direct labor hours by labor category expended hereunder. Under the formula, the fee may be reduced by 10 percent or fraction thereof, for each percentage point or fraction thereof that the Contractor has delivered less than 95 percent of the required labor level and/or labor mix for each contract year of performance. Thus a 94 percent performance measure in either the delivered level or mix can result in a 10 percent reduction in fee.

The fee adjustment determination will be made annually within 60 days after the conclusion of each contract year and based on the following formula:

- (a) A performance ratio  $p_i$  will be computed for each of the labor categories defined under C.3.2 and C.4.2 as follows:

$p_i$  = total actual delivered hours divided by total required hours for each labor category.

The maximum value of  $p_i$  will be limited to 1.0.

- (b) Weights( $w_i$ ) will be assigned to each of the following categories:

System Development Expert  
 IS Technology Specialist  
 IS Engineer  
 IS Senior Specialist  
 IS Senior Analyst  
 IS Senior Programmer/Analyst  
 IS Programmer  
 Technical Documentation Specialist  
 Project Manager  
 Deputy Project Manager  
 Project Control Administrator  
 Project Control Programmer/Analyst  
 Job Control Administrator  
 Senior Subcontractor Administrator  
 Senior Project Control Administrator  
 All other Labor Categories

The weight ( $w_i$ ) for each category will be the weighted average of the final negotiated labor rate for that category for each period of performance multiplied by the number of labor years required for that labor year category.

- (c) The overall performance ratio R will be computed as the weighted average of the individual performance ratios:

$$R = \frac{\sum_i p_i X_{w_i}}{\sum_i w_i}$$

- (d) The overall performance ratio R will determine the fee adjustments.

## H.9 WAGE RATES

This contract is subject to the Service Contract Act of 1965 (PL 89-286), as amended. The Department of Labor (DOL) Wage Determination Nos. 94-2255, Revision No. 4, dated 3/7/96 and 94-2103, Revision No. 8, dated 12/8/19, are hereby incorporated into this contract (see Section J, Attachment J.4). The Wage Determination is the attachment referred to in the clause of the contract entitled "Service Contract Act of 1965, As Amended". Any required new or revised Wage Determination issued by DOL and received by DOT/Volpe Center shall be incorporated by modification into this contract and shall be applicable to this contract as provided in the aforementioned clause.

**H.10 NEW WAGE DETERMINATION ADJUSTMENT PROVISION**

- (a) In order to comply with the minimum wages and fringe benefits contained in Department of Labor (DOL) Wage Determination(s) incorporated into the contract, the estimated cost, and, as provided in Paragraph b, to the extent of allocation of fringe benefits, the Overhead and/or G&A ceiling rates shall all be adjusted as provided herein. Any such adjustment shall be limited to the increase (decrease) in wages paid to or fringe benefits of employees working on this contract in order to comply with the wage determination. Further, any such adjustment shall be limited to the actual increase (decrease) in wages paid to or fringe benefits of employees working on this contract. Thus, no adjustment will be made on account of a DOL wage determination unless the Contractor provides supporting data clearly demonstrating that any increase (decrease) in wages or fringe benefits paid was made to achieve compliance, as herein above stated.
- (b) In the event that, during the term of this contract or any extensions thereof, a revised or new DOL wage determination becomes applicable which affects the Contractor's Overhead and/or G&A, the Overhead and/or G&A ceilings contained in this contract shall be equitably adjusted by the Contracting Officer, but only upon the Contractor's establishment of the following:
1. Any increase in the Contractor's Overhead and/or G&A rates as a result of the wage determination is directly attributed to implementation of the DOL wage determination;
- and either
2. The Contractor's actually experienced Overhead and/or G&A rate(s) immediately prior to the effective date of the DOL wage determination meet or exceed the applicable ceilings;
- or
3. The Contractor's actually experienced overhead and/or G&A rate(s) prior to the effective date of the DOL wage determination, while below the applicable contract ceiling, is (are) such that the effect of the wage determination is to cause the applicable ceilings to be exceeded.

Provided, however, that ceiling adjustment(s) authorized by this paragraph shall be limited to either (1) the difference, if any, between the Contractor's actually experienced Overhead and/or G&A rate(s) prior to the issuance of the DOL wage determination and his rates actually experienced subsequent to the implementation of the wage determination, or (2) the difference between the applicable ceiling(s) and the Contractor's actually experienced rate(s) subsequent to the implementation of the wage determination, whichever of (1) or (2) is less.

- (c) Additionally, adjustments in the ceiling rate(s) of the kind discussed above will not be made with respect to those employees not covered by the provisions of the Department of Labor (DOL) Wage Determination.
- (d) The Contractor shall include the substance of this clause in cost reimbursement subcontracts subject to indirect cost ceilings.

#### **H.11 OFF-SITE SPACE**

The Government shall have the right to direct the Contractor to lease or otherwise provide necessary space for some component of its staff and/or functions. In exercising this right, the Government will provide guidance relative to location of said space (Reference Section C.2 (c)). The contractor will be reimbursed by the Government for the actual cost of space procured which has been approved by the Contracting Officer. No fixed fee shall be applied to this cost.

#### **H.12 PARKING**

The Government will provide up to a maximum of 125 on-site parking spaces at the Volpe Center for Information Systems Contractor personnel at the time of contract award. This allocation is subject to change at the discretion of the Government and without adjustment to the contract cost. The Government shall not reimburse the Contractor either directly or indirectly for any costs associated with off-site parking provided to its employees.

#### **H.13 SEVERANCE COSTS**

Any applicable severance or separation costs shall not be recovered as direct contract costs under this contract.

**H.14 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS**

- (a) Work under this contract may provide the Contractor with access to advance information about future Government procurement, which information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements for, or the preparation of specifications for, various systems, equipment, hardware, and/or software. Without the following restrictions, (1) the Contractor's objectivity in performing the work may be impaired by its other business activities, (2) the nature of the work to be performed may result in unfair competitive advantage to the Contractor in future Government procurement, or (3) the Contractor's ability to perform work required under future Government contracts in an objective manner may be impaired by its performance of work under this contract.
- (b) 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 Government Contractor shall be excluded from competition for, or award of, any Government contracts to which, in the course of performance of this contract, the Contractor has received procurement information before such information has been made generally available to other persons or firms.
  - (2) The Government Contractor shall be excluded from competition for, or award of, any Government contract for which the contractor actually assists in the development of the Solicitation Specifications, Statement of Work, or Government Cost Estimates.
  - (3) The Government 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 Government 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.
- (c) This clause shall not exclude the Contractor from performing work under a 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.

- (d) 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 offices of the Contractor, those of any corporation which has a majority or controlling interest in the Contractor, and those of any corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest.

- (e) The Government may, in its sole discretion, waive any provisions of this clause if deemed in the best interest of the Government. The exclusions contained in this clause shall apply for the duration of this contract and for three (3) years after completion and Government 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 Contracting Officer determines otherwise.
- (h) The Center expects to recompete the Multiple Contractor Resource Base Contracts (OMNI). These are a set of multiple awarded task order contracts designed to support projects which are similar to the subject Information Systems Support Services contract. The recompetition of these OMNI procurements may overlap the subject procurement with award being made some months after award of the Information Systems Support Services contract. The success of the OMNI program depends on the Government's ability to maintain a level playing field among contractors participating in the OMNI program. Therefore, there is a significant potential for unfair advantage on the part of the Contractor due to its day-to-day involvement in the Volpe Center's technical programs. Accordingly, the Contractor shall be precluded from participating either as a prime or subcontractor on the Multiple Contractor Resource Base contract (OMNI) awards. Further the on-site Information Systems Support Services contractor will be expected to maintain an operation which ensures appropriate separation between its on-site activity and any OMNI-related activities that its subcontractors may be engaged in.

**H.15 PERFORMANCE OF WORK ON GOVERNMENT PREMISES**

Any work under this contract which is performed by the Contractor or any of its subcontractors on premises under Government control, is subject to all provisions of this contract governing such work to include the following:

- (a) All Contractor personnel shall, at all times, conspicuously display a distinctive badge provided by DOT/Volpe Center, identifying such personnel as employees of the Contractor, and shall observe and otherwise be subject to such security regulations as are in effect for the particular premises involved. Contractor personnel assigned to off-site (other than the Volpe Center) Government-furnished space will comply with the security regulations of the Government installation where work is performed.
- (b) The Contractor shall designate to the Contracting Officer, in writing, an on-the-premises representative to serve as point of contact for the Contractor with the Contracting Officer or the designated COTR.
- (c) Performance of work on Government premises shall be confined to the area(s) specified by the Contracting Officer or the COTR.

**H.16 SAFETY AND ACCIDENT PREVENTION**

In performing any work under this contract on premises which are under the direct control of the Government, the Contractor shall (a) conform to all safety rules and requirements in effect on the date of the contract; and (b) take such additional precautions as the Contracting Officer may reasonably require for safety and accident prevention purposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel performing or in any way coming in contact with the performance of the contract on such premises. Any violation of such rules and requirements, unless promptly corrected as directed by the Contracting Officer, shall be grounds for termination of this contract.

**H.17 HOURS OF WORK**

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 Contracting Officer or designated representative.

When Government employees are, by executive order or by official closing of the Volpe National Transportation Systems Center, excused from duty without loss of pay, Contractor employees who are assigned for duty at the Volpe National Transportation Systems Center will be similarly excused if they are ready, willing and able to work. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost. Reimbursement shall be on a direct cost basis and shall be considered productive direct labor. This in no way relieves the Contractor of its responsibility for continuing performance of critical requirements. In these cases, special instructions will be issued to the Contractor by the Contracting Officer or designated representative.

Contractor employees assigned to off-site (other than the Volpe Center) Government-provided space will follow the policy governing the Department of Transportation Federal employees where work is being performed.

#### **H.18 LEGAL HOLIDAYS**

Federal holidays observed by the Federal Government are listed below:

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

And any other day designated by Federal statute and any other day designated by a President's proclamation

Whenever a recognized Federal holiday falls on a Saturday, the preceding Friday will be observed as a legal holiday. Whenever a recognized Federal holiday falls on a Sunday, the following Monday shall be observed as a legal holiday.

#### **H.19 HANDLING OF DATA/SOFTWARE**

- (a) In performance of this contract, the Contractor and any of its subcontractors 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 which restrict the Governments's right to use and disclose the data and information, or which may be of 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 subcontractor(s) 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 Contracting Officer, unless the Government has made the data and information available to the public and
  2. Use for any purpose other than the performance of the 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 agreement 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 Contracting Officer 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 thereto. 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 requirement to maintain confidentiality of data and information, as required above, to the end that they will be disciplined in the absolute necessity to refrain from 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.
- (d) The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use or 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 Contracting Officer will consider case-by-case exceptions from this requirements for individual subcontracts in the event that (1) the Contractor considers the application of the prohibition of this provision to be inappropriate and unnecessary in the case of a particular subcontract; (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 unreasonably detract from the quality of effort; and (4) the Contractor provides the Contracting Officer timely written advance notice of these and any other extenuating circumstances.
- (f) Except as the Contracting Officer specifically authorizes in writing upon completion of all work under the contract, the Contractor shall return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the Contracting Officer. Data obtained from another company shall be returned to that company. The Contractor shall further certify in writing to the Contracting Officer that all copies, modifications, adaptations or combinations of such data or information which cannot reasonably be returned to the Contracting Officer (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 other sources without restriction.
- (h) As used herein, the term "data" has the meaning set forth in 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.20 GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES**

Except as specified below, the Contractor shall furnish all supplies, material, and equipment required for the work to be performed. Often equipment/software is project specific and is furnished to the contractor by the project's Technical Initiator.

(a) Office Equipment

The Volpe Center will make available to Contractor personnel the following items: desks, chairs, tables, bookcases, blackboards, wastebaskets, typewriters, calculators, filing cabinets, office supplies, and similar furniture and equipment as determined by the Contracting Officer to be necessary for accomplishment of services required by the Statement of Work. Office equipment shall be provided for both on-site and off-site locations as currently defined.

(b) Telephone Service

The Volpe Center will provide telephone service to Contractor personnel located at a Government facility for official use at no cost to the contractor in connection with the duties performed by the Contractor under this contract as determined necessary by the Contracting Officer. 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 Contracting Officer.

(c) Workstations and Personal Computers

The Volpe Center will provide a minimum of 70 personal computers and 65 printers (reference Attachment J.10). This list does not include equipment/software that is project specific and which may be furnished to the contractor by the project's Technical Initiator.

**H.21 CONTRACTOR-FURNISHED EQUIPMENT AND SERVICES**

The Contractor shall furnish and maintain a minimum of 30 personal computers for use by the Contractor's staff. These personal computers should be similar in configuration/capability to an IBM or equivalent unit, e.g. a Pentium type CPU with 16 MB memory, 1 G hard disk, keyboard, color monitor, printer, 3.5 and 5.25 internal disks, mouse, etc. The Contractor shall furnish for each personal computer the latest version of the following software: MS-DOS, Microsoft Windows, Microsoft Word for Windows, WordPerfect for Windows, Windows 95, and Spreadsheet (either Excel or Lotus). At the completion of the contract, all property furnished under this clause will revert to the Government.

a) Reproduction Equipment

The current Contractor presently leases the following reproduction equipment:

Cambridge, MA:

- (5) Konica Model 1803
- (1) Konica Model 4003
- (1) Konica Model 4065
- (1) Konica Model 5080

Washington, DC:

- (1) Xerox Model 5034
- (1) Xerox Model 5385

**H.22 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, Property clause(s).

**H.23 OPTION TO EXTEND THE TERM OF THE CONTRACT**

This contract may be extended for three additional 12-month periods, at the option of the Government, by the Contracting Officer giving written notice to the Contractor at least 30 calendar days prior to the expiration of this contract (reference Section I, FAR Clauses 52.217-8 and 52.217-9), provided that the Contracting Officer shall have given preliminary notice of the Government's intention to extend at least 60 days before this contract is to expire. Such a preliminary notice will not be deemed to commit the Government to an extension. However, the total duration of this contract, including the exercise of the options under this clause, but excluding the phase-in period, shall not exceed 5 years.

**H.24 ADDITIONAL INSURANCE REQUIREMENTS**

The following is in addition to Section I:

CONTRACT CLAUSE FAR 52.228-7, INSURANCE--LIABILITY TO THIRD PERSONS (March 1996)

- (a) 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.

- (1) Workman's compensation insurance as required by law of the State.

- (2) Comprehensive bodily injury liability insurance with limits of not less than \$500,000 for each accident.
  - (3) Property damage liability with a limit of not less than \$100,000 for each accident.
  - (4) Automotive bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property damage liability insurance with a limit of not less than \$40,000 for each accident.
- (b) Each policy of insurance shall contain an endorsement that any 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 Contracting Officer 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 Contracting Officer's prior approval (see FAR 28.308(c)).
- (c) A certificate of each policy of insurance shall be furnished to the Contracting Officer within 10 days after notice of award certifying, among other things, that the policy contains the aforesaid endorsement. The insurance companies providing the above insurance shall be satisfactory to the Government. Notices of policy changes shall be furnished by the Contracting Officer.

#### **H.25 INSURANCE - WORK ON A GOVERNMENT INSTALLATION**

In accordance with FAR 52.228-5, Insurance - Work on a Government Installation, in Section I, insurance of the following types and minimum amounts shall be procured and maintained during the entire period of performance under this contract.

- (a) Workman's Compensation and Employees Liability Insurance - as specified by applicable statute, but not less than \$100,000.
- (b) General Liability Insurance - Bodily Injury Liability - \$500,000 per occurrence.
- (c) Automobile Liability Insurance - \$400,000 per person, \$500,000 per occurrence bodily injury, \$20,000 per occurrence property damage.

#### **H.26 ACCOUNTING SYSTEM/BILLING**

The Contractor shall maintain a job order cost accounting system that will accumulate costs incurred for each job order of this contract. 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 and cumulatively from the inception of the contract and from the beginning of the current contract year. Further guidance on billing will be provided by the Contracting Officer and/or COTR (see Section J, Attachment J.7 - Billing Instructions).

#### **H.27 OTHER ORGANIZATIONS**

The Contractor agrees to comply with the procedures and policies of other organizations while on their property in the performance of the work called for by this contract.

#### **H.28 TRAVEL**

Travel directly related to the performance of work in accordance with the Statement of Work shall not be allowed unless authorized under a Job Order.

#### **H.29 SUBMISSION OF VOUCHERS FOR REIMBURSEMENT**

All vouchers are to be submitted to the Payment Office designated in Block 25 on page 1 of the contract, Standard Form 33. The Contractor shall submit copies of its first and final voucher to its cognizant Government Audit Agency.

#### **H.30 GOVERNMENT RIGHTS IN "RESTRICTED RIGHTS SOFTWARE" ACQUIRED BY THE CONTRACTOR FOR DELIVERY TO THE GOVERNMENT**

The Contractor shall assure that the Government obtains at least the rights set forth in the "Restricted Rights Notice (JUN 1987)" included in this contract's "Rights in Data - General (JUN 1987) (Alternates I, II, III)" Clause, FAR 52.227-14, in any software which is "restricted computer software" (as that term is used in the "Rights in Data - General (JUN 1987)" clause of this contract), and which is acquired by the Contractor for delivery to the Volpe Center under this contract.

Further, the contractor shall assure that the Government obtains at least the rights set forth in FAR 52.227-19, "Commercial Computer Software-Restricted Rights (JUN 1987)," in any software which is "commercial computer software" as defined in that clause and which is acquired by the contractor for delivery to the Volpe Center under this contract.

#### **H.31 MASSACHUSETTS SALES TAX EXEMPTION**

The Volpe National Transportation Systems Center, as part of the Department of Transportation, an agency of the United States, is an exempt purchaser under Chapter 14 of the Acts of 1966, Commonwealth of Massachusetts and has been issued a certificate of Exemption (No. E-042-467-417). Accordingly, all purchases of tangible personal property by this organization are exempt from taxation under said Act.

**H.32 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.33 SUPERVISION**

The Contractor shall provide at all times the quantity and quality of supervision necessary for the effective and efficient management of the operation. All supervisors shall have an intimate knowledge of the various tasks, equipment, and materials so as to be able to properly train and direct the workers in their individual tasks and to maintain and control an effective operation.

**H.34 PERMITS AND LICENSES**

The Contractor at its own expense will obtain and maintain the necessary permits, franchises, licenses, and other authorities required for the services to be performed under this contract.

**H.35 STANDARDS OF EMPLOYEE CONDUCT**

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

**H.36 CONTINUITY OF SERVICES**

In order that the Contractor be able to provide continuity of services during periods when any of its personnel employed under this contract are absent due to illness or on vacation or when one or more of the positions described in Section C becomes temporarily vacant, the Contractor shall provide crosstraining of its staff or an on-call employee capability sufficient to respond to the Government's ongoing requirements under this contract.

**H.37 OTHER CONTRACTS**

The Government reserves the right to accomplish any work within the scope of this contract either by Government personnel or by another separate contract(s) at the discretion of the Contracting Officer .

**H.38 CONFLICT OF INTEREST**

- (a) If after acceptance of any Job Order under this contract, the Contractor discovers any conflict of interest that the Contractor, its affiliates, and any key personnel may have in connection with the activities to be carried out under the Job Order, the Contractor shall promptly notify, in writing, the Contracting Officer of such conflict.
- (b) Conflict of interest is defined as a situation where the Contractor's objectivity may be impaired because of any past, present, or planned interest (financial or otherwise) in organizations or in agreements or contracts with organizations whose interests may be substantially affected by activities covered by the Job Order.
- (c) The Government may ask the Contractor to sign a certification that shall describe any actual or potential conflict of interest and the action the Contractor proposes to avoid or mitigate any conflict. The Contractor may be asked to provide any other information it believes would be helpful to the Contracting Officer in analyzing the situation. If the Contractor believes that the conflict is not significant, its certification shall so state.
- (d) After reviewing the information provided, the Contracting Officer may determine that the potential conflict is not significant and allow the contractor to proceed with the Job Order. If the Contracting Officer determines that the Contractor's actual or potential conflict of interest may impair the Contractor's objectivity in performing the activities required by the Job Order, the Contracting Officer, after discussions with the Contractor, will direct a course of action to avoid the conflict. Such action may include withdrawal of the Job order or implementation of mutually agreed upon mitigation measures to neutralize the conflict.
- (e) Failure of the Contractor to comply with any course of action as directed by the Contracting Officer may result in immediate termination of the Job Order and any other remedies available to the Government by law. This may include termination by default of the contract in accordance with FAR and TAR procedures.
- (f) The Contractor's failure to identify an actual or potential conflict of interest, or the misrepresentation of facts in connection with a reported conflict, may be a basis for default termination of the contract or any other remedies available to the Government by law.



**H.39 GPO PRINTING REQUIREMENT**

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 Government Printing Office and the Department of Transportation.

**H.40 NON-PERSONAL SERVICES**

The Contractor agrees that this is a non-personal services contract; that for all the purposes of the contract, the Contractor is not, nor shall it hold itself out to be, an agent or partner of, or joint venturer with, the Government; and that the Contractor shall neither supervise, nor accept supervision from, Government employees.

**H.41 LABOR AND UNCOMPENSATED OVERTIME**

The labor rates included in the technical proposal are identical to the labor rates included in the cost proposal and are calculated using a 40-hour workweek .

