

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER _____ PAGE 1 OF _____

2. CONTRACT NO. _____ 3. AWARD/EFFECTIVE DATE _____ 4. ORDER NUMBER _____ 5. SOLICITATION NUMBER _____ 6. SOLICITATION ISSUE DATE _____

7. FOR SOLICITATION INFORMATION CALL:  a. NAME _____ b. TELEPHONE NUMBER (No collect calls) _____ 8. OFFER DUE DATE/ LOCAL TIME _____

9. ISSUED BY _____ CODE _____ 10. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 NAICS: _____
 SIZE STANDARD: _____ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE
 12. DISCOUNT TERMS _____ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b. RATING _____ 14. METHOD OF SOLICITATION
 RFQ IFB RFP

15. DELIVER TO _____ CODE _____ 16. ADMINISTERED BY _____ CODE _____

17a. CONTRACTOR/OFFEROR CODE _____ FACILITY CODE _____ 18a. PAYMENT WILL BE MADE BY _____ CODE _____
 TELEPHONE NO. _____

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA _____ 26. TOTAL AWARD AMOUNT (For Govt. Use Only) _____

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED
 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR _____ 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) _____

30b. NAME AND TITLE OF SIGNER (Type or print) _____ 30c. DATE SIGNED _____ 31b. NAME OF CONTRACTING OFFICER (Type or print) _____ 31c. DATE SIGNED _____

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
	42b. RECEIVED AT (<i>Location</i>)
	42c. DATE REC'D (<i>YY/MM/DD</i>)
	42d. TOTAL CONTAINERS

ADDENDUM A

**UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF THE FEDERAL DETENTION TRUSTEE**

**STATEMENT OF WORK
FOR**

**ACQUISITION MANAGEMENT AND ADMINISTRATIVE SUPPORT
SERVICES**

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**STATEMENT OF WORK
FOR
ACQUISITION MANAGEMENT AND ADMINISTRATIVE SUPPORT
SERVICES**

1.0 Introduction

The United States Marshall Service (USMS) is a law enforcement agency within the Department of Justice (DOJ) and is responsible for providing medical care to prisoners within USMS custody. The mission of the Federal Detention Trustee is to provide oversight of detention management, and improvement and coordination of detention activities, including the effective and efficient expenditure of appropriated funds with a consistent approach, to ensure Federal agencies involved in detention provide for the safe secure and humane confinement of persons in the custody of the United States. The Office of the Federal Detention Trustee (OFDT) was established in September 2001 by a directive of Congress. OFDT reports directly to the Deputy Attorney General, with a mandate to coordinate detention activities for the DOJ and with the U.S. Department of Homeland Security, Immigration and Customs Enforcement (ICE).

OFDT's oversight of detention management is focused on improving the planning and integration of federal detention capabilities while improving the efficiency and effectiveness of federal detention operations. Given the authority to manage the DOJ's detention resource allocations, OFDT is responsible for the financial management of detention operations as it coordinates with the components of other federal agencies involved in detention. The Trustee's office employs sound strategic planning to improve integration of federal detention capabilities while keeping federal detention standards in focus.

The needs for the USMS are based upon changing programmatic goals, funding levels, and a dynamic prisoner population that varies in both size and medical need.

2.0 Objective

The objective of this Statement of Work (SOW) is to acquire Acquisition Management and Administrative Support for business and program management activities within the DOJ. These activities assist the Contracting Officer(s), Program Manager(s), Project Lead(s), and the Business Manager in the areas of risk, requirements and budget planning, program execution, data analysis, and assessing the overall status of projects related to health care services for prisoners held in custody by the USMS.

A requirement exists within USMS for various types of Acquisition Management & Administrative Support Services that focuses on acquiring acquisition program management support to include, but not limited to, the acquisition of a national managed

care health system which includes negotiated contracts with medical facilities and providers, claims processing and payment, utilization review and quality management for purposes of enabling the USMS to arrange for appropriate prisoner health care at substantial savings to the taxpayer. The purpose of the program is to (1) establish a nationwide integrated health care delivery system; and (2) process and pay medical claims consistent with the Medicare and/or Medicaid payment standards required by 18 U.S.C. 4006, as amended.