The Government's estimated requirement is based on a 40-hour workweek. hours will not be charged against the contract in excess of 40 per week without prior, "written Contracting Officer Technical Representative's approval".

**H.42 PHASE-IN COST CEILING**

Reimbursement of phase-in costs shall be restricted to the amount proposed in the Contractor's Best and Final Offer which shall then establish the ceiling. If the contractor proposes to absorb any phase-in costs as "non-billable, the ceiling will be reduced by that amount".

**H.43 DCAA DISCLOSURE STATEMENT AUDITS**

It is understood by both parties to this contract that any increase in indirect ceiling rates identified in Section H, paragraph H.1, due to any resulting Cost Accounting Standards noncompliance determinations resulting from the Disclosure Statement reviews shall be unallowable and not reimbursed under this contract. In addition, the Government shall have the option of renegotiating the indirect ceiling rates, downward only, in the event the rates are decreased.

**H.44 FACILITIES CAPITAL COST OF MONEY (FCCOM)**

Reference FAR Clause 52.215-30 in Section I of this contract, FCCOM may be claimed as an allowable and reimbursable expense by Computer Sciences Corporation and its definitized subcontractor, Battelle Memorial Institute.

## Section I

CONTRACT CLAUSES**I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

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

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.202-1	DEFINITIONS	(OCT 1995)
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)
52.204-2	SECURITY REQUIREMENTS	(AUG 1996)
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	(JUN 1996)
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	(AUG 1996)
52.215-22	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	(OCT 1995)
52.215-23	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA MODIFICATIONS	(OCT 1995)
52.215-24	SUBCONTRACTOR COST OF PRICING DATA	(OCT 1995)
52.215-25	SUBCONTRACTOR COST OR PRICING DATA-MODIFICATIONS	(OCT 1995)
52.215-27	TERMINATION OF DEFINED BENEFIT PENSION PLANS	(MAR 1996)
52.215-33	ORDER OF PRECEDENCE	(JAN 1986)
52.215-39	REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	(MAR 1996)
52.215-40	NOTIFICATION OF OWNERSHIP CHANGES	(FEB 1995)
52.216-7	ALLOWABLE COST AND PAYMENT	(MAR 1997)
52.216-8	FIXED FEE	(MAR 1997)
52.217-8	OPTION TO EXTEND SERVICES	(AUG 1989)
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT-SERVICES	(MAR 1989)
	a. 30 days	
	b. 5 years, excluding phase-in	
52.219-8	UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS CONCERNS	(JUN 1997)
52.219-9	SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN	(AUG 1996)

NUMBER	TITLE	DATE
52.219-10	INCENTIVE SUBCONTRACTING PROGRAM (b) 1%	(OCT 1995)
52.219-16	LIQUIDATED DAMAGES--SUBCONTRACTING PLAN	(OCT 1995)
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	(FEB 1997)
52.222-2	PAYMENT FOR OVERTIME PREMIUMS (a) ZERO	(JUL 1990)
52.222-3	CONVICT LABOR	(AUG 1996)
52.222-26	EQUAL OPPORTUNITY	(APR 1984)
52.222-28	EQUAL OPPORTUNITY PREAWARD CLEARANCE OF SUBCONTRACTS	(APR 1984)
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS	(APR 1984)
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERAN'S AND VETERANS OF THE VIETNAM ERA	(JAN 1988)
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	(MAY 1989)
52.223-2	CLEAN AIR AND WATER	(APR 1984)
52.223-5	POLLUTION, PREVENTION AND RIGHT TO KNOW INFORMATION	(MAR 1997)
52.223-6	DRUG-FREE WORKPLACE	(JAN 1997)
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	(OCT 1996)
52.224-1	PRIVACY ACT NOTIFICATION	(APR 1984)
52.224-2	PRIVACY ACT	(APR 1984)
52.225-11	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	(OCT 1996)
52.227-1	AUTHORIZATION AND CONSENT	(JUL 1995)
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	(AUG 1996)
52.227-11	PATENT RIGHTS - RETENTION BY THE CONTRACTOR (SHORT FORM)	(JUN 1997)
52.227-14	RIGHTS IN DATA-GENERAL - ALTERNATE I, II, III (JUN 1987)	(JUN 1987)
52.227-16	ADDITIONAL DATA REQUIREMENTS	(JUN 1987)
52.227-17	RIGHTS IN DATA - SPECIAL WORKS	(JUN 1987)
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION	(JAN 1997)
52.228.7	INSURANCE - LIABILITY TO THIRD PERSONS	(MAR 1996)
52.230-2	COST ACCOUNTING STANDARDS	(APR 1996)
52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES	(APR 1996)
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	(APR 1996)
52.232-9	LIMITATION OF WITHHOLDING OF PAYMENTS	(APR 1984)
52.232-17	INTEREST	(JUN 1996)
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	MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT	(AUG 1996)
52.233-1	DISPUTES - ALTERNATE I (DEC 1991)	(OCT 1995)
52.233-3	PROTEST AFTER AWARD - ALTERNATE 1 (JUNE 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	(APR 1984)
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	(OCT 1995)
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	(JAN 1997)

NUMBER	TITLE	DATE
52.242-13	BANKRUPTCY	(JUL 1995)
52.243-2	CHANGES-COST REIMBURSEMENT ALTERNATE II (APR 1984)	(AUG 1987)
52.243-7	NOTIFICATION OF CHANGES	(APR 1984)
52.244-2	SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS)	(FEB 1997)
52.244-5	COMPETITION IN SUBCONTRACTING	(DEC 1996)
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	(OCT 1995)
52.245-1	PROPERTY RECORDS	(APR 1984)
52.245-5	GOVERNMENT PROPERTY (Cost-Reimbursement, (Time-and-Material, or Labor Hour Contracts)	(JAN 1986)
52.245-19	GOVERNMENT PROPERTY FURNISHED "AS IS"	(APR 1984)
52.246-25	LIMITATION OF LIABILITY - SERVICES	(FEB 1997)
52.247-63	PREFERENCE FOR U.S. - FLAG AIR CARRIERS	(JAN 1997)
52.249-6	TERMINATION (COST-REIMBURSEMENT)	(SEP 1996)
52.249-14	EXCUSABLE DELAYS	(APR 1984)
52.251-1	GOVERNMENT SUPPLY SOURCES	(APR 1984)
52.251-2	INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES	(JAN 1991)
52.253-1	COMPUTER GENERATED FORMS	(JAN 1991)

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

1252.223-71	ACCIDENT AND FIRE REPORTING	(OCT 1994)
1252.237.70	QUALIFICATIONS OF EMPLOYEES	(OCT 1994)
1252.237-72	PROHIBITION ON ADVERTISING	(JAN 1996)
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	(OCT 1994)
1252.237-72	PROHIBITION ON ADVERTISING	(JAN 1996)
1252-219-70	SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING REPORTS	(OCT 1994)
1252.242-73	CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE	(OCT 1994)
1252.245-70	GOVERNMENT PROPERTY REPORTS	(OCT 1994)

**I.2 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.

<u>Employee Class</u>	<u>Monetary Wage-Fringe Benefits</u>
Documentation Clerk	\$12.83
Administrative Assistant	\$12.83
Job Control Specialist	\$14.45

**I.3 TAR 1252.215-70 - KEY PERSONNEL AND/OR FACILITIES (OCT 1994)**

- (a) The personnel and/or facilities as specified below are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel and/or facilities, as appropriate.
- (b) Prior to removing, replacing, or diverting any of the specified individuals or facilities, the Contractor shall notify in writing and receive consent from the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (c) No diversion shall be made by the Contractor without the written consent of the Contracting officer. The Contracting Officer may ratify in writing the change and such ratification shall constitute the consent of the Contracting Officer required by this clause.

The Key Personnel and/or Facilities under this Contract:

Contract Administration

John Thomas Elmes, Project Manager  
Anthony P. Cotroneo, Deputy Project Manager

Information Systems (IS)

Steven H. Bullock, IS Senior Specialist  
Elizabeth A. Haggert, IS Senior Analyst  
Robert O. Saisi, IS Senior Specialist  
Denis G. Granville, IS Senior Specialist  
Steven T. Hannigan, IS Senior Specialist  
Kuo-Pin Walter Wang, IS Senior Specialist  
Eugene J. Cyprych, IS Senior Specialist  
Richard Fischer, IS Senior Specialist  
Randy Young, IS Senior Specialist  
Harry F. Joiner, II, Systems Development Expert  
Leslie J. Leinaweaver, IS Senior Specialist  
Steve M. Losier, IS Senior Specialist  
John G. Richardson, System Development Expert

**I.4 TAR 1252.237-72 - PROHIBITION ON ADVERTISING (JAN 1996)**

The Contractor or its representatives (including training instructors) shall not advertise or solicit business from attendees for private, non-Government training during contracted-for training sessions. This prohibition extends to unsolicited oral comments, distribution or sales of written materials, and/or sales of promotional videos or audio tapes.

The Contractor agrees to insert this clause in its subcontracts.

**I.5 FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)**

This contract is subject to the written approval of the Chief, Acquisition Division, and shall not be binding until so approved.

**I.6 FAR 52.222-35 - AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS (APR 1984) (DEVIATION)**

(a) Definitions.

"Appropriate office of the State employment service system," as used in this clause, means the local office of the Federal-State national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, Commonwealth of Puerto Rico, and the Virgin islands.

"Positions that will be filled from within the Contractor's organizations," as used in this clause, means employment openings for which no consideration will be given to persons outside the Contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings that the Contractor proposes to fill from regularly established "recall" lists.

"Employment openings," as used in this clause, includes full-time employment, temporary employment of over three days, and part-time employment, but does not include (a) executive and top management positions, (2) positions that will be filled from within the Contractor's organization or under a customary and traditional employer-union hiring arrangement, or (3) openings in an educational institution that are restricted to students of that institution.

- (b) General. (1) Regarding any position for which the employee or applicant for employment is qualified, the Contractor shall not discriminate against the individual because the individual is a special disabled or Vietnam Era veteran. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled and Vietnam Era veterans without discrimination based upon their disability or veterans' status in all employment practices such as:

- (i) Employment;
- (ii) Upgrading;
- (iii) Demotion or transfer;
- (iv) Recruitment;
- (v) Advertising;
- (vi) Layoff or termination;
- (vii) Rates of pay or other forms of compensation; and
- (viii) Selection for training, including apprenticeship

(2) The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended.

- (c) Listing openings. (1) The Contractor agrees to list all suitable employment openings existing at contract award or occurring during contract performance, at an appropriate office of the State employment service system in the locality where the opening occurs. These openings include those occurring at any Contractor facility, including one not connected with performing this contract. An independent corporate affiliate is exempt from this requirement.

(2) State and local government agencies holding Federal contracts of \$10,000 or more shall also list all their openings with the appropriate office of the State employment service.

(3) The listing of employment openings with the State employment service system is required at least concurrently with using any other recruitment source of effort and involves the obligations of placing a bona fide job order, including accepting referrals of veterans and non-veterans. This listing does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Contractor from any requirements of Executive orders or regulations concerning non-discrimination in employment.

(4) Whenever the Contractor becomes contractually bound to the listing terms of this clause, it shall advise the State employment service system, in each State where it has establishments, of the name and location of each hiring location in the State. As long as the Contractor is contractually bound to these terms and has so advised the State system, it need not advise the State system of subsequent contracts. The Contractor may advise the State system when it is no longer bound by this contract clause.

(5) Under the most compelling circumstances, an employment opening may not be suitable for listing, including situations when (i) the Government's needs cannot reasonably be supplied, (ii) listing would be contrary to national security, or (iii) the requirement of listing would not be in the Government's interest.

(d) Applicability. (1) This clause does not apply to the listing of employment openings which occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

(2) The terms of paragraph (c) above of this clause do not apply to openings that the Contractor proposes to fill from within its own organization or under a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of its own organization or employer-union arrangement for that opening.

(e) Postings. (1) The Contractor agrees to post employment notices stating (i) the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam Era, and (ii) the rights of applicants and employees.

(2) These notices shall be posted in conspicuous places that are available to employees and applicants for employment. They shall be in a form prescribed by the Director, Office of Federal Contract Compliance Programs, Department of Labor, and provided by or through the Contracting Officer.



(3) The Contractor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of the Act.

- (f) Noncompliance. If the Contractor does not comply with the requirements of this clause, appropriate actions may be taken under the rules, regulations, and relevant orders of the Secretary issued pursuant to the Act.
- (g) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary. The Contractor shall act as specified by the Director to enforce the terms, including action for noncompliance.

**I.7 FAR 52.252-6 - AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)**

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.
- (b) The use in this solicitation or contract of any Department of Transportation clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

**I.8 FAR 52.244-6 - SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (OCT 1995)**

- (a) Definitions. "Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions. "Subcontract," as used in this clause, 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) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:
  - (1) 52.222-26, Equal Opportunity (E.O. 11246);
  - (2) 52.222-35, Affirmative Action for Special Disabled and Vietnam Era Veterans (38 U.S.C. 4212(a));

- (3) 52.222-36, Affirmative Action for Handicapped Workers (29 U.S.C. 793); and
  - (4) 52.247-64, Preference for Privately-Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).
- (d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

**I.9 FAR 52.215-42 - REQUIREMENTS FOR COST OR PRICING DATA OR INFORMANON OTHER THAN COST OR PRICING DATA - MODIFICATIONS (JAN 1997)**

(a) *Exceptions from cost or pricing data.* (1) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.804-2(a)(1) on the date of the agreement on price or the date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document unless it was previously submitted to the contracting office.

(ii) Information on modifications of contracts or subcontracts for commercial items.

(A) If -

(1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition, or prices set by law or regulation, or was a contract or subcontract for the acquisition of a commercial item; and

(2) The modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item

(B) For a commercial item exception, the Contractor shall provide, at a minimum information on prices at which the same item or items have previously been sold that is adequate for evaluating the reasonableness of the price of the modification. Such information may include:

(1) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(2) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount and applicable discounts. In addition describe the nature of the market

(3) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. Access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for cost or pricing data* If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data on Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required), with supporting attachments prepared in accordance with Table 15-2 of FAR 15.804-6(b)(2).

(2) As soon as practical after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.804-4.

SECTION J

LIST OF ATTACHMENTS

- J.1 VOLPE CENTER OVERVIEW
- J.2 IT FACILITY
- J.3 VOLPE CENTER NETWORK
- J.4 U.S. DOL WAGE DETERMINATIONS
- J.5 JOB ORDER SYSTEM
- J.6 USER ACCOUNTABILITY SYSTEM OVERVIEW
- J.7 INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

ATTACHMENT J.1

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER OVERVIEW

**ATTACHMENT J.1**  
**VOLPE CENTER OVERVIEW**

The Volpe National Transportation Systems Center (Volpe Center), is a Department of Transportation (DOT) research and analysis organization which services Federal agencies needing technical assistance with the transportation-related components of their missions. The Volpe Center supports a wide range of high priority research and operational needs of the Research and Special Programs Administration (RSPA), the Office of the Secretary (OST), and other modal agencies within DOT. In addition, the Center provides similar support to other Government agencies, including the Department of Defense, in transportation logistics and related areas. The Center is funded exclusively through a Working Capitol Fund. Each fiscal year, sponsoring organizations transfer funds into this Fund by means of a General Working Agreement (GWAs) or Reimbursable Agreements. At least one agreement is established for each sponsoring organization. Through the course of the fiscal year, the agreement is further broken down into Project Plan Agreements (PPAs) through discussions between the Volpe Center and sponsoring agencies.

The Volpe Center is located in Cambridge, Massachusetts, and has six buildings containing about 350,000 square feet of office space, extensive data processing facilities, and some specialized laboratory facilities. The Center's 1100 person on-site staff consists of about 550 Federal employees augmented by an equal number of contractor technical specialists.

The Volpe Center's major ongoing projects are in four transportation areas:

Information Systems Engineering

- Assessments of Advanced Information Technology
- Architecture Design and Alternative Analysis
- Software Development and Integration
- Communication and Computer Security

Transportation and Logistics Operations Research and Analysis

- Statistical Analysis of Safety Data
- Carrier, Shipper, and Supplier Industry Analysis
- Information Requirements for Management of Large Scale Transportation Enterprises
- Human Factors Analysis for Aviation Maritime, and Ground System Operators and Support Crews

## Communication, Navigation, and Surveillance Systems

- Satellite, Fiber Optic, and Microwave Communications
- Ground and Satellite Based Navigation
- Weather Radar, Microwave Landing Systems and Instrument Landing Systems

## Vehicle and Guideway Engineering

- Energy and Environmental Impacts of Vehicles and Vehicle Components
- Crashworthiness Analysis
- Computational Fluid/Solid Mechanics
- Structural Mechanics/Non-Linear College of Structures.

## VOLPE CENTER FACILITIES

**Cafeteria:** The Volpe Center cafeteria provides hot and cold food and beverage service. The cafeteria serves breakfast and lunch and is also open for light snacks during the remainder of the day.

**Child Care Center:** A child care center is in operation on-site. The Center provides services for approximately 45 children for ages 3 months to 6 years. Children of contractor employees may be enrolled after children of Federal Government employees are accommodated.

**Credit Union:** The Transportation Federal Credit Union, located on Center premises, is open to all Volpe Center employees and Contractor personnel.

**Health Unit:** The Volpe Center Health Unit provides emergency services to on-site Contractor personnel.

**Library:** The Volpe Center Library is made up of separate but interrelated service departments with resources for all Volpe employees and Contractor personnel. Over 20,000 books, 350,000 reports on microfiche and 350 periodicals are available.

**Newsstand:** The newsstand, operated by the Massachusetts Commission for the Blind during work hours, sells newspapers, snacks, and sundries.

**Parking:** The Volpe Center will provide up to a maximum of 125 on-site parking spaces for Information Systems Contractor personnel (reference Section H, paragraph titled "Parking") at the time of contract award. This allocation is subject to change at the discretion of the Government.

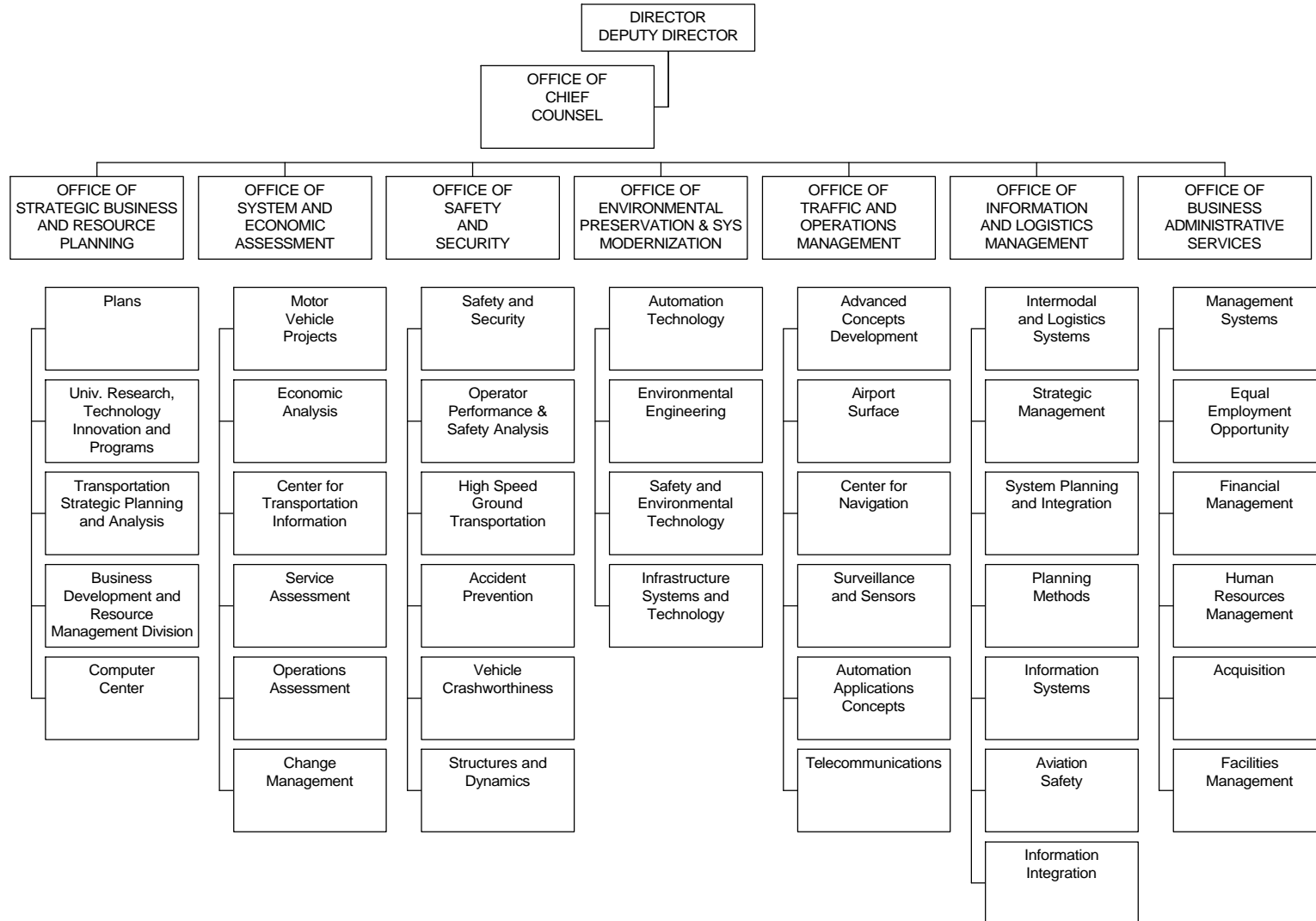
The following (Figures 1, 2, and 3, and 4) provides a macro-level organizational view of the Volpe Center and its alignment within RSPA and DOT.

#### Organizational Charts

Figure 1	Volpe Center
Figure 2	RSPA
Figure 3	Office of the Secretary
Figure 4	U.S. Dept. of Transportation



# RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER



# RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION

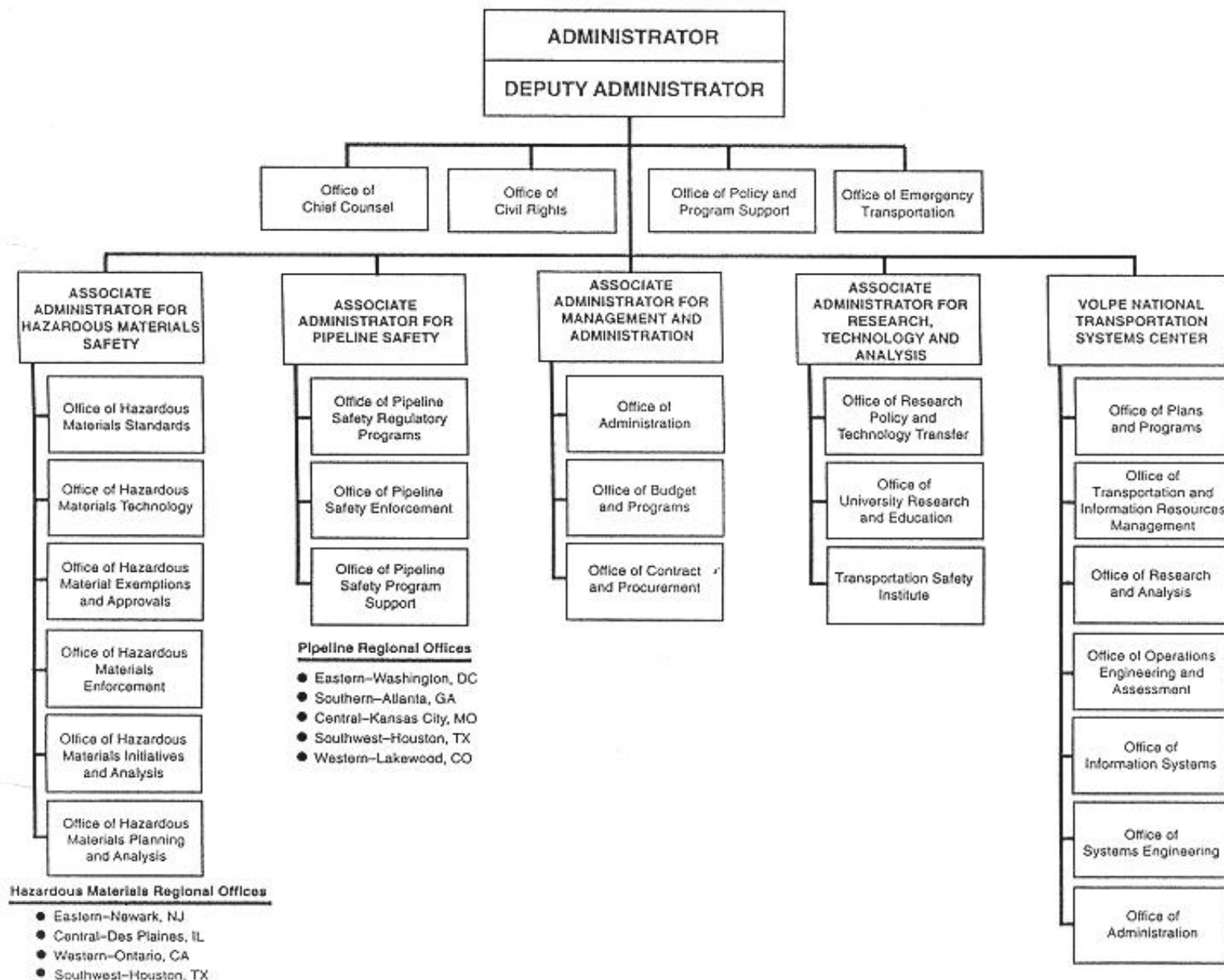
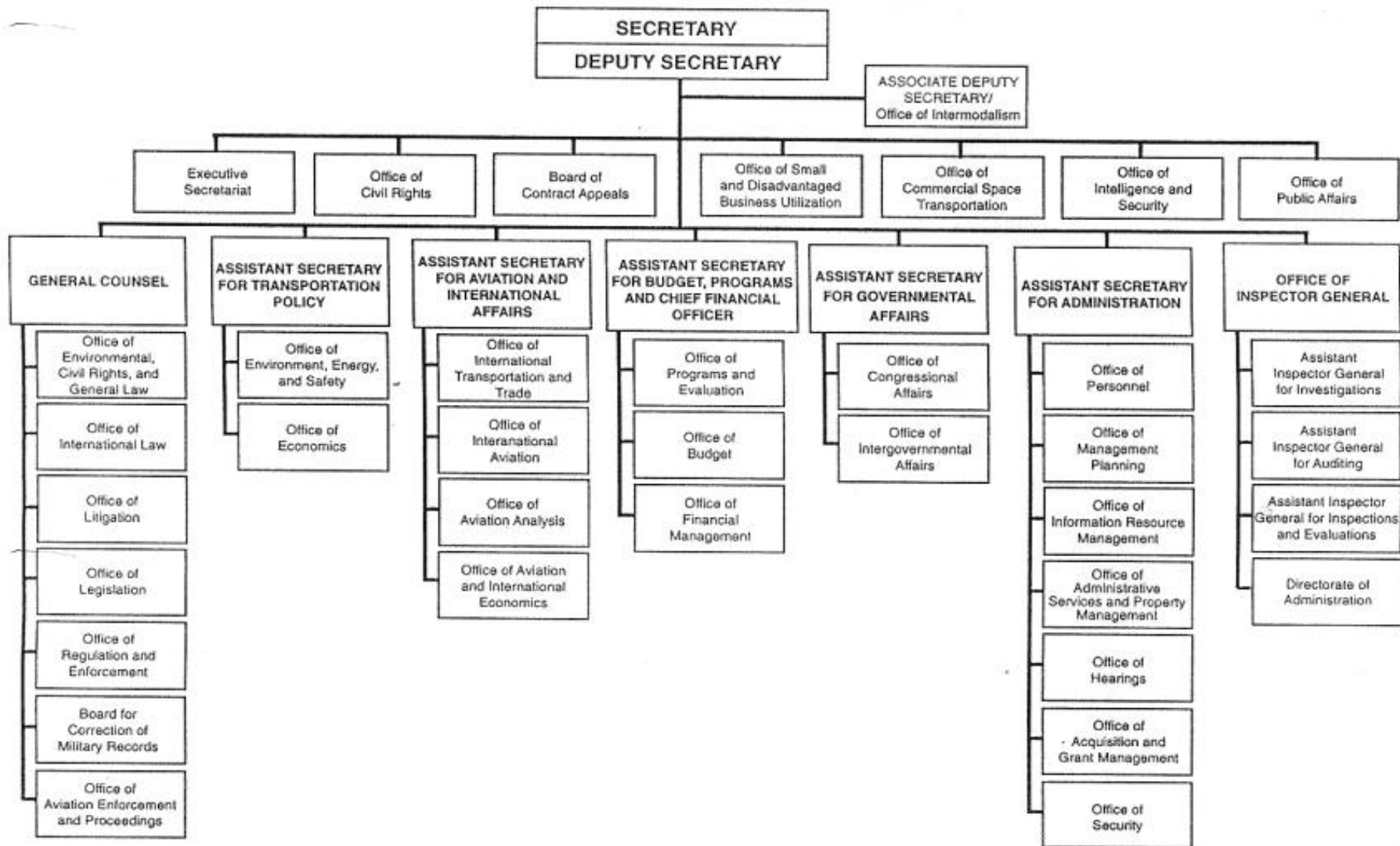


Figure 2

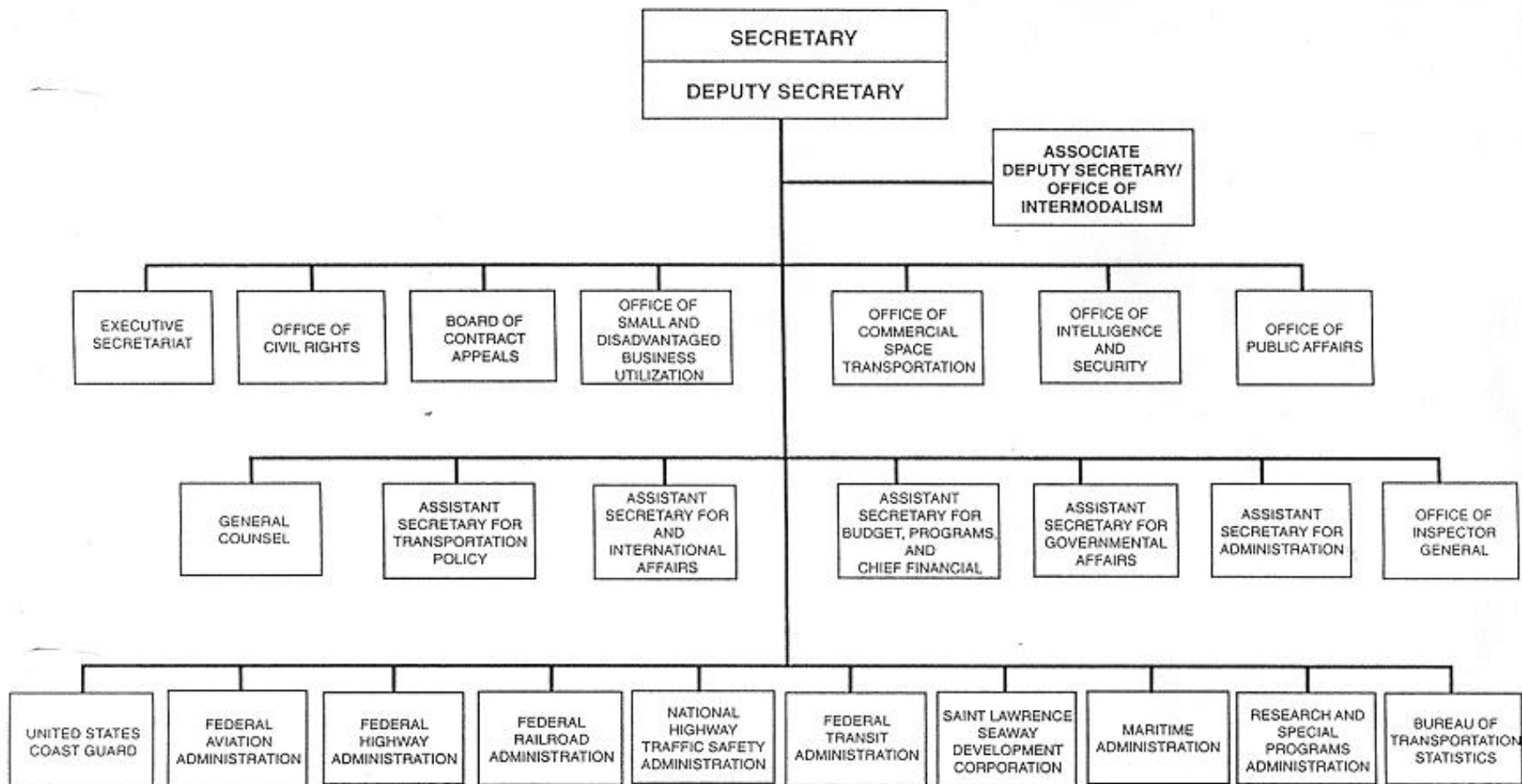
U.S. Department of Transportation  
**OFFICE OF THE SECRETARY**



DOT/OST-001-001-001

Figure 3

# U.S. DEPARTMENT OF TRANSPORTATION



554/55  
DOT-Chen-DOT Mac

Figure 4

ATTACHMENT J.2

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

IT FACILITY

## ATTACHMENT J.2

### IT Facility

#### Overview of Volpe Center Technical Environment:

##### General

The Volpe National Transportation Systems Center consists of six buildings in the Kendall Square area of Cambridge, Massachusetts. The main building is a 12-story tower with all other buildings either physically connected to the tower or within 500 feet. The existing Technical Support Services contractor is currently leasing off-site space located at 4 Cambridge Center (called Building #8), Cambridge, Massachusetts, on the 7th, 8th, and 9th floors. There is currently no conduit access to the contractor's leased space. Below are descriptions of the Volpe Center's Network Facilities, Computer Center Processing Environment, and Business Application Systems.

##### Network Facilities

**Cabling** - The Volpe Center, with the exception of the contractor-leased space, has in place a fiber optic backbone connecting each building and floor to the main computer center in the basement of Building #3. Each floor is cabled to the Building #3 Computer Center with six pairs of 62.5 x 125 micron multimode fiber. The fiber is terminated in patch panels utilizing ST connectors. There is currently significant capacity for expansion in the current fiber backbone.

**Hub Equipment** - Hub equipment used at the Center is manufactured by Cabletron. Over 25 Cabletron hub units are installed in communications closets throughout the Center. The majority of equipment is MMAC series chassis with fiber and 10 base-T cards spanning several product generations. Hubs throughout most of the Volpe Center use the fiber backbone to connect to one of two central hubs in the Computer Center at 10 Mbps. The two central hubs, MMAC M8FNB units, are nodes on a 100 Mbps FDDI ring as are several servers and a server back-up unit.

**Network Management Systems** - The Volpe Center makes use of two network management applications to monitor and report on network activity. The first is Cabletron's Remote Lanview v B.01.01. The second is Cabletron's Spectrum product v 3.1, rev 0. Spectrum is running on a Sparc 4/80 with 96 Mb of RAM, SUN OS release 5.4 and Openwindows v 3.4.

**Building #8** - Network access is currently provided to the contractor-leased space users through two bridged T1 channels. The first T1 provides access for users on the 8th floor, the second for users on the 7th and 9th floors. Bridges used in these connections are Cabletron NB-30 units.

**Servers** - The Volpe Center has approximately 50 file servers in use by Government employees and contractors. A combination of UNIX, NT v 3.5, and Novell v 4.1 servers are located at various locations throughout the Center. Approximately half of the servers are located in Building #3's Computer Center and the contractor-leased space communications room. Other servers are located in or near the departments they serve.

**Printers** - The Volpe Center makes use of approximately 100 network printers. Most printers in use are made by Hewlett Packard and are various makes, models, and ages.

**Network Protocols** - The Center's network has a high concentration of Novel Netware servers running the IPX/SPX protocol. There is also a significant amount of TCP/IP family protocols on the network to reach UNIX, NT, and DEC machines. Other protocols on the Volpe network include Netbeui, LAT, Vines, OSI, and Appletalk.

**Electronic Mail** - The Volpe Center makes use of Microsoft Mail v 3.2 for electronic mail communications. The mail system currently serves about 1240 users and is installed on three Dell PE590 host systems. Two of these systems are deployed in a mirrored fashion to provide redundancy and fault tolerance.

**Internet** - The Volpe Center has full access to the Internet through a relationship with the service provider BBN. T1 access to BBN is made through a Cisco 2500 router and a Digital Equipment Corporation Firewall running on a DEC Alphastation 200 4/166.

**ADTN 2000** - Access to the FAA ADTN 2000 network is provided through redundant T1 connections to FAA sites in Burlington, Massachusetts, and Jamaica, New York. Routers used to connect to both sites are Cisco 4000 units provided by GSI.

**IDN** - Network access to the DOT's Intermodal Data Network (IDN) is made through the use of a 3Com Netbuilder II router and T1 communications channel.

**ICC** - Network access to the Interstate Commerce Commission (ICC) is made through the use of a Cisco 4000 and T1 communications channel.

**TIMS** - TIMS represents a separate network within the Volpe Center. A Cisco 4000 router provides communications between the TIMS network and the remainder of the Volpe network.

## Computer Center Processing Environment

**Processors** - The current platform profile (total processing power of 1850 VUPs) consists of three enterprise servers, one mid-size server, and four specialized workstation servers. These processors (with the exception of the Console manager) are part of the OpenVMS Cluster and all have access to over 140 GB of disk storage. Other tape and printer devices and communication servers are also shared across the cluster. These servers can be enhanced as needed by adding processor boards to increase computer performance and expanding memory and disk capacity to improve I/O.

**Storage Arrays** - The two Hierarchical Storage Controllers (HSC) support clustered access to disks (dual-porting on important disks), and two magtape devices. The two HSJ40 and two HSZ40 RAID Array Controllers are housed in a StorageWorks Cabinet with redundant power and failover access to SCSI disks. The disks and tapes supported by the HSJ are accessed through a two channel Ci link (140 Mbps). Access from the AlphaServer 8409 to the HSZ supported disks is via a fast PCI link (133Mbps).

**Configurations** - The attached pages present a conceptual drawing of the clustered systems and storage arrays as well as a more detailed view of the data center, including processor VUPs, communication link speeds, and tape storage capacities currently in place.

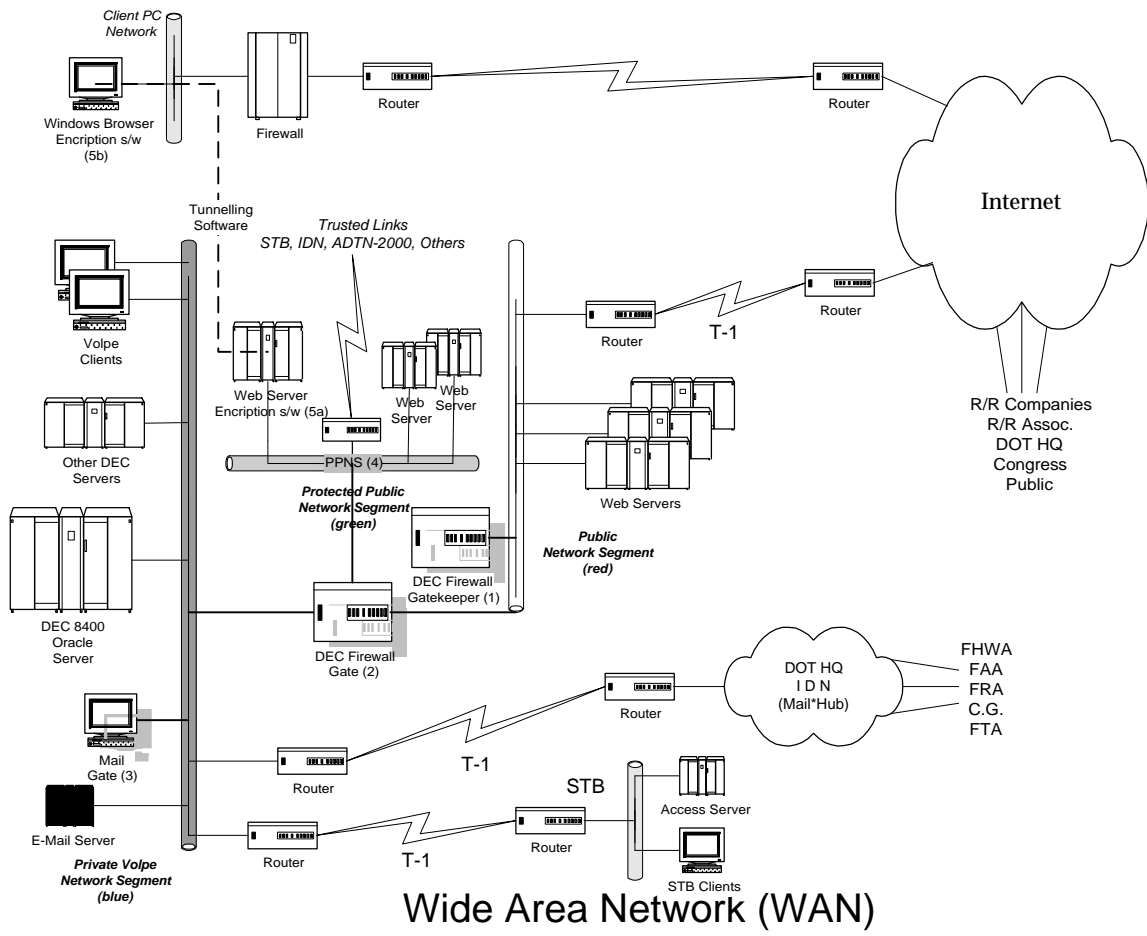
**Software** - The OpenVMS operating system functions the same on both the 32 bit VAX and the 64 bit Alpha systems. OpenVMS Cluster software allows mixing of both VAX and Alpha systems in a highly integrated environment. Similar layered products software is available on the VAX and Alpha systems: Cobol, Fortran, Pascal, Basic, C, DECset, TCP/IP, DECnet, Polycenter Performance Data Collector, Polycenter Accounting Chargeback, Polycenter Performance Analyzer, Storage Library System, DECprint Supervisor and Printserver software, and Polycenter Software Distribution. Major third party software includes Oracle and System 1032 database systems, Holos EIS software, Openvision Secure MAX, and Applix Target Alert and Sentinel and Help Desk software.