The USMS' intent is to form a seamless, effective, and integrated Government/Contractor team with skills and experience in acquisition management in order to meet its basic mission of providing health care to USMS prisoners.

3.0 Required Support Services

Provide business management guidance, research, analysis and recommendations on determination of requirements; acquisition planning; preparation of the solicitation; source selection; negotiation; and contract award, performance, and closeout. Contractor shall conduct administrative tasks relevant to program management to include, but not necessarily limited to, assisting government project officers with coordination of acquisition requirement packages, reviewing deliverables, and tracking costs.

Contractor shall assist in the planning of the acquisition activities, which includes the development of acquisition schedules and the tracking of the acquisition activities on the schedule. The Contractor will report all schedule activity status to the Program Management Office (PMO) acquisition lead. Specifically, the contractor will provide the following services:

- 3.1 Acquisition Process. The Contractor shall provide guidance on acquisition related guidelines and requirements from the PMO perspective. This includes the need to understand current acquisition mandates, levels of approvals required, required acquisition documents, and the acquisition process. The Contractor shall assist the PMO in going through the complete acquisition process, from requirements development through contract award. The Contractor shall be well-versed on the DOJ acquisition guidelines and regulations, from a PMO perspective, for high-dollar value acquisitions.
- 3.2 Acquisition Evaluations. The Contractor shall serve as an advisor on acquisition evaluations. Assist in the development of evaluation criteria for the PMO acquisitions. The Contractor shall also provide evaluation assistance in the areas of expertise listed in the SOW as it relates to the review of proposals submitted by Health Care Services Bidders.
- 3.3 Funding. Assist in Funding Requirements and Tracking. Contractor shall develop and maintain financial status information and reports that depict customer funding received versus funding required to maintain the program. Alert the PMO when

additional funds are required and assist in the notification to the Customer of the requirement for those funds. Develop and analyze financial data reports to give management visibility of financial status including obligation and expense information. This includes the tracking of funding cuts, projected funding allotments, to include out-year requirements. The Contractor is required to understand the DOJ flow of funds through the process in order to assist in this task.

3.4 Status Update. The Contractor shall prepare updates related to program status for the PMO acquisition lead and the COTR using PMO designated report method/tools, such as Weekly Activity Reports (WARs), Monthly Activity Reports (MARs), program status reviews and execution plans and reviews.

3.5 Meetings. The Contractor shall participate in and provide input for meetings to include Program Management Reviews (PMRs), customer reviews, and other program management related meetings. Assist the government in development of an Integrated Master Schedule (IMS) and Integrated Master Plan (IMP).

3.6 Planning. The Contractor shall support Long Range Planning studies in support of future health care services for prisoners held in custody by the USMS.

Figure 1 depicts this process, illustrating major events associated with the procurement of goods and services.