**Firewall and Internet Servers** - Internet access is provided using the Volpe Center's Internet service provider, BBN, a Cisco 2500 router and DEC Firewall. There are four 64 bit Alpha servers running the Digital UNIX operating system, Internet Electronic Locker Administrator, NAS Client 150, Open 3D, and Multimedia Services Run Time software.

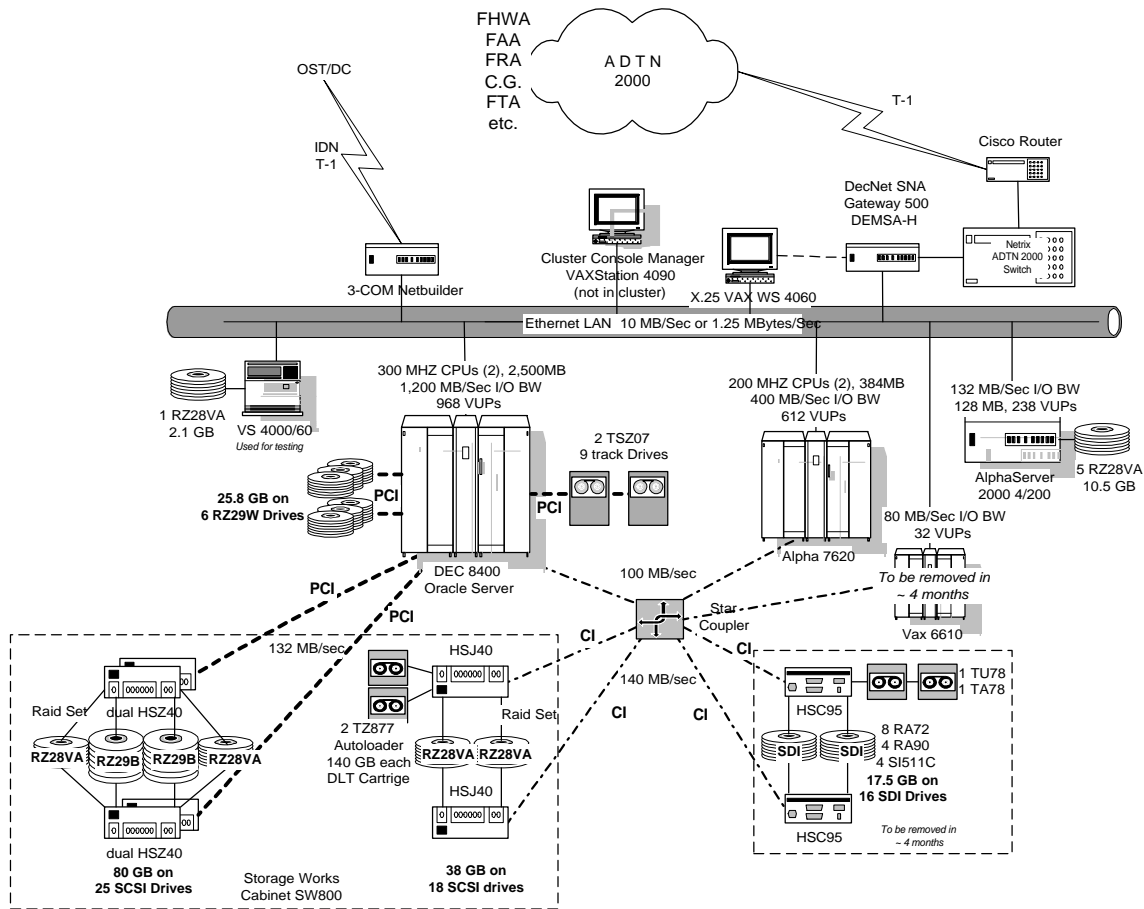


## **Business Applications Systems**

Legacy Cobol/S1032 host-based applications as well as client server Oracle-based applications support the Center's and its clients' business operations. The accounting, payroll, procurement, and associated business systems exchange data with counterpart application systems hosted on remote platforms. The data exchange with the counterpart applications is achieved through high speed network connections with direct and indirect application based file transfer facilities.



**Wide Area Network (WAN)**



Computer Center Configuration

ATTACHMENT J.3

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER NETWORK

## ATTACHMENT J.3

### VOLPE CENTER NETWORK

The Volpe Center Network extends over six buildings plus off-site contractor-leased space at 4 Cambridge Center (called Building #8) in a campus environment and provides access to local and remote computing resources for the Center's employees and contractors. The main building is a 12-story tower with all other buildings either physically connected to the tower or within 500 feet. There is currently no conduit access to Building #8.

As shown in Figures 1 and 2 respectively, the network currently consists of an FDDI/Ethernet backbone Local Area Network (LAN) that links to other networks through dedicated Wide Area Network (WAN) connections. The key elements of the Volpe Network are as follows:

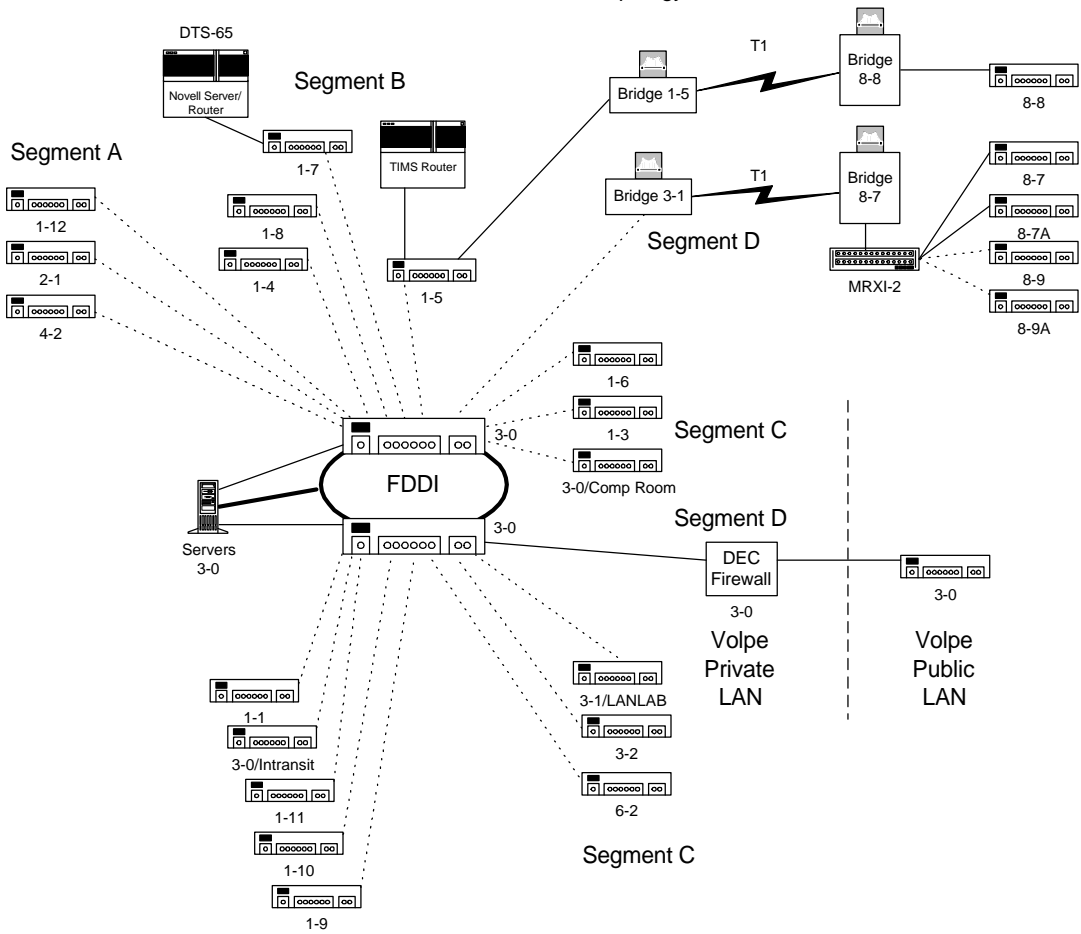
**Cabling** - The Volpe Center has in place a fiber optic (FDDI grade) backbone connecting each building and floor, except Building #8, to the Computer Center in the basement of Building #3. Each floor network wiring closet is cabled to the Building #3 Computer Center with six pairs of 62.5 x 125 micron multimode fiber. The fiber is terminated in patch panels utilizing ST connectors. The wiring from each closet to the desktop is twisted-pair category #3 and #5. Building #8 connects to the backbone with a T1 WAN link.

**Hub Equipment** - Hub equipment used at the Center is manufactured by Cabletron. Over 25 Cabletron hub units are installed in communications closets throughout the Center. The majority of equipment is MMAC series chassis with fiber and 10 base-T cards spanning several product generations. Hubs throughout most of the Volpe Center use the fiber backbone to connect to one of two central hubs in the Computer Center at 10 Mbps. The two central hubs, MMAC M8FNB units, are nodes on a 100 Mbps FDDI ring as are several servers and a server back-up unit.

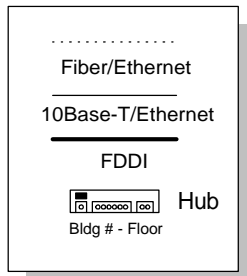
**Network Management Systems** - The Volpe Center makes use of two network management applications to monitor and report on network activity. The first is Cabletron's Remote Lanview v B.01.01. The second is Cabletron's Spectrum product v 3.1, rev 0. Spectrum is running on a Sparc 4/80 with 96 Mb of RAM, SUN OS release 5.4 and Openwindows v 3.4.

# Volpe National Transportation Systems Center

## LAN Topology



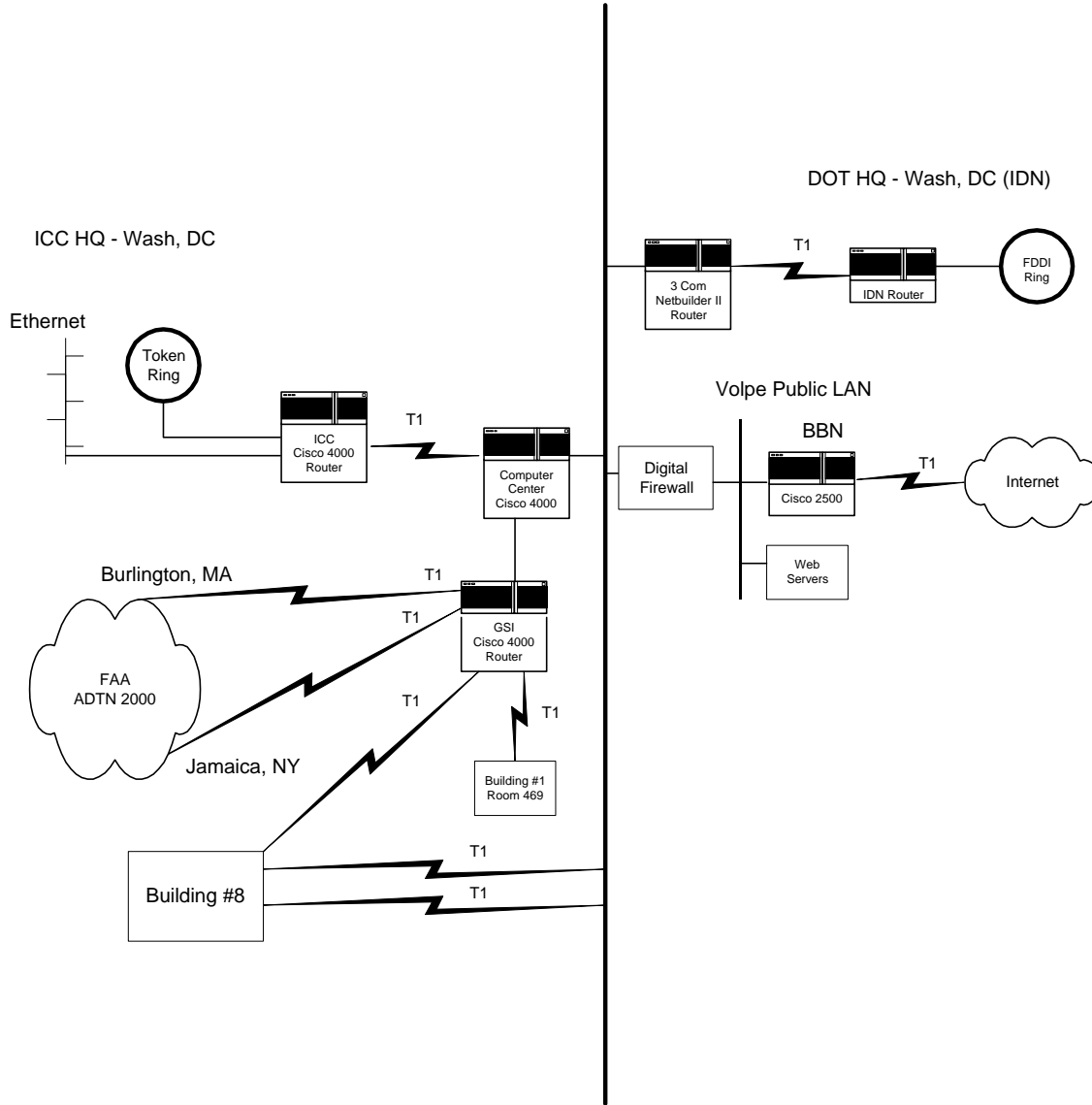
### Key



# Volpe National Transportation Systems Center

## WAN Topology

### Volpe Private LAN



**Building #8** - Network access is provided to Building #8 users through two bridged T1 channels. The first T1 provides access for users on the eighth floor, the second for users on the seventh and ninth floors. Bridges used in these connections are Cabletron NB-30 units.

**Servers** - The Volpe Center has approximately 50 file servers in use by Government employees and contractors. A combination of UNIX, NT, and Novell servers are located at various locations throughout the Center. Approximately half of the servers are located in Building #3's Computer Center and Building #8's communications room. Other servers are located in or near the departments they serve.

**Printers** - The Volpe Center makes use of approximately 100 network printers. Most printers in use are made by Hewlett Packard and are various makes, models, and ages.

**Network Protocols** - The Center's network has a high concentration of Novel Netware servers running the IPX/SPX protocol. There is also a significant amount of TCP/IP family protocols on the network to reach UNIX, NT, and DEC machines. Other protocols on the Volpe network include Netbeui, LAT, Vines, OSI, and Appletalk.

**Electronic Mail** - As shown in Figure 3, the Volpe Center makes use of Microsoft Mail v 3.2 for electronic mail communications. The mail system currently serves about 1300 users and is installed on three Dell PE590 host systems. Two of these systems are deployed in a mirrored fashion to provide redundancy and fault tolerance. About 140 users also use Microsoft's Remote Mail.

**Internet** - The Volpe Center has full access to the Internet through a T1 circuit and a Cisco 2500 router provided by BBN, the Internet service provider. As shown in Figure 4, the connection is secured by a Digital Equipment Corporation firewall running on a cluster of three DEC Alphastations. As shown in Figure 4, the firewall breaks the Volpe network from a security point of view into three segments, each progressively with a higher level of security (red-public open, green-public protected, blue-private).



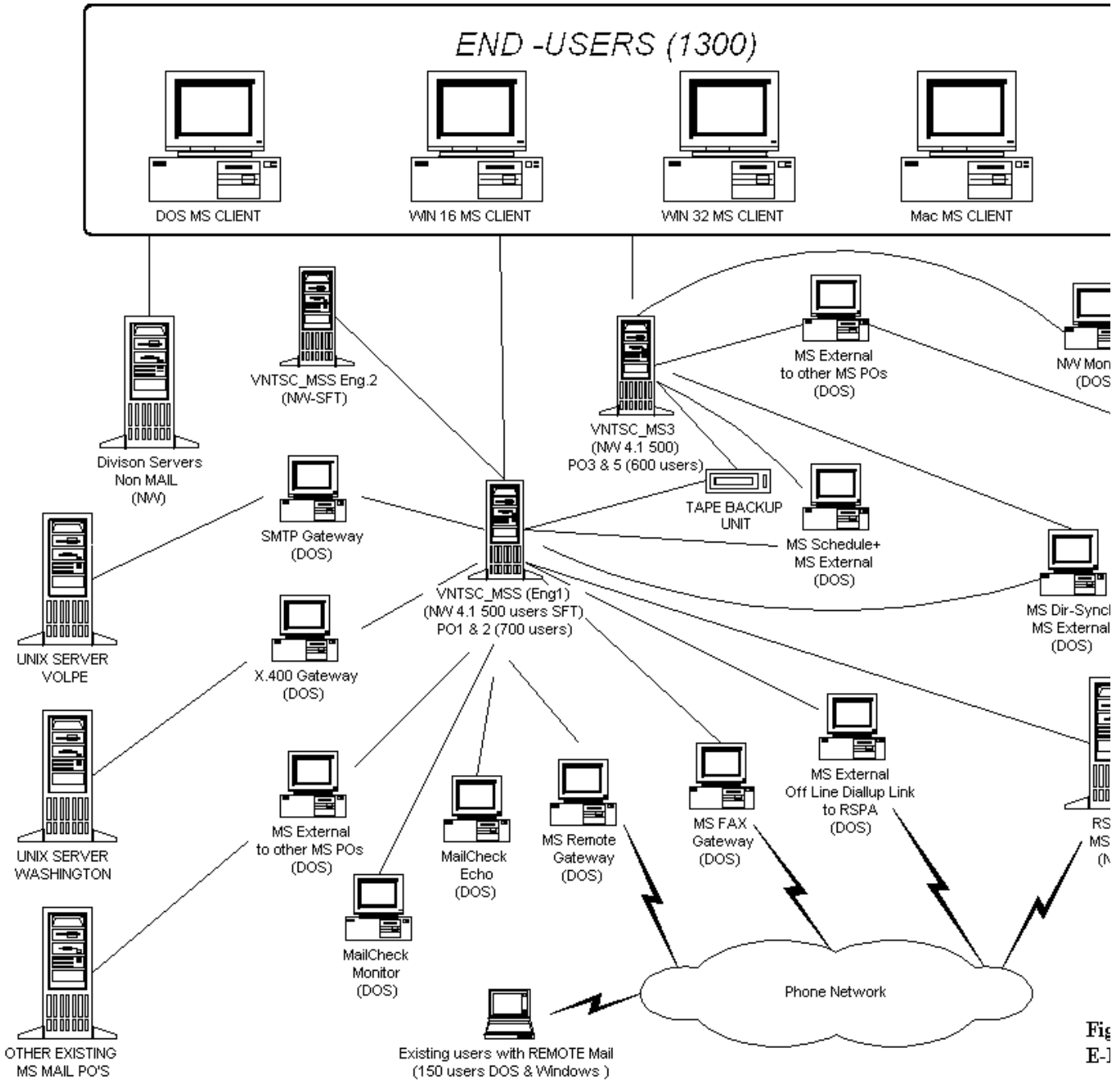
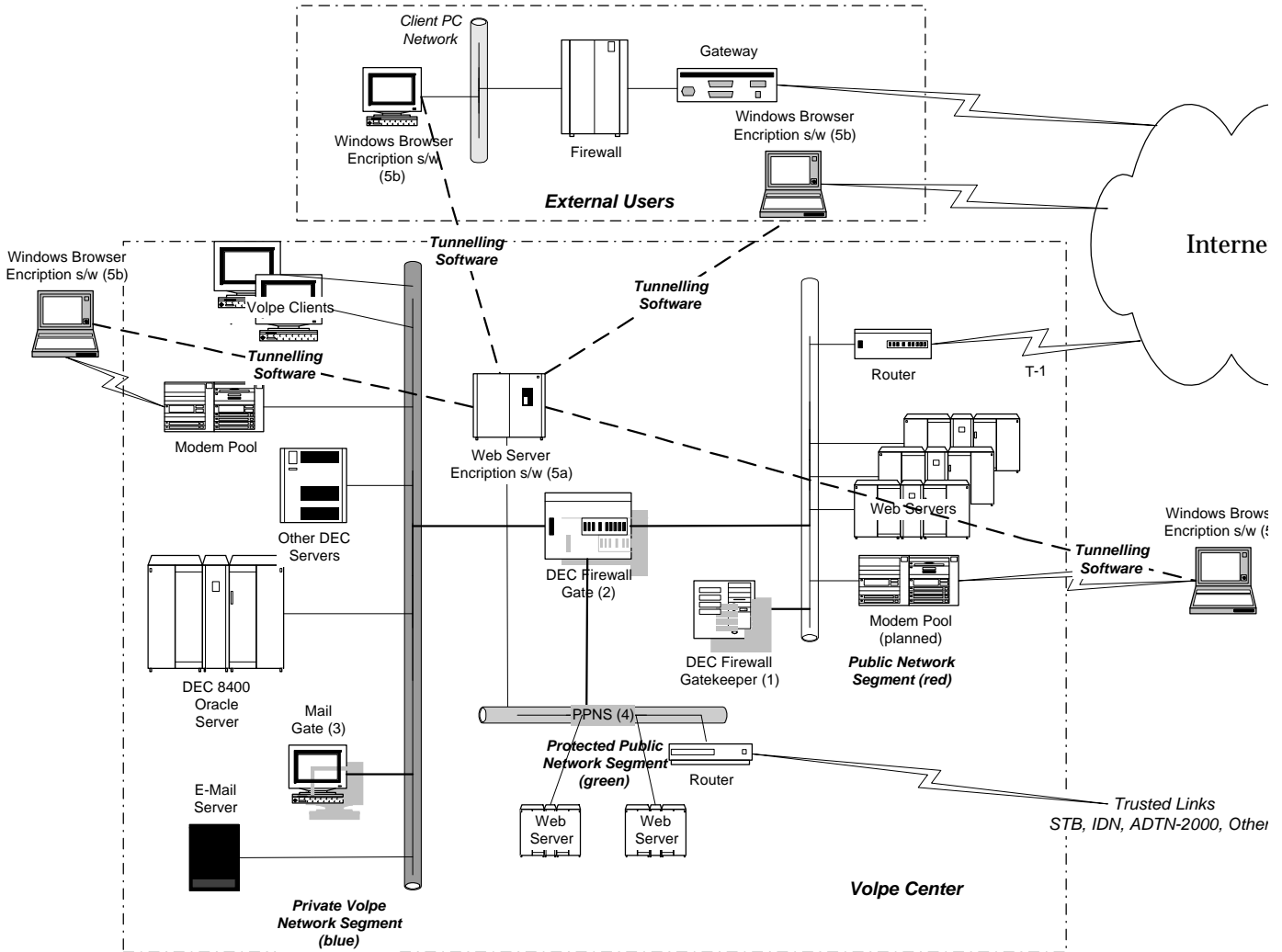


Fig E-1



Dual Homed Firewall Architecture

**ADTN 2000** - Access to the FAA ADTN 2000 network is provided through redundant T1 connections to FAA sites in Burlington, Massachusetts, and Jamaica, New York. Routers used to connect to both sites are Cisco 4000 units provided by GSI.