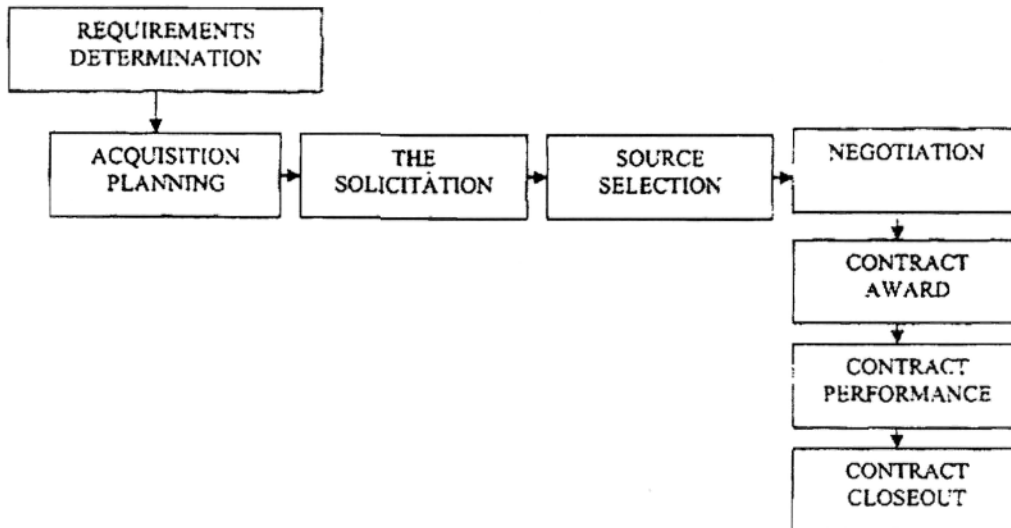


Figure 1 The Acquisition Process Model

4.0 Contract Structure

The contract objective is to provide the best capable team within current funding levels, while retaining flexibility and responsiveness to adjust the manning levels within the contract labor categories when requirements and funding change.

Contractor shall comply with the contract Organization Conflict of Interest (OCI) clause. The contractor shall develop an OCI Mitigation Plan within thirty (30) days of Contract Award. The OCI Mitigation Plan shall be submitted to DOJ for comment and/or approval. Once approved, the contractor shall maintain the OCI Mitigation Plan throughout the term of the contract. Contractor must remain sensitive to ongoing OCI issues and inform the Contracting Officer in writing of any potential OCI situation that may require the OCI clause to be expanded or clarified. Appropriate firewalls and OCI clauses allow the contractor to fully integrate into day-to-day activities. Limiting contractor team members from source selections, while acceptable, is less preferable.

5.0 Monthly Reports

The activities accomplished each month shall be detailed in a Monthly Status Report. The report shall cover all completed actions, problem areas, and identify future plans. The contractor shall track and document tasks assigned and completed for each period and notate this in the Monthly Status Report.

6.0 Deliverables

All deliverables must meet the requirements set forth and must be complete, on time and require no major re-work. All deliverables will become the property of the government.

Item	Report Name	Due Date	Submit To
#1	Work Plan	7 days after Contract Award	COTR; CO
#2	OCI Mitigation Plan	30 days after Contract Award	
#3	Monthly Status Report	Monthly by the 10th calendar day	COTR; CO

7.0 Service Delivery Summary

The contractor service requirements are summarized into performance objectives. The performance threshold describes the minimum acceptable levels of service necessary for each requirement. These thresholds are critical to mission success.

SDS #	PERFORMANCE OBJECTIVES	PWS #	PERFORMANCE THRESHOLDS	SURVEILLANCE METHODS
1	Provide acquisition program management capability	3.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor acquisition program management team level of competency is satisfactory. • Team members display an adequate knowledge of contract requirements. • Contractor team demonstrates adequate efficiency, effectiveness and flexibility when responding to program office requirements. • Team supports and responds timely to programmatic issues most of the time. Products produced by team are complete, on time and require no major re-work. 	Periodic surveillance. Contractor/Government Program Managers interface. Review Monthly Status Reports.
2a	Provide Management Oversight: Planning	4.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor's management planning is comprehensive and contains logical flow of activities. • Contractor's response to government technical and business requests is satisfactory. • Contractor implements adequate management controls that provide for identification of program office needs in a timely manner. 	Periodic Surveillance Contractor/Government Program Managers interface. USMS and OFDT customer feedback

SDS#	PERFORMANCE OBJECTIVES	PWS #	PERFORMANCE THRESHOLDS	SURVEILLANCE METHODS
1	Provide acquisition program management capability	3.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor acquisition program management: team level of competency is satisfactory. • Team members display an adequate knowledge of contract requirements. • Contractor team demonstrates adequate efficiency, effectiveness and flexibility when responding to program office requirements. • Team supports and responds timely to programmatic issues most of the time. Products produced by team are complete, on time and require no major re-work. 	Periodic surveillance. Contractor/Government/Program Managers interface. Review Monthly Status Reports.
2a	Provide Management Oversight: Planning	4.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor's management planning is comprehensive and contains logical flow of activities. • Contractor's response to government technical and business requests is satisfactory. • Contractor implements adequate management controls that provide for identification of program office needs in a timely manner. 	Periodic Surveillance. Contractor/Government Program managers interface. USMS