**IDN** - Network access to the DOT's Intermodal Data Network (IDN) is made through the use of a 3Com Netbuilder II router and T1 communications channel.

**ICC** - Network access to the Interstate Commerce Commission (ICC) is made through the use of a Cisco 4000 and T1 communications channel.

**TIMS** - TIMS represents a separate network within the Volpe Center. A Cisco 4000 router provides communications between the TIMS network and the remainder of the Volpe network.

During the remainder of this year and next year, the current E-mail system will migrate to Microsoft's new Exchange Messaging system, and the network will begin deploying Ethernet switching technologies to meet the emerging requirements for high quality, higher speed transmissions.

As the hardware/software/communications requirements of the Volpe Center Network are both customer/sponsor and Volpe Center management driven, the Volpe Center Network hosts multi-protocol, multi-vendor network communications services and operating systems.

ATTACHMENT J.4

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

U.S. DEPARTMENT OF LABOR WAGE DETERMINATIONS

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

Allen L. Moss                      Division of  
Director                              Wage Determination

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Wage Determination No.: 94-2255  
Revision No.: 4  
Date of Last Revision: 03/07/1996

State(s):	Massachusetts
Area:	MASSACHUSETTS COUNTIES OF BRISTOL, ESSEX, MIDDLESEX, NORFOLK PLYMOUTH, SUFFOLK WORCESTER. 1/

\*\* Fringe Benefits Required For All Occupations Included in  
This Wage Determination Follow the Occupational Listing \*\*

## OCCUPATION CODE AND TITLE

## MINIMUM HOURLY WAGE

## ADMINISTRATIVE SUPPORT AND CLERICAL:

01011	Accounting Clerk I	\$ 9.61
01012	Accounting Clerk II	\$ 10.49
01013	Accounting Clerk III	\$ 11.88
01014	Accounting Clerk IV	\$ 13.96
01030	Court Reporter	\$ 12.40
01050	Dispatcher, Motor Vehicle	\$ 12.40
01060	Document Preparation Clerk	\$ 10.89
01090	Duplicating Machine Operator	\$ 10.89
01110	Film/Tape Librarian	\$ 11.15
01115	General Clerk I	\$ 8.18
01116	General Clerk II	\$ 9.19
01117	General Clerk III	\$ 10.89
01118	General Clerk IV	\$ 12.63
01120	Housing Referral Assistant	\$ 13.90
01131	Key Entry Operator I	\$ 9.69
01132	Key Entry Operator II	\$ 11.85
01191	Order Clerk I	\$ 10.15
01192	Order Clerk II	\$ 12.16
01220	Order Filler	\$ 12.06
01261	Personnel Assistant (Employment) I	\$ 10.43
01262	Personnel Assistant (Employment) II	\$ 11.71
01263	Personnel Assistant (Employment) III	\$ 12.78
01264	Personnel Assistant (Employment) IV	\$ 15.16
01270	Production Control Clerk	\$ 13.90
01290	Rental Clerk	\$ 11.15
01300	Scheduler, Maintenance	\$ 11.15
01311	Secretary I	\$ 11.15
01312	Secretary II	\$ 12.40
01313	Secretary III	\$ 13.90
01314	Secretary IV	\$ 16.12
01315	Secretary V	\$ 18.97
01320	Service Order Dispatcher	\$ 11.15
01341	Stenographer I	\$ 10.15
01342	Stenographer II	\$ 12.40
01400	Supply Technician	\$ 16.12

01420	Survey Worker (Interviewer)	\$ 12.40
01460	Switchboard Operator- Receptionist	\$ 10.28
01510	Test Examiner	\$ 12.40
01520	Test Proctor	\$ 12.40
01531	Travel Clerk I	\$ 8.31
01532	Travel Clerk II	\$ 8.97
01533	Travel Clerk III	\$ 9.64
01611	Word Processor I	\$ 11.25
01612	Word Processor II	\$ 12.63
01613	Word Processor III	\$ 14.94

**AUTOMATIC DATA PROCESSING:**

03010	Computer Data Librarian	\$ 10.59
03041	Computer Operator I	\$ 10.57
03042	Computer Operator II	\$ 11.83
03043	Computer Operator III	\$ 14.31
03044	Computer Operator IV	\$ 18.25
03045	Computer Operator V	\$ 20.21
03071	Computer Programmer I 2/	\$ 13.88
03072	Computer Programmer II 2/	\$ 15.84
03073	Computer Programmer III 2/	\$ 18.79
03074	Computer Programmer IV 2/	\$ 22.66
03101	Computer Systems Analyst I 2/	\$ 18.48
03102	Computer Systems Analyst II 2/	\$ 22.95
03103	Computer Systems Analyst III 2/	\$ 26.92
03160	Peripheral Equipment Operator	\$ 10.59

**AUTOMOTIVE SERVICE:**

05005	Automobile Body Repairer, Fiberglass	\$ 17.15
05010	Automotive Glass Installer	\$ 15.69
05040	Automotive Worker	\$ 15.69
05070	Electrician, Automotive	\$ 16.44
05100	Mobile Equipment Servicer	\$ 14.22
05130	Motor Equipment Metal Mechanic	\$ 17.15
05160	Motor Equipment Metal Worker	\$ 15.69
05190	Motor Vehicle Mechanic	\$ 16.66
05220	Motor Vehicle Mechanic Helper	\$ 13.44
05250	Motor Vehicle Upholstery Worker	\$ 14.93
05280	Motor Vehicle Wrecker	\$ 15.69
05310	Painter, Automotive	\$ 16.44
05340	Radiator Repair Specialist	\$ 15.69
05370	Tire Repairer	\$ 14.22
05400	Transmission Repair Specialist	\$ 17.15

**FOOD PREPARATION AND SERVICE:**

07010	Baker	\$ 10.93
07041	Cook I	\$ 9.91
07042	Cook II	\$ 10.93
07070	Dishwasher	\$ 7.75
07100	Food Service Worker (Cafeteria Worker)	\$ 7.75
07130	Meat Cutter	\$ 10.93
07250	Waiter/Waitress	\$ 8.23

**FURNITURE MAINTENANCE AND REPAIR:**

09010	Electrostatic Spray Painter	\$ 16.44
09040	Furniture Handler	\$ 12.70
09070	Furniture Refinisher	\$ 16.44
09100	Furniture Refinisher Helper	\$ 13.44
09110	Furniture Repairer, Minor	\$ 14.93
09130	Upholsterer	\$ 16.44

**GENERAL SERVICES AND SUPPORT:**

11030	Cleaner, Vehicles	\$ 9.04
11060	Elevator Operator	\$ 7.75
11090	Gardener	\$ 9.91
11121	Housekeeping Aide I	\$ 7.28
11122	Housekeeping Aide II	\$ 7.75
11150	Janitor	\$ 7.75
11180	Laborer	\$ 10.61
11210	Laborer, Grounds Maintenance	\$ 8.23
11240	Maid or Houseman	\$ 7.28
11270	Pest Controller	\$ 10.40
11300	Refuse Collector 3/	\$ 7.75
11330	Tractor Operator	\$ 9.37
11360	Window Cleaner	\$ 8.32

**HEALTH:**

12010	Ambulance Driver	\$ 12.01
12040	Emergency Medical Technician	\$ 12.01
12071	Licensed Practical Nurse I	\$ 13.90
12072	Licensed Practical Nurse II	\$ 15.60
12073	Licensed Practical Nurse III	\$ 17.45
12100	Medical Assistant	\$ 8.34
12130	Medical Laboratory Technician	\$ 8.34
12160	Medical Record Clerk	\$ 8.34
12190	Medical Record Technician	\$ 11.56
12221	Nursing Assistant I	\$ 8.29
12222	Nursing Assistant II	\$ 9.32
12223	Nursing Assistant III	\$ 9.80
12224	Nursing Assistant IV	\$ 11.41
12250	Pharmacy Technician	\$ 10.40
12280	Phlebotomist	\$ 8.34
12311	Registered Nurse I	\$ 16.64
12312	Registered Nurse II	\$ 22.79
12313	Registered Nurse II, Specialist	\$ 22.79
12314	Registered Nurse III	\$ 27.57
12315	Registered Nurse III, Anesthetist	\$ 27.57
12316	Registered Nurse IV	\$ 33.05

**INFORMATION AND ARTS:**

13002	Audiovisual Librarian	\$ 16.12
13011	Exhibits Specialist I	\$ 16.19
13012	Exhibits Specialist II	\$ 20.58
13013	Exhibits Specialist III	\$ 25.17
13041	Illustrator I	\$ 16.19
13042	Illustrator II	\$ 20.58
13043	Illustrator III	\$ 25.17
13047	Librarian	\$ 18.97

13050	Library Technician	\$ 13.44
13071	Photographer I	\$ 12.36
13072	Photographer II	\$ 16.19
13073	Photographer III	\$ 20.58
13074	Photographer IV	\$ 25.17
13075	Photographer V	\$ 30.44

**LAUNDRY, DRY CLEANING, PRESSING:**

15010	Assembler	\$ 6.50
15030	Counter Attendant	\$ 6.50
15040	Dry Cleaner	\$ 8.31
15070	Finisher, Flatwork, Machine	\$ 6.50
15090	Presser, Hand	\$ 6.50
15100	Presser, Machine, Dry Cleaning	\$ 6.50
15130	Presser, Machine, Shirts	\$ 6.50
15160	Presser, Machine, Wearing Apparel, Laundry	\$ 6.50
15190	Sewing Machine Operator	\$ 8.97
15220	Tailor	\$ 9.64
15250	Washer, Machine	\$ 7.13

**MACHINE TOOL OPERATION AND REPAIR:**

19010	Machine-tool Operator (Toolroom)	\$ 16.44
19040	Tool and Die Maker	\$ 19.66

**MATERIALS HANDLING AND PACKING:**

21010	Fuel Distribution System Operator	\$ 14.22
21020	Material Coordinator	\$ 14.51
21030	Material Expediter	\$ 14.51
21040	Material Handling Laborer	\$ 11.26
21071	Forklift Operator	\$ 13.06
21080	Production Line Worker (Food Processing)	\$ 12.52
21100	Shipping/Receiving Clerk	\$ 11.68
21130	Shipping Packer	\$ 11.68
21140	Store Clerk I	\$ 10.22
21150	Stock Clerk (Shelf Stocker; Store Worker II)	\$ 11.78
21210	Tools and Parts Attendant	\$ 12.52
21400	Warehouse Specialist	\$ 12.52

**MECHANICS AND MAINTENANCE AND REPAIR:**

23010	Aircraft Mechanic	\$ 17.15
23040	Aircraft Mechanic Helper	\$ 13.44
23060	Aircraft Servicer	\$ 14.93
23070	Aircraft Worker	\$ 15.69
23100	Appliance Mechanic	\$ 16.44
23120	Bicycle Repairer	\$ 14.22
23125	Cable Splicer	\$ 17.15
23130	Carpenter, Maintenance	\$ 16.44
23140	Carpet Layer	\$ 15.69
23160	Electrician, Maintenance	\$ 17.04
23181	Electronics Technician, Maintenance I	\$ 11.59
23182	Electronics Technician, Maintenance II	\$ 16.04



23183	Electronics Technician, Maintenance II	\$ 17.89
23260	Fabric Worker	\$ 14.93
23290	Fire Alarm System Mechanic	\$ 17.15
23310	Fire Extinguisher Repairer	\$ 14.22
23340	Fuel Distribution System Mechanic	\$ 17.15
23370	General Maintenance Worker	\$ 15.69
23400	Heating, Refrigeration and Air Conditioning Mechanic	\$ 17.15
23430	Heavy Equipment Mechanic	\$ 17.15
23460	Instrument Mechanic	\$ 17.15
23500	Locksmith	\$ 16.44
23530	Machinery Maintenance Mechanic	\$ 16.85
23550	Machinist, Maintenance	\$ 16.80
23580	Maintenance Trades Helper	\$ 13.44
23640	Millwright	\$ 17.15
23700	Office Appliance Repairer	\$ 16.44
23740	Painter, Aircraft	\$ 16.44
23760	Painter, Maintenance	\$ 16.44
23790	Pipefitter, Maintenance	\$ 17.04
23800	Plumber, Maintenance	\$ 16.44
23820	Pneudraulic Systems Mechanic	\$ 17.15
23850	Rigger	\$ 17.15
23870	Scale Mechanic	\$ 15.69
23890	Sheet-metal Worker, Maintenance	\$ 17.15
23910	Small Engine Mechanic	\$ 15.69
23930	Telecommunications Mechanic I	\$ 17.15
23940	Telecommunications Mechanic II	\$ 17.80
23950	Telephone Lineman	\$ 17.15
23960	Welder, Combination, Maintenance	\$ 17.15
23965	Well Driller	\$ 17.15
23970	Woodcraft Worker	\$ 17.15
23980	Woodworker	\$ 14.79

**PERSONAL NEEDS:**

24570	Child Care Attendant	\$ 11.54
24600	Chore Aide	\$ 7.28
24630	Homemaker	\$ 15.99

**PLANT AND SYSTEM OPERATION:**

25010	Boiler Tender	\$ 17.15
25040	Sewage Plant Operator	\$ 16.44
25070	Stationary Engineer	\$ 17.15
25190	Ventilation Equipment Tender	\$ 13.44
25210	Water Treatment Plant Operator	\$ 16.44

**PROTECTIVE SERVICE:**

27004	Alarm Monitor	\$ 12.60
27010	Court Security Officer	\$ 16.22
27040	Detention Officer	\$ 16.22
27070	Firefighter	\$ 15.48
27101	Guard I	\$ 7.43
27102	Guard II	\$ 12.60
27130	Police Officer	\$ 16.97

**TECHNICAL:**

29020	Archeological Technician	\$ 20.58
29030	Cartographic Technician	\$ 20.58
29035	Computer Based Training Specialist/Instructor	\$ 18.48
29040	Civil Engineering Technician	\$ 20.58
29061	Drafter I	\$ 10.75
29062	Drafter II	\$ 12.36
29063	Drafter III	\$ 16.19
29064	Drafter IV	\$ 20.58
29070	Embalmer	\$ 14.14
29081	Engineering Technician I	\$ 11.40
29082	Engineering Technician II	\$ 12.80
29083	Engineering Technician III	\$ 15.45
29084	Engineering Technician IV	\$ 18.40
29085	Engineering Technician V	\$ 20.80
29086	Engineering Technician VI	\$ 25.78
29090	Environmental Technician	\$ 18.25
29100	Flight Simulator/Instructor (Pilot)	\$ 22.95
29150	Graphic Artist	\$ 18.48
29210	Laboratory Technician	\$ 14.31
29240	Mathematical Technician	\$ 18.40
29330	Mortician	\$ 14.14
29361	Paralegal/Legal Assistant I	\$ 12.74
29362	Paralegal/Legal Assistant II	\$ 16.12
29363	Paralegal/Legal Assistant III	\$ 19.72
29364	Paralegal/Legal Assistant IV	\$ 23.86
29390	Photooptics Technician	\$ 18.40
29480	Technical Writer	\$ 22.66
29620	Weather Observer, Senior 4/	\$ 15.91
29621	Weather Observer, Combined 4/ Upper Air and Surface Programs	\$ 14.31
29622	Weather Observer, Upper Air 4/	\$ 14.31

**TRANSPORTATION/MOBILE EQUIPMENT  
OPERATION:**

31030	Bus Driver	\$ 15.35
31100	Driver Messenger	\$ 11.35
31200	Heavy Equipment Operator	\$ 17.49
31260	Parking and Lot Attendant	\$ 9.39
31290	Shuttle Bus Driver	\$ 12.01
31300	Taxi Driver	\$ 11.35
31361	Truckdriver, Light Truck	\$ 12.01
31362	Truckdriver, Medium Truck	\$ 15.35
31363	Truckdriver, Heavy Truck	\$ 15.03
36364	Truckdriver, Tractor-Trailer	\$ 16.00

**MISCELLANEOUS:**

99005	Aircraft Quality Control Inspector	\$ 17.80
99020	Animal Caretaker	\$ 8.81
99030	Cashier	\$ 9.42
99040	Child Care Center Clerk	\$ 12.85
99050	Desk Clerk	\$ 11.74
99260	Instructor	\$ 18.84
99300	Lifeguard	\$ 10.28
99350	Park Attendant (Aide)	\$ 12.91

99400	Photofinishing Worker (Photo Lab/Dark Room Technician)	\$ 10.28
99500	Recreation Specialist	\$ 15.99
99510	Recycling Worker	\$ 9.37
99610	Sales Clerk	\$ 10.28
99630	Sports Official	\$ 10.28
99658	Survey Party Chief	\$ 16.79
99659	Surveying Technician	\$ 12.02
99660	Surveying Aide	\$ 8.76
99690	Swimming Pool Operator	\$ 10.93
99720	Vending Machine Attendant	\$ 9.37
99730	Vending Machine Repairer	\$ 10.93
99740	Vending Machine Repairer Helper	\$ 9.37

**\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination \*\***

HEALTH & WELFARE: \$0.90 per hour or \$36.00 per week or \$156.00 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 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 contractor in the performance of similar work at the same Federal facility. (Reg. 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)

1/

This wage determination only applies to the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Rayham

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, Wellseley, 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

2/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

3/

This rate does not apply to the following cities and towns:

Middlesex County: Arlington, Belmont, Burlington, Cambridge, Everett, Lexington, Malden, Medford, Melrose, Newton, Somerville, Stoneham, Waltham, Watertown, Winchester, Woburn

Norfolk County: Braintree, Canton, Dedham, Milton, Needham, Norwood, Quincy, Westwood, Weymouth

Suffolk County: Chelsea, Revere

4/

APPLICABLE TO WEATHER OBSERVERS ONLY - NIGHT PAY & SUNDAY PAY: If you work at night as a 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 employee (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).

**\*\* 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 \$4.25 per week (or \$.85 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 \*\***

## Sources of Occupational Titles 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 Second Supplement, dated August 1995, 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.

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

Allen L. Moss                      Division of  
Director                              Wage Determination

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210  
Wage Determination No.: 94-2103  
Revision No.: 8  
Date of Last Revision: 12/08/1995

State(s): Dist. of Col., Maryland, Virginia

Area: MARYLAND COUNTIES OF CALVERT, CHARLES, FREDERICK, MONTGOMERY,  
PRINCE GEORGE'S, ST MARY'S  
VIRGINIA COUNTIES OF ALEXANDRIA, ARLINGTON, FAIRFAX, FALLS CHURCH,  
FAUQUIER, KING GEORGE, LOUDOUN, PRINCE WILLIAM, STAFFORD.

\*\* Fringe Benefits Required For All Occupations Included in  
This Wage Determination Follow the Occupational Listing \*\*

**OCCUPATION CODE AND TITLE**

**MINIMUM HOURLY WAGE**

**ADMINISTRATIVE SUPPORT AND CLERICAL:**

01011	Accounting Clerk I	\$ 8.60
01012	Accounting Clerk II	\$ 10.20
01013	Accounting Clerk III	\$ 11.95
01014	Accounting Clerk IV	\$ 14.15
01030	Court Reporter	\$ 13.22
01050	Dispatcher, Motor Vehicle	\$ 13.85
01060	Document Preparation Clerk	\$ 10.05
01090	Duplicating Machine Operator	\$ 10.05
01110	Film/Tape Librarian	\$ 12.88
01115	General Clerk I	\$ 7.48
01116	General Clerk II	\$ 8.55
01117	General Clerk III	\$ 10.05
01118	General Clerk IV	\$ 13.68
01120	Housing Referral Assistant	\$ 14.82
01131	Key Entry Operator I	\$ 9.74
01132	Key Entry Operator II	\$ 10.88
01191	Order Clerk I	\$ 11.26
01192	Order Clerk II	\$ 12.44
01220	Order Filler	\$ 12.76
01261	Personnel Assistant (Employment) I	\$ 10.33
01262	Personnel Assistant (Employment) II	\$ 11.28
01263	Personnel Assistant (Employment) III	\$ 13.00
01264	Personnel Assistant (Employment) IV	\$ 15.50
01270	Production Control Clerk	\$ 14.82
01290	Rental Clerk	\$ 12.08
01300	Scheduler, Maintenance	\$ 12.08
01311	Secretary I	\$ 12.08
01312	Secretary II	\$ 13.22
01313	Secretary III	\$ 14.82
01314	Secretary IV	\$ 16.86
01315	Secretary V	\$ 18.96
01320	Service Order Dispatcher	\$ 12.08
01341	Stenographer I	\$ 13.26
01342	Stenographer II	\$ 14.87

01400	Supply Technician	\$ 16.86
01420	Survey Worker (Interviewer)	\$ 13.22
01460	Switchboard Operator- Receptionist	\$ 10.25
01510	Test Examiner	\$ 13.22
01520	Test Proctor	\$ 13.22
01531	Travel Clerk I	\$ 7.95
01532	Travel Clerk II	\$ 8.60
01533	Travel Clerk III	\$ 9.26
01611	Word Processor I	\$ 10.48
01612	Word Processor II	\$ 12.05
01613	Word Processor III	\$ 14.95

**AUTOMATIC DATA PROCESSING:**

03010	Computer Data Librarian	\$ 9.97
03041	Computer Operator I	\$ 10.23
03042	Computer Operator II	\$ 12.06
03043	Computer Operator III	\$ 14.62
03044	Computer Operator IV	\$ 16.53
03045	Computer Operator V	\$ 17.79
03071	Computer Programmer I 1/	\$ 14.46
03072	Computer Programmer II 1/	\$ 16.97
03073	Computer Programmer III 1/	\$ 19.87
03074	Computer Programmer IV 1/	\$ 23.04
03101	Computer Systems Analyst I 1/	\$ 17.93
03102	Computer Systems Analyst II 1/	\$ 23.32
03103	Computer Systems Analyst III 1/	\$ 27.12
03160	Peripheral Equipment Operator	\$ 9.97

**AUTOMOTIVE SERVICE:**

05005	Automobile Body Repairer, Fiberglass	\$ 17.77
05010	Automotive Glass Installer	\$ 15.90
05040	Automotive Worker	\$ 15.90
05070	Electrician, Automotive	\$ 16.85
05100	Mobile Equipment Servicer	\$ 13.94
05130	Motor Equipment Metal Mechanic	\$ 17.77
05160	Motor Equipment Metal Worker	\$ 15.90
05190	Motor Vehicle Mechanic	\$ 17.77
05220	Motor Vehicle Mechanic Helper	\$ 12.94
05250	Motor Vehicle Upholstery Worker	\$ 14.95
05280	Motor Vehicle Wrecker	\$ 15.90
05310	Painter, Automotive	\$ 16.85
05340	Radiator Repair Specialist	\$ 15.90
05370	Tire Repairer	\$ 13.94
05400	Transmission Repair Specialist	\$ 17.77

**FOOD PREPARATION AND SERVICE:**

07010	Baker	\$ 11.35
07041	Cook I	\$ 9.95
07042	Cook II	\$ 11.35
07070	Dishwasher	\$ 7.16
07100	Food Service Worker (Cafeteria Worker)	\$ 7.16
07130	Meat Cutter	\$ 11.35
07250	Waiter/Waitress	\$ 7.81



**FURNITURE MAINTENANCE AND REPAIR:**

09010	Electrostatic Spray Painter	\$ 16.85
09040	Furniture Handler	\$ 12.13
09070	Furniture Refinisher	\$ 16.85
09100	Furniture Refinisher Helper	\$ 12.94
09110	Furniture Repairer, Minor	\$ 14.95
09130	Upholsterer	\$ 16.85

**GENERAL SERVICES AND SUPPORT:**

11030	Cleaner, Vehicles	\$ 7.16
11060	Elevator Operator	\$ 7.16
11090	Gardener	\$ 9.95
11121	Housekeeping Aide I	\$ 6.44
11122	Housekeeping Aide II	\$ 7.26
11150	Janitor	\$ 7.16
11180	Laborer	\$ 9.71
11210	Laborer, Grounds Maintenance	\$ 7.81
11240	Maid or Houseman	\$ 6.33
11270	Pest Controller	\$ 10.68
11300	Refuse Collector 3/	\$ 7.16
11330	Tractor Operator	\$ 9.24
11360	Window Cleaner	\$ 7.81

**HEALTH:**

12010	Ambulance Driver	\$ 10.42
12040	Emergency Medical Technician	\$ 10.42
12071	Licensed Practical Nurse I	\$ 12.69
12072	Licensed Practical Nurse II	\$ 14.25
12073	Licensed Practical Nurse III	\$ 15.95
12100	Medical Assistant	\$ 8.48
12130	Medical Laboratory Technician	\$ 8.48
12160	Medical Record Clerk	\$ 8.48
12190	Medical Record Technician	\$ 11.75
12221	Nursing Assistant I	\$ 7.28
12222	Nursing Assistant II	\$ 8.18
12223	Nursing Assistant III	\$ 10.48
12224	Nursing Assistant IV	\$ 11.77
12250	Pharmacy Technician	\$ 10.57
12280	Phlebotomist	\$ 8.48
12311	Registered Nurse I	\$ 15.88
12312	Registered Nurse II	\$ 17.80
12313	Registered Nurse II, Specialist	\$ 19.65
12314	Registered Nurse III	\$ 21.55
12315	Registered Nurse III, Anesthetist	\$ 21.55
12316	Registered Nurse IV	\$ 25.83

**INFORMATION AND ARTS:**

13002	Audiovisual Librarian	\$ 16.86
13011	Exhibits Specialist I	\$ 15.11
13012	Exhibits Specialist II	\$ 18.90
13013	Exhibits Specialist III	\$ 23.27
13041	Illustrator I	\$ 15.11
13042	Illustrator II	\$ 18.90
13043	Illustrator III	\$ 23.27
13047	Librarian	\$ 18.96

13050	Library Technician	\$ 13.22
13071	Photographer I	\$ 13.46
13072	Photographer II	\$ 15.11
13073	Photographer III	\$ 18.90
13074	Photographer IV	\$ 23.27
13075	Photographer V	\$ 25.60

**LAUNDRY, DRY CLEANING, PRESSING:**

15010	Assembler	\$ 5.99
15030	Counter Attendant	\$ 5.99
15040	Dry Cleaner	\$ 7.74
15070	Finisher, Flatwork, Machine	\$ 5.99
15090	Presser, Hand	\$ 5.99
15100	Presser, Machine, Dry Cleaning	\$ 5.99
15130	Presser, Machine, Shirts	\$ 5.99
15160	Presser, Machine, Wearing Apparel, Laundry	\$ 5.99
15190	Sewing Machine Operator	\$ 8.37
15220	Tailor	\$ 8.98
15250	Washer, Machine	\$ 6.58

**MACHINE TOOL OPERATION AND REPAIR:**

19010	Machine-tool Operator (Toolroom)	\$ 16.85
19040	Tool and Die Maker	\$ 20.52

**MATERIALS HANDLING AND PACKING:**

21010	Fuel Distribution System Operator	\$ 14.80
21020	Material Coordinator	\$ 14.64
21030	Material Expediter	\$ 14.64
21040	Material Handling Laborer	\$ 10.01
21071	Forklift Operator	\$ 10.93
21080	Production Line Worker (Food Processing)	\$ 11.25
21100	Shipping/Receiving Clerk	\$ 11.78
21130	Shipping Packer	\$ 10.54
21140	Store Clerk I	\$ 8.61
21150	Stock Clerk (Shelf Stocker; Store Worker II)	\$ 10.38
21210	Tools and Parts Attendant	\$ 12.73
21400	Warehouse Specialist	\$ 11.25

**MECHANICS AND MAINTENANCE AND REPAIR:**

23010	Aircraft Mechanic	\$ 17.77
23040	Aircraft Mechanic Helper	\$ 12.94
23060	Aircraft Servicer	\$ 14.95
23070	Aircraft Worker	\$ 15.90
23100	Applicance Mechanic	\$ 16.85
23120	Bicycle Repairer	\$ 13.94
23125	Cable Splicer	\$ 17.77
23130	Carpenter, Maintenance	\$ 16.85
23140	Carpet Layer	\$ 16.85
23160	Electrician, Maintenance	\$ 17.93
23181	Electronics Technician, Maintenance I	\$ 13.94
23182	Electronics Technician, Maintenance II	\$ 17.79

23183	Electronics Technician, Maintenance II	\$ 20.20
23260	Fabric Worker	\$ 13.24
23290	Fire Alarm System Mechanic	\$ 17.77
23310	Fire Extinguisher Repairer	\$ 13.94
23340	Fuel Distribution System Mechanic	\$ 17.77
23370	General Maintenance Worker	\$ 15.90
23400	Heating, Refrigeration and Air Conditioning Mechanic	\$ 17.77
23430	Heavy Equipment Mechanic	\$ 17.77
23460	Instrument Mechanic	\$ 17.77
23500	Locksmith	\$ 16.85
23530	Machinery Maintenance Mechanic	\$ 18.45
23550	Machinist, Maintenance	\$ 18.61
23580	Maintenance Trades Helper	\$ 12.94
23640	Millwright	\$ 17.77
23700	Office Appliance Repairer	\$ 16.85
23740	Painter, Aircraft	\$ 16.85
23760	Painter, Maintenance	\$ 16.85
23790	Pipefitter, Maintenance	\$ 17.77
23800	Plumber, Maintenance	\$ 16.85
23820	Pneudraulic Systems Mechanic	\$ 17.77
23850	Rigger	\$ 17.77
23870	Scale Mechanic	\$ 15.90
23890	Sheet-metal Worker, Maintenance	\$ 17.77
23910	Small Engine Mechanic	\$ 15.90
23930	Telecommunications Mechanic I	\$ 17.77
23940	Telecommunications Mechanic II	\$ 18.71
23950	Telephone Lineman	\$ 17.77
23960	Welder, Combination, Maintenance	\$ 17.77
23965	Well Driller	\$ 17.77
23970	Woodcraft Worker	\$ 17.77
23980	Woodworker	\$ 14.80

**PERSONAL NEEDS:**

24570	Child Care Attendant	\$ 7.56
24600	Chore Aide	\$ 6.33
24630	Homemaker	\$ 10.48

**PLANT AND SYSTEM OPERATION:**

25010	Boiler Tender	\$ 17.77
25040	Sewage Plant Operator	\$ 16.85
25070	Stationary Engineer	\$ 17.77
25190	Ventilation Equipment Tender	\$ 12.94
25210	Water Treatment Plant Operator	\$ 16.85

**PROTECTIVE SERVICE:**

27004	Alarm Monitor	\$ 11.20
27010	Court Security Officer	\$ 15.48
27040	Detention Officer	\$ 15.48
27070	Firefighter	\$ 14.18
27101	Guard I	\$ 8.50
27102	Guard II	\$ 11.20
27130	Police Officer	\$ 17.07

**TECHNICAL:**

29020	Archeological Technician	\$ 18.90
29030	Cartographic Technician	\$ 18.90
29035	Computer Based Training Specialist/Instructor	\$ 17.93
29040	Civil Engineering Technician	\$ 18.90
29061	Drafter I	\$ 10.75
29062	Drafter II	\$ 13.46
29063	Drafter III	\$ 15.11
29064	Drafter IV	\$ 18.90
29070	Embalmer	\$ 18.40
29081	Engineering Technician I	\$ 11.55
29082	Engineering Technician II	\$ 13.40
29083	Engineering Technician III	\$ 16.10
29084	Engineering Technician IV	\$ 18.48
29085	Engineering Technician V	\$ 22.60
29086	Engineering Technician VI	\$ 27.35
29090	Environmental Technician	\$ 18.27
29100	Flight Simulator/Instructor (Pilot)	\$ 23.32
29150	Graphic Artist	\$ 17.93
29210	Laboratory Technician	\$ 14.62
29240	Mathematical Technician	\$ 18.48
29330	Mortician	\$ 18.40
29361	Paralegal/Legal Assistant I	\$ 13.22
29362	Paralegal/Legal Assistant II	\$ 16.86
29363	Paralegal/Legal Assistant III	\$ 20.62
29364	Paralegal/Legal Assistant IV	\$ 24.95
29390	Photooptics Technician	\$ 18.48
29480	Technical Writer	\$ 16.72
29620	Weather Observer, Senior 2/	\$ 17.02
29621	Weather Observer, Combined 2/ Upper Air and Surface Programs	\$ 14.62
29622	Weather Observer, Upper Air 2/	\$ 14.62

**TRANSPORTATION/MOBILE EQUIPMENT  
OPERATION:**

31030	Bus Driver	\$ 13.24
31100	Driver Messenger	\$ 9.67
31200	Heavy Equipment Operator	\$ 18.66
31260	Parking and Lot Attendant	\$ 7.50
31290	Shuttle Bus Driver	\$ 10.42
31300	Taxi Driver	\$ 9.67
31361	Truckdriver, Light Truck	\$ 10.42
31362	Truckdriver, Medium Truck	\$ 13.24
31363	Truckdriver, Heavy Truck	\$ 15.54
36364	Truckdriver, Tractor-Trailer	\$ 16.93

**MISCELLANEOUS:**

99005	Aircraft Quality Control Inspector	\$ 18.71
99020	Animal Caretaker	\$ 8.52
99030	Cashier	\$ 6.49
99040	Child Care Center Clerk	\$ 10.51
99050	Desk Clerk	\$ 9.42
99260	Instructor	\$ 18.40
99300	Lifeguard	\$ 6.87
99350	Park Attendant (Aide)	\$ 8.45

99400	Photofinishing Worker (Photo Lab/Dark Room Technician)	\$ 7.56
99500	Recreation Specialist	\$ 15.35
99510	Recycling Worker	\$ 9.24
99610	Sales Clerk	\$ 6.73
99630	Sports Official	\$ 6.73
99658	Survey Party Chief	\$ 10.93
99659	Surveying Technician	\$ 9.42
99660	Surveying Aide	\$ 6.16
99690	Swimming Pool Operator	\$ 11.35
99720	Vending Machine Attendant	\$ 9.24
99730	Vending Machine Repairer	\$ 11.35
99740	Vending Machine Repairer Helper	\$ 9.24

**\*\* Fringe Benefits Required For All Occupations Included In This Wage Determination \*\***

HEALTH & WELFARE: \$0.90 per hour or \$36.00 per week or \$156.00 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 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 contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, 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)

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 29 CFR 4.156)

2/

APPLICABLE TO WEATHER OBSERVERS ONLY - NIGHT PAY & SUNDAY PAY: If you work at night as a 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 employee (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).

**\*\* 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 \$4.25 per week (or \$.85 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 \*\***

Sources of Occupational Titles 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 Second Supplement, dated August 1995, 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 established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J.5

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

JOB ORDER SYSTEM



## ATTACHMENT J.5

### JOB ORDER SYSTEM

#### A. Support Under the Information Systems Support Services Contract

##### 1. Introduction

The Technical Support Services Office/DTS-25 provides a wide range of in-house/on-site technical support services in support of the Volpe National Transportation Systems Center's (Volpe Center) mission. Many of these services are provided through an Information Systems Support Services Contract in which tasks are accomplished by the Contractor under a Job Order system managed and operated by the Volpe Center. The Volpe Center Information Systems Support Services Contract represents a critical component of the Center's technical resources and the Center's ability to respond to new initiatives and changing requirements.

##### 2. Description of Service

The Information Systems Support Services Contract offers the following support:

Information Systems planning, design, development and implementation services in support of the Volpe Center's requirements. Task assignments involve all phases of the system development life cycle from requirements analysis through system implementation and maintenance.

##### 3. Task Characteristics

Support activities are primarily task oriented. Most of these are ongoing level-of-effort-type activities, some may be relatively small tasks of short duration while others may be extensive projects involving many, if not all, of the traditional components of the system development life cycle.

##### 4. Special Subcontractor Support

The contract allows specialized support through subcontracting and/or other special off-site corporate resources. This support must be of a special nature in which unique and/or specialized state-of-the-art skills are required, or there is a need to provide short term, quick response support. There is a limited number of contractual labor years to support this type of need.

## 5. Charge-Back System

The rate structure (hourly charge) for each labor category is based on projected fiscal year operating costs along with anticipated utilization of resources by Center personnel during the fiscal year. Rates are reviewed quarterly and are subject to revision as actual utilization and operating costs materialize during the fiscal year. The rates for special subcontractor support are actual costs plus an accelerator rate based on fiscal year operating costs.

## B. The Job Order System

### 1. Initiation of Task

"Contact persons" on the Contractor's staff will be identified as the primary point of contact for each major user organization at the Volpe Center (Figure 1). This individual is a senior level management employee who is thoroughly familiar with the contract scope and special provisions so he/she can appropriately advise users on the full range of capabilities available under the contract. When necessary, the contact person can seek the guidance and/or participation of the Contracting Officer's Technical Representative (COTR).

Initially, the requestor (initiator), can contact either the COTR or the contact person assigned to his/her organization, stating the need for technical support services. A meeting between the initiator and a task leader from the Contractor's staff will then be arranged. The purpose of this meeting is to discuss the problem to be analyzed or addressed and to develop the clearest possible understanding and mutual agreement on what exactly the end product requirements are. The skills needed to support the task, what completion timetable the initiator has in mind, and the availability of resources are also discussed. At this time, the initiator should provide all the pertinent documentation and material to the task leader along with the proper funding information (Accounting Job Order Number) for the initiation of the task. In some instances, the initiator may supply sufficient information about the task so that work can commence immediately. At other times, the Support Service Contractor may be asked to develop the task specifications based on information supplied by the initiator. If the job is of sufficient complexity, or cannot be well defined initially, a "problem definition phase" will be initiated.

In either case, a Job Request Form (Figures 2 and 3) is initiated by the Contractor and returned to the initiator for authorization as defined under Volpe Center Announcement #95-27 dated 8/31/95 (Figure 4). Once authorization has been received, a Job Number is assigned to the task, and the completed form is forwarded to the Volpe Center accounting office for certification and commitment of funds. The Job Number and associated information is then entered into the User Accountability System (UAS) to establish a record against which utilization will be reported. This report, along with other month-end reports, is distributed to all Division Offices. Figure 5 illustrates the steps involved in setting up and monitoring a Job Order. Figure 6 illustrates the interaction between the Job Order and the UAS and the relationship to the Volpe Center's Financial Management System.

During the "problem definition phase," the Contractor will develop a task specification package which should include (when appropriate):

- (a) Identification of a task leader from the Contractor's staff
- (b) A task definition (a detailed statement of the work to be done.
- (c) Deliverable end items
- (d) Milestone objectives and schedules
- (e) Computer and personnel resources requirements and scheduling
- (f) Documentation and reporting requirements
- (g) Completion date

The proposed specification package, as developed by the Contractor, is then submitted to the initiator for review and approval. The Contractor will be required to redevelop any portion of the package as required by the initiator.

A minimum level of documentation is provided for each task upon completion. Due to the wide variety of customers served from the Volpe Center, there is no one set of guidelines that is specified to govern documentation. FIPS PUB 38 is used on occasion but used sparingly. Most frequently, DOD-STD-2167, 2167A or MIL-STD-498 is used as the basis for documentation requirements.

Specific task deliverables (e.g., software, studies, reports, documentation to other standards) and schedules are delineated in the work order issued. All deliverables are submitted to the task initiator.

Upon completion of the task definition phase, the initiator must once again receive authorization to proceed in accordance with Volpe Center Announcement #95-27 dated 8/31/95 for the support services estimated to do the job. Once proper authorization has been received and the funds certified, work on the task, as specified in the initial phase, may begin. The new information is then entered into the UAS to update the original job order. If the initiator does not receive authorization for the job as estimated, the job order is closed.

## 2. Support of Task

Once the task is underway, the Contractor (task leader and/or contact person) will maintain contact with the initiator to keep him aware of the progress and status of the task. This is done through periodic meetings with the initiator and in writing by progress reports to the initiator with copies to the COTR. These progress reports are submitted at intervals as requested by the initiator through the Job Order. Unless otherwise specified in the Job 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 will hold technical discussions with the initiator to review intermediate results and clarify any problems which 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 the new task specification/ requirements. The procedures in such a case are the same as those set forth in developing a new task specification.

**CURRENT POINTS OF CONTACT**

**Volpe Center User**

**Unisys Corporation**

DTS-24	B. Blood
DTS-31	Vacant
DTS-35	D. Reed
DTS-36	M. Wolfe
DTS-37	R. Tap
DTS-38	M. Dinning
DTS-39	R. Booth
DTS-41	R. Ricci
DTS-401	Vacant
DTS-42	J. O'Donnell
DTS-44	S. LaTores
DTS-45	D. Sussman
DTS-49	M. Jacobs
DTS-502	T. Comparato
DTS-52	M. Moroney
DTS-53	E. Spitzer
DTS-56	R. Wright
DTS-57	G. Skaliotis
DTS-59	Vacant
DTS-62	D. Ward
DTS-63	A. Kaprelian
DTS-65	J. McGann
DTS-66	P. Bushueff
DTS-67	J. Hallock
DTS-68	R. Smith
DTS-69	D. Damm-Luhr
DTS-701	R. Dorer
DTS-72	R. Walter
DTS-73	J. Hitz
DTS-74	G. Neat
DTS-75	A. Barrington
DTS-76	H. Weinstock
DTS-77	Vacant

Figure 1

UAS JOB ORDER TYPE STATUS	REV. NO.
------------------------------	-------------

V N T S C UAS FORM A
----------------------------

ACCOUNTING CERTIFICATION NAME DATE
--

INITIATOR NAME (LAST, FIRST, MI)	ORG.
-------------------------------------	------

ACCOUNTING JOB ORDER -NUMBER-	-ORG-
----------------------------------	-------

PPA	ORG.
-----	------

START DATE	EST. DATE OF COMPLETION
---------------	----------------------------

USER COMMENT: FORM STATUS: UAS COMMENT:	DATE: DATE: ID #:
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JOB TITLE
-----------

ACCEPTED BY USER OF ENTRY USER OF CHANGE	ACCEPTED DATE DATE OF ENTRY DATE OF CHANGE
--	--

TOTAL COMMITMENT TO DATE
--------------------------

AUTHORIZATION SIGNATURES	
INITIATOR	DATE
PROGRAM MANAGER	DATE
BRANCH CHIEF	DATE
DIVISION CHIEF	DATE
DEPUTY DIRECTOR	DATE
	DATE
	DATE
CONTRACTOR REPRESENTATIVE	DATE

CONTRACTOR LABOR			
TASK NUMBER			
GROUP NUMBER			
TASK LEADER			
REGULAR LABOR			
CATEG.	RATE	HOURS	COST
TOTAL REGULAR			
OVERTIME			
TRAVEL/TRAIN.			
TOTAL LABOR			

TOTAL JOB COST
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UAS MANAGER
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FIGURE 2

NOTE: THIS FORM IS GENERATED ON-LINE USING THE FORMS MODULE OF THE UAS ACCOUNTABILITY SYSTEM. THIS MODULE IS ACCESSIBLE BY THE TECHNICAL SUPPORT SERVICES OFFICE PERSONNEL (INCLUDING CONTRACTOR PERSONNEL) WHO HAVE BEEN AUTHORIZED BY THE UAS SYSTEMS MANAGERS. USERS MAY COMPLETE A HARD COPY OF THE FORM AND SUBMIT IT TO AN APPROPRIATE BRANCH CONTROL ANALYST REPRESENTATIVE FOR PROCESSING.

<u>BLOCKS ACROSS</u>	<u>BLOCK DESCRIPTION</u>
1 UAS JOB CONTROL ANALYST.	THESE FOUR ELEMENTS ARE TO BE COMPLETED BY THE APPROPRIATE BRANCH
2 ACCOUNTING CERTIFICATION PURPOSES).	TO BE COMPLETED BY ACCOUNTING OFFICE (JOB ESTIMATE FOR COMMITMENT
3 INITIATOR	ENTER THE FIRST PART OF THE INITIATOR'S LAST NAME AND THE SYSTEM WILL FILL IN THE REST. THE INITIATOR'S NAME MUST CURRENTLY RESIDE ON THE PERSONNEL FILE.
4 ACCOUNTING JOB ORDER	ENTER THE ACCOUNTING JOB ORDER NUMBER AND THE SYSTEM WILL FILL THE REST. THE ACCOUNTING JOB ORDER NUMBER MUST CURRENTLY RESIDE ON HE ACCOUNTING JOB ORDER FILE.
5 START DATE/EST COMP DATE	ENTER THE DAY THE PROJECT IS TO START (MM/DD/YY). ENTER THE DAY THE PROJECT IS TO BE COMPLETED (MM/DD/YY).
6 USER COMMENT	DATA WHICH CAN BE ENTERED FOR TRACKING PURPOSES.
7 JOB TITLE	ENTER THE TITLE OF THE JOB (MAXIMUM OF 72 CHARACTERS).
8 ACCEPTED BY	THIS AREA IS FILLED IN BY THE COMPUTER SOFTWARE.
9 AUTHORIZATION SIGNATURES	THOSE SIGNATURES REQUIRED ACCORDING TO THE VOLPE CENTER DIRECTIVE DETAILING DELEGATIONS OF AUTHORITY.
10 CONTRACTOR LABOR	FOR CONTRACTOR INFORMATION AND TRACKING.
11 REGULAR LABOR CATEGORIES.	ENTER CONTRACTOR LABOR CODES AND COST ESTIMATES. MAXIMUM OF SIX
12 OVERTIME	IF OVERTIME IS AUTHORIZED ENTER HOURS AND COST.
13 TRAVEL/TRAINING	IF TRAVEL OR TRAINING IS AUTHORIZED ENTER CODE AND COST.
14 TOTAL LABOR (LABOR/OVERTIME/TRAVEL).	THIS FIELD IS COMPUTED BY THE SYSTEM ADDING ALL LABOR FIELDS
15 TOTAL JOB COST	THIS FIELD IS SYSTEM GENERATED.

Figure 3

**SUMMARY OF VOLPE CENTER ANNOUNCEMENT #95-27 DATED 8/31/95**

The authorizing signatures required for Technical Support Services are in accordance with Volpe Center Order 1100.1A Chg 62 and are as follows:

UPPER LIMITS OF AUTHORITY\*

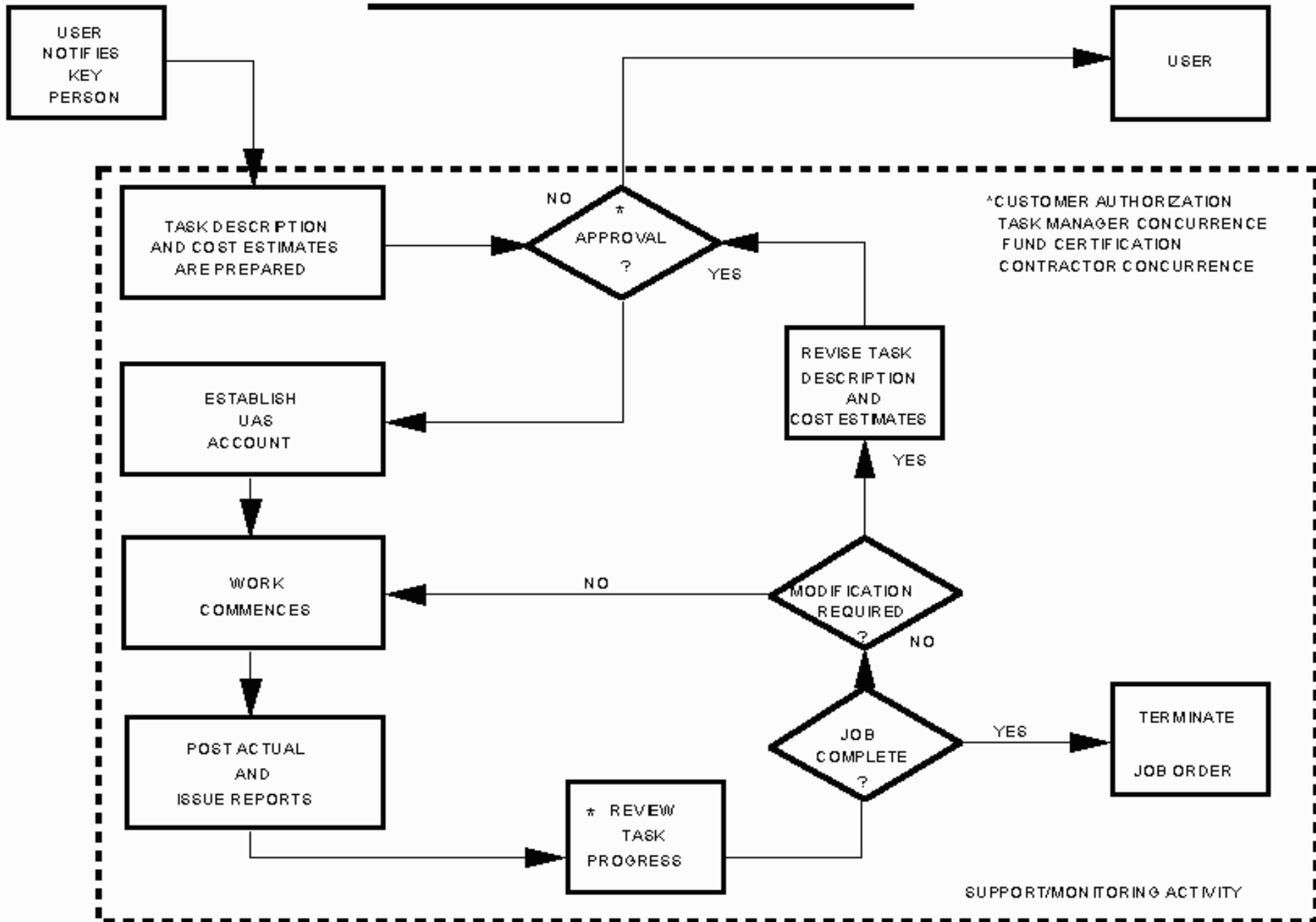
Type of Transaction	Deputy Director	Office Directors & Deputies	Division Chiefs & Chiefs of Staff
Approval of Work Requests for In-House Services:			
To \$100,000		X	X
Over \$100,000 to \$1,000,000		X	
Unlimited	X		

\* All requests for the expenditure of resources against a PPA require concurrence by the cognizant task manager.

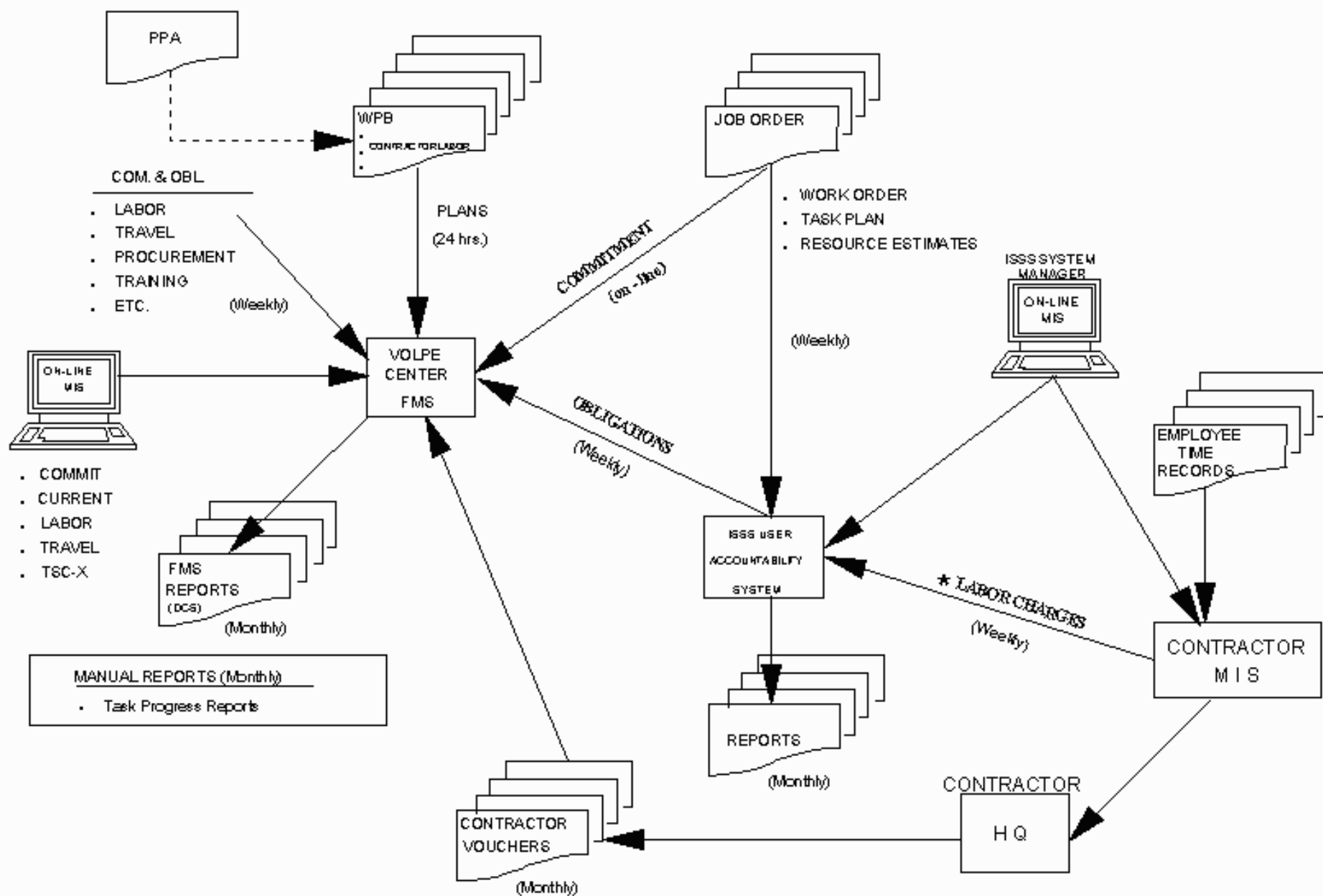
Figure 4



# JOB ORDER AND MONITORING SYSTEM



## ISSS JOB ORDER AND COST TRACKING



\* THE CONTRACTOR RAW DATA FILE IS COPIED INTO THE MIS SYSTEM AREA. THE FILE IS VALIDATED WITH THE CONTRACTOR REPORTING THE NUMBER OF RECORDS AND THE TOTAL NUMBER OF HOURS, BEFORE IT IS ACCEPTED FOR PROCESSING.

**ATTACHMENT J.6**

**VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER**

**USER ACCOUNTABILITY SYSTEM OVERVIEW**

**ATTACHMENT J.6**  
**USER ACCOUNTABILITY SYSTEM OVERVIEW**

A. User Accountability System

1. Introduction

In order to support the process of managing the Volpe Center and administering technical services and resources, an automated system known as the User Accountability System (UAS) was developed. The objective of the system is threefold. First of all, it provides users with weekly reports reflecting (1) current (weekly, month-to-date, and year-to-date) task estimates/ commitments, and (2) current utilization/obligations (actuals). Secondly, the system provides the COTR with data essential to monitoring the Support Services Contract. The system also generates reports used by the Contractor's management staff to manage activity at the task level. Finally, the system provides for automatic generation and input of charges into the Center's Financial Management System. Appendix A depicts the overall structure of the UAS and its relationship to the Center's Financial Management System.

2. Input to UAS

The UAS is dependent upon two main sources of input; namely, Job Order Forms, and Contractor Labor Charges.

a. Job Request Form (Appendix B)

This form is the originating source document for a task. It delineates the essential identification elements of the task, along with the time and cost estimates for Contractor personnel. This form is also used to revise, modify, or delete a task once it has been established. The controlling element is the Job Number. Figure 7 identifies the format used in formatting the Job Number. This form is also used as the official document for commitment of program funds by the Accounting Office once the appropriate authorization has been attained. The information from these forms is entered into the UAS to create or update a job order record. The detailed specifications and description of the task are provided by the Task Initiator or the Contractor Task Leader.

b. Contractor Labor Charges

Each week the support services Contractor provides the Technical Support Services Office with a breakdown of professional hours used in support of each task. This information is entered into the UAS where the professional time and cost figures are updated for each task according to a pre-established rate structure.

3. Responsibility

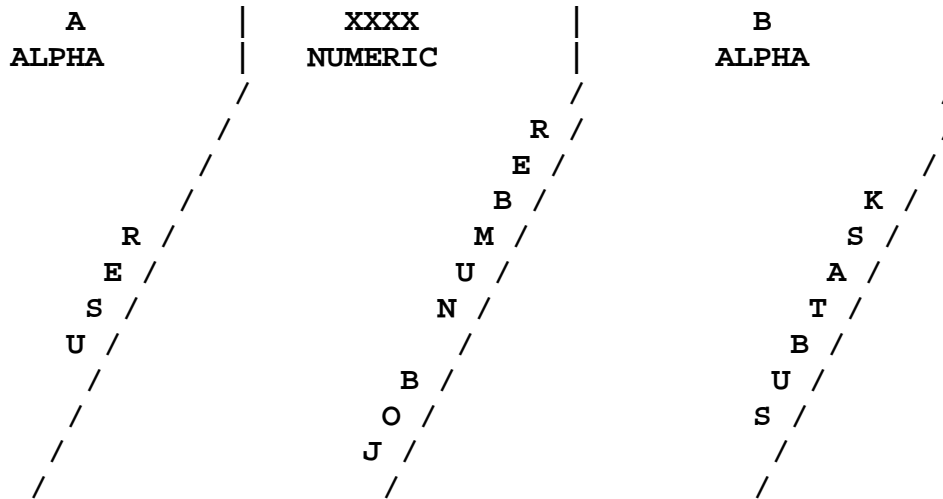
The UAS is run twice weekly. The first run is a preliminary run to input weekly labor charges. This system update is scheduled for close of business (COB) each Monday. (Close of business Tuesday is the latest this update can take place.) It is the Contractor's responsibility to provide the UAS Systems Manager with a labor file on a timely basis. The second run (which takes place on Wednesday of the same week) will process labor adjustments, if any. During the run, files and reports are produced for the Accounting Office to update the Center's financial management systems. These files and reports must be turned over to the Volpe Center's accounting office on Thursday of each week.

4. 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. Unofficial UAS reports and data are generated by the preliminary runs and serve as an aid in the function of monitoring project activity.

There are multiple reports generated by the UAS. The distribution of these reports varies with user requirements. An overview of UAS reports available to users is depicted in Attachment J.8.

FORMAT OF THE UAS JOB ORDER NUMBER



**WHERE**

- A - JOB NUMBER PREFIX AN ALPHA CODE DESIGNATING WHO IS SUPPORTING THE TASK AND THE SECTION RESPONSIBLE FOR MONITORING THE TASK. (See Figure 8)
- XXXX - NUMERIC JOB NUMBER ASSIGNED BY THE RESPONSIBLE MONITOR OR CONTRACTOR.
- B - ALPHA CODE USED TO DESIGNATE SUBTASK.

Figure 7

JOB NUMBER  
PREFIX

FUNDS SOURCE	INFORMATION SYSTEMS JOB ORDER PREFIX
DIRECT	A, D, T, V, W
INDIRECT	C
OPERATIONAL	K

Figure 8

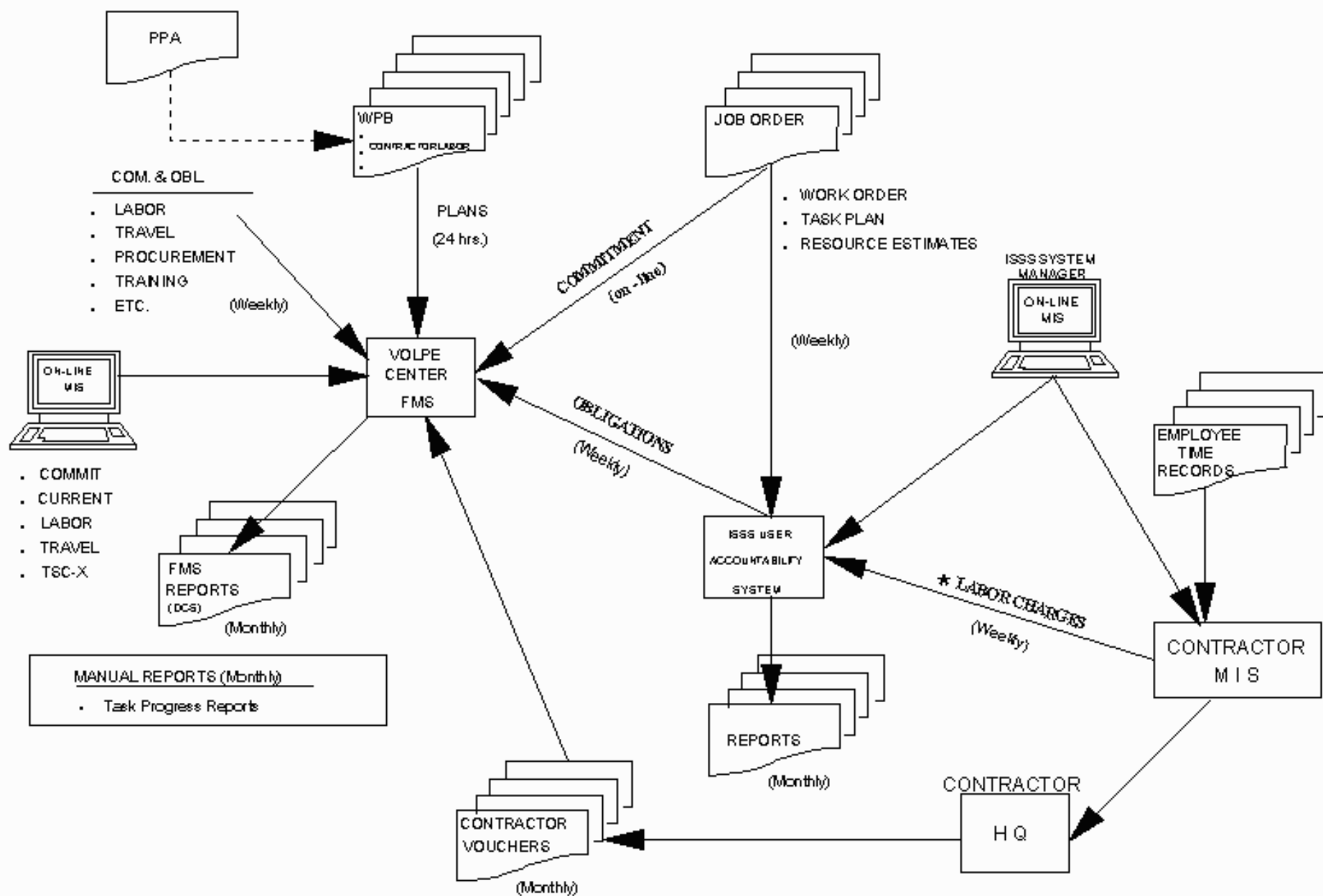
**APPENDIX A**

**USER ACCOUNTABILITY SYSTEM**

**STRUCTURE AND FLOW**

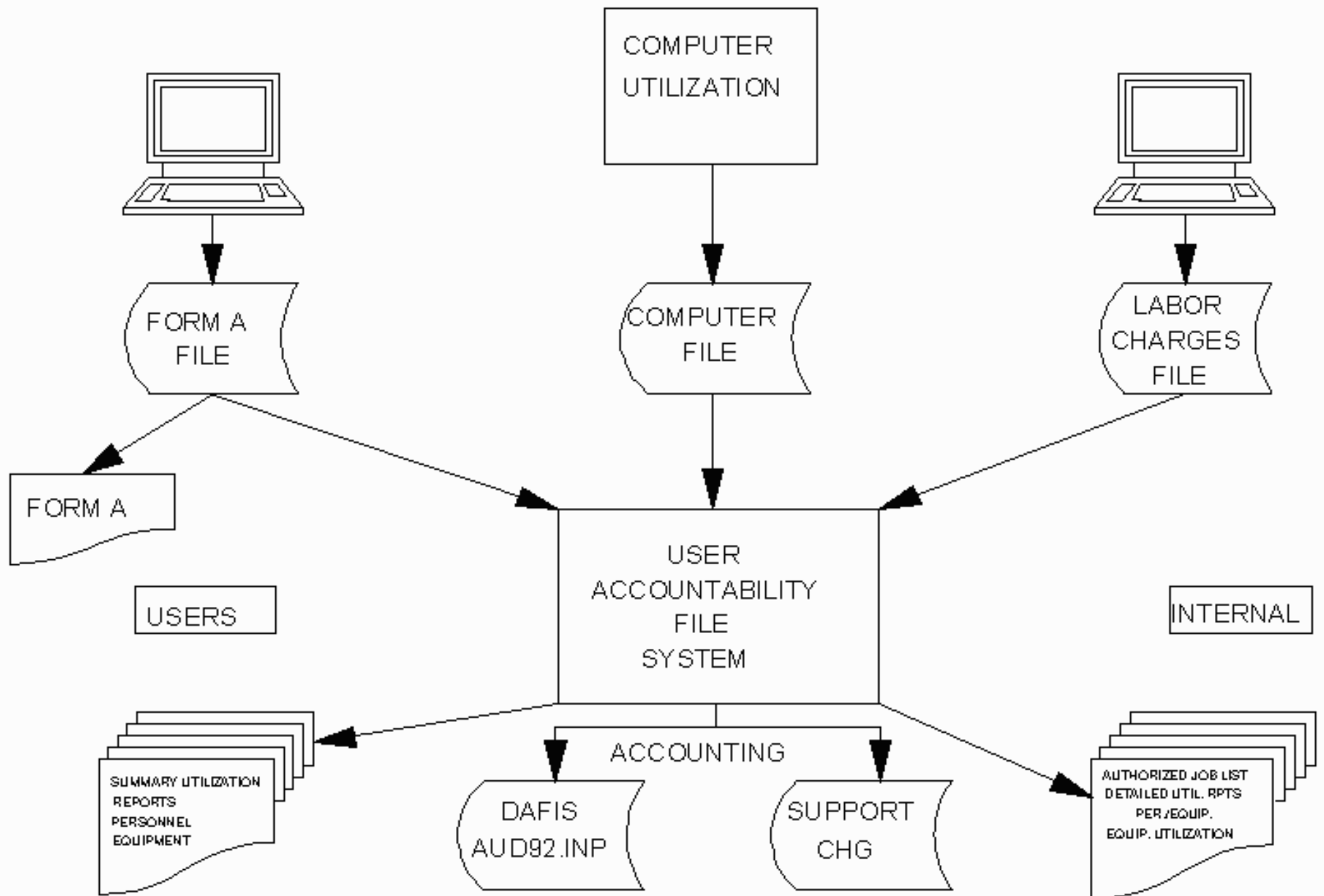


## ISSS JOB ORDER AND COST TRACKING



\* THE CONTRACTOR RAW DATA FILE IS COPIED INTO THE MIS SYSTEM AREA. THE FILE IS VALIDATED WITH THE CONTRACTOR REPORTING THE NUMBER OF RECORDS AND THE TOTAL NUMBER OF HOURS, BEFORE IT IS ACCEPTED FOR PROCESSING.

# USER ACCOUNTABILITY SYSTEM



UAS JOB ORDER TYPE STATUS	REV. NO.
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V N T S C UAS FORM A
----------------------------

ACCOUNTING CERTIFICATION NAME DATE
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INITIATOR NAME (LAST, FIRST, MI)	ORG.
-------------------------------------	------

ACCOUNTING JOB ORDER -NUMBER-	-ORG-
----------------------------------	-------

PPA	ORG.
-----	------

START DATE	EST. DATE OF COMPLETION
---------------	----------------------------

USER COMMENT: FORM STATUS: UAS COMMENT:	DATE: DATE: ID #:
---	-------------------------

JOB TITLE
-----------

ACCEPTED BY USER OF ENTRY USER OF CHANGE	ACCEPTED DATE DATE OF ENTRY DATE OF CHANGE
--	--

TOTAL COMMITMENT TO DATE
--------------------------

AUTHORIZATION SIGNATURES	
INITIATOR	DATE
PROGRAM MANAGER	DATE
BRANCH CHIEF	DATE
DIVISION CHIEF	DATE
DEPUTY DIRECTOR	DATE
	DATE
	DATE
CONTRACTOR REPRESENTATIVE	DATE

CONTRACTOR LABOR			
TASK NUMBER			
GROUP NUMBER			
TASK LEADER			
REGULAR LABOR			
CATEG.	RATE	HOURS	COST
TOTAL REGULAR			
OVERTIME			
TRAVEL/TRAIN.			
TOTAL LABOR			

TOTAL JOB COST
----------------

UAS MANAGER
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FIGURE 2

**ATTACHMENT J.7**

**INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR**

## ATTACHMENT J.7

### INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

#### A. Instructions and Procedures for the Contractor

##### 1. Billing Instructions

###### (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 will be used. Reproductions are acceptable.

Number of copies - The contract shall submit an original and three copies of each voucher and continuation sheet to DOT/Volpe Center, Accounting Office, DTS-823, 55 Broadway, Kendall Square, Cambridge, MA 02142-1093.

Time for Submission - 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 for, may be stated on the SF 1034/1035. Vouchers are submitted once every month. Other billing arrangements may at times be made subject to approval by the Administrative Contracting Officer.

###### (b) Preparation of Public Vouchers

###### SF 1034 - Cover Sheet

Vouchers No. - Insert the appropriate serial number of each voucher, beginning with No. 1 and using consecutive numbers. Use the same voucher number for each page of a given voucher. If a company wishes to use its own number as well, place it under Schedule Number in the block below.

Date voucher prepared - Insert the date on which the public voucher was prepared.

Contract number and date - Insert contract number, i.e. DTRS57-year-C-oooX.

Payee's name and address - Provide your company name and address or the bank or organization to which payments have been assigned (Federal Acquisition Regulation, Subpart 32.8).

Date of delivery or service - Show the month and year, beginning and ending dates of incurrence of costs claimed for reimbursement.

Amount and total - Insert the amount claimed for the period. The amount claimed must agree with the detail provided in the attachments.

Continuation Sheet 1 - The first continuation sheet is a summary of contract costs displaying contract costs by contract year(s), total contract cumulative to date, and billing for the current period. This Continuation Sheet should also identify the total hours of the Prime Contractor paid for this billing period and the subcontractor/other hours processed through the Volpe Center User Accountability System for this billing period even though the costs for these subcontractor/other hours may not be included as part of this voucher.

Continuation Sheet 2 - The second continuation sheet lists the Prime Contractor hours and cost by labor category for the current contract year (cum) and the current billing period for all functional areas of the contract. This sheet will also include a breakdown of Other Direct Costs, G&A, Fee (when applicable), total cost for the current contract year and the current billing period. See the sample Standard Forms 1034 and 1035 for details.

Standard Form 1034 Revised January 1980 Department of the Treasury I TRFM 4-2000 1034-118		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO.		
			CONTRACT NUMBER AND DATE				PAID BY
			REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS			DATE INVOICE RECEIVED		PAYEE'S ACCOUNT NUMBER		
			DISCOUNT TERMS				
			GOVERNMENT B/L NUMBER				
			SHIPPED FROM			TO	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract of Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT	
				COST	PER		
(Use continuation sheet(s) if necessary)						<b>TOTAL</b>	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR  BY <sup>2</sup>  TITLE	EXCHANGE RATE  = \$	= \$1.00	DIFFERENCES		
				Amount verified; correct for			
				<i>(Signature or initials)</i>			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
_____ <i>(Date)</i>		_____ <i>(Authorized Certifying Officer)<sup>1</sup></i>			_____ <i>(Title)</i>		
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)			
	CASH	DATE	PAYEE <sup>3</sup>				
				PER			
				TITLE			

Previous edition usable

NSN 7540-00-634-4206

**PRIVACY ACT STATEMENT**

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

<u>Major Cost Element</u>	<u>Contract Year #1 Cum to Date</u>	<u>Contract Year #2 Cum to Date etc.</u>	<u>Contract Cum to Date</u>	<u>Total This Billing Voucher #</u>
Direct Labor	—	—	—	—
<u>Other Direct Cost</u>				
Overhead @---%	—	—	—	—
Overtime Premium	—	—	—	—
Other	—	—	—	—
Total Other Direct Cost	—	—	—	—
Total Direct Costs	—	—	—	—
G&A @___%	—	—	—	—
Total Costs	—	—	—	—
Fixed Fee	—	—	—	—
CPFF	—	—	—	—
Contractor hours this period			—	
Subcontractor/Other hours this period			—	
	Total		—	

Continuation Sheet #1



	Current Contract Year		This Billing Period	
	Hours	Cost	Hours	Cost
<u>Prime Contractor Labor</u>				
System Development Expert	—	—	—	—
Technology Specialist	—	—	—	—
Systems Engineer	—	—	—	—
Senior Specialist	—	—	—	—
Senior Analyst etc.	—	—	—	—
Total Labor	—	—	—	—
<u>Other Direct Costs</u>				
Overhead - %		—		—
Overtime Premium		—		—
Major Subcontractors		—		—
Unspecified Subcontractors		—		—
Travel & Training		—		—
Offsite Space etc.		—		—
Total Other Direct Costs		—		—
Total Direct Costs		—		—
G&A —%		—		—
Total Costs		—		—
Fixed Fee		—		—
Total CPFF		—		—

Continuation Sheet #2

2. Procedures to Obtain Subcontracting Support under the Volpe Center Information Systems Support Services Contract

(a) Introduction

Subcontracting is recognized as a necessary tool for meeting the performance requirements of the contract. However, it is essential that the Contractor understand and abide by the requirements of FAR Clause 52.215-24, "Subcontractor Cost of Pricing Data," and FAR Clause 52.244-2, "Subcontracts," in Section I. It is especially important that the Contractor provide adequate justification to proposed non-competitive subcontract awards to assure that such awards do not give the appearance of using the prime contract as a conduit for evading said regulations.

(b) Justification

- (1) The Contractor's use of "Other Subcontractors" will be exclusively a function of special case support requirements associated with work formally tasked to the Contractor via the Volpe Center Job Order System. The Contractor will subcontract outside support only when defined work requirements cannot feasibly be satisfied through professional resources available within the Contractor's project staff. In all cases, "Other Subcontractors" will be used to contribute technical support for work being performed under the Contractor's direction and for which the Contractor provides the principal support personnel. In no case will the Contractor utilize the subcontracting provision as a means of acquiring subcontract support for work that is not formally assigned to be the Contractor's responsibility to perform.
- (2) The use of "Other Subcontractors" is normally associated with one of the following:

For purposes of supporting Volpe Center work requiring unique and/or specialized state-of-the-art skills which cannot be made available within the Contractor's Project Staff in a timely manner and where one of the following conditions is true:

- a. The Volpe Center project/work requirement has time constraints requiring immediate support (e.g., high priority requirements that need staff assigned expeditiously to satisfy important Volpe Center milestones). Elapsed time constraints associated with not being able to hire in time or train in timely manner can be a reason for requiring "Other Subcontractor" support.
- b. The capability is required for only a short term and would not be of general utility beyond the immediate work requirement.

- c. The Contractor cannot reasonably attract individuals with the requisite skills (e.g., because there is no career path for them).
- d. Transition-type tasks where the Volpe Center desires the work being performed by another Contractor to be transitioned to the Contractor's Support Services Contract.

In all cases of "Other Subcontractor" support, the Contractor retains full delegated responsibility for the work being performed for the Volpe Center. The "Other Subcontractor" support role is strictly limited to technical assistance to be provided under the direction of the assigned Contractor's project leader. "Other Subcontractors" will be expected to comply with the decisions and directives of the Contractor's management as regards all aspects of work performance. Failure to comply with the Contractor's management directives will be grounds for terminating the subcontracted support.

(c) Procedure For Use of Other Subcontractors

- (1) When a task requiring contracting is contemplated, the cognizant Branch Manager coordinates with the Project Manager, explaining the task, identifying the Volpe Center customer, the need or justification requiring use of other subcontractor support, and, if applicable, the specialty or predominant capability not available on-site.

Each justification shall reflect the consideration that has been given to the Contractor's on-site sources and the reasons why they are insufficient to satisfy the requirements. The following represent factors which should be considered:

- a. What is the capability/skill which is important to the specific effort that makes subcontracting clearly required or desirable over other alternatives?

- b. If schedules are involved, why are they critical and why can subcontracting best meet these requirements?
  - c. Is the present task a direct continuation of a previous effort performed by the proposed subcontractor which the Volpe Center desires to phase over to the in-house support contract?
- (2) The need for use of another subcontractor will be coordinated with the Contracting Officer's Technical Representative (COTR). The need will identify the task, required skills or needs, number of people, approximate period of performance, and estimated cost.
  - (3) Upon concurrence of the COTR, the Contractor will prepare a requisition along with a Statement of Work (SOW) to include the special skills required, number of people, period of performance, approximate cost, and any known sources for the service, and will forward same to the Contractor's Contracts Office. If only one source is deemed available, the SOW will be accompanied by a sole-source justification.
  - (4) Upon receipt of the requisition, the Contractor's Contracts Office will review the Statement of Work, skill requirements, and level of effort for thoroughness and clarity.
  - (5) If only one source is considered available, the Contractor's Contract's Office review will include an attempt to identify other potential sources. Competition will be sought unless otherwise justified based on the identified requirements. In the event a sole-source subcontract is determined, the consent request shall be forwarded through the technical monitor (COTR) for concurrence to the Contracting Officer for consent, accompanied by a memo showing the facts leading to the Contractor determination of a non-competitive procurement.
  - (6) The Contractor's Contracts Office will solicit proposals for "Other Subcontractors" as follows:

- a. An RFP will be developed and sent to a bidder's list for purposes of receiving proposals and competitive awards.
- b. The RFP will include information such as: background; Statement of Work; required special skills, educational background, years of experience; need for specification of proposed rates such as estimated costs, overhead rates, G&A rates and fee, evaluation criteria; requirement of Certificate Current Cost or Data; etc.

(7) Award Basis

Award(s) will be made to one or more subcontractors whose proposals are deemed to be most advantageous based upon price, technical capability, and other cogent factors. In determining the acceptability of proposals, the Contractor will consider the following types of factors:

- a. Qualifications of proposed staff, including applicable experience and education.
- b. Adequacy and availability of number of people per labor category.
- c. Customer references.
- d. Commitment of proposed staff and estimated time lapse before assignment to task order.
- e. Specific information on proposed rates for subcontracting the services of the identified individuals, to include company overhead, G&A and fee; and any other applicable costs.
- f. Understanding of the work to be accomplished.

Offerors will be cautioned that the following items are of concern to the Contractor and failure to satisfactorily resolve any of the issues may result in the rejection of the offer:

The extent of exceptions taken to the request for proposal and subcontractor terms.

Financial position of offerors.

The Contractor will reserve the right to make a site visit to the offeror facility and to request oral presentations by the offerors, if considered necessary.

(8) Coordination with Contracting Officer

A package of advance notification containing information pertinent to the award will be submitted to the Contracting Officer for his concurrence. The package will contain the following items that are germane to the provisions of Clause No. 52-244-2 in Section I of the subject contract.

- a. Description of supplies or services to be acquired by the subcontract.
- b. Explanation of method and rationale employed in the selection of the subcontract.
- c. Cost/price analysis.
- d. Subcontractor's certificate of current cost or pricing data if applicable.
- e. Subcontractor Document.
- f. Memorandum of Negotiation.
- g. Description of incentives if applicable.
- h. Bidders list.

3. Subcontracting

Because of the wide range of skills and work requirements covered within the scope of the contract, the Government may require the Contractor to supply unique and/or specialized state-of-the-art skills or to provide short term, quick response support. This support is in addition to any contractual teaming arrangements the Prime Contractor may propose. Currently, the on-site support services contractor provides a total of 109 Lys of subcontracting support in the Information Systems area to direct program work. The breakout of this support is as follows.

Teaming Subcontractors

<u>No. of Contractors</u>	<u>No. of Labor Years</u>
4	84

Specialized Subcontractors

<u>No. of Contractors</u>	<u>No. of Labor Years</u>
17	25

4. Contract Administration Background Information

The Contractor Administration Office is expected to develop, operate, and maintain operational procedures and MIS support for all aspects of the support provided under this contract (see C.4, C.5 and Sections E and F). In addition, the Contractor Administration Office must provide a wide range of administrative services to support overall contract operations. The following is a summary of some of the workload associated with these services.

During FY96, over 600 job orders were issued in the Technical Support areas. Approximately 300 to 350 were active at any one time. Tasks ranged in size and complexity from very low level efforts (measured in weeks) to tasks involving over 40 labor years of effort. At the program level (PPA), approximately 200 PPAs were supported during the course of the year; 120 to 150 were active at any one time.

During FY96, there were approximately 65 people in the Washington, DC, area providing technical support to Volpe Center projects. This support was directed to approximately 10 Volpe Center projects and involved the issuance of approximately 40 job orders.

During the course of the current contract, travel associated with direct project support increased each year. Approximately 1400 trips were taken during FY96.

The FY96 reproduction workload was handled as follows:

Contractor Furnished (Leased)

- (5) Konica Model 1803 - in Cambridge, MA
- (1) Konica Model 4003 - in Cambridge, MA
- (1) Konica Model 4065 - in Cambridge, MA
- (1) Konica Model 5080 - in Cambridge, MA
- (1) Xerox Model 5034 - in Washington, DC
- (1) Xerox Model 5385 - in Washington, DC

In the performance of the contract, occasionally there is a need to process security clearances for contractor personnel. Approximately three requests for security clearances per year were processed by the on-site support contractor.

During the FY96 time frame, the Contractor was responsible for approximately 1500 property items which were issued under the Volpe Center Property Management System.

Planning-Budgeting-Reporting terms used in this solicitation include:

General Working Agreement (GWA)

- Establishes sponsor funding level
- Establishes overall program scope
- Provides basis for transfer of funds



### Project Plan Agreement (PPA)

Establishes specific, detailed description of work to be performed  
Details resources required  
Details deliverables, schedules, and milestones

### Work Plan Budgets (WPB)

Internal Volpe Center plan for use of resources  
Expands PPA resource use plans by cost element  
Becomes accounting job order for cost tracking

### Job Request Form (Job Order)

Delineates the essential identification elements of the work to be performed by the Contractor, along with the time and cost estimates for Contractor personnel. The controlling element is the Job Number. Information from this form is entered into the Volpe Center User Accountability System (UAS). Form is used to revise, modify, or delete a task once it has been established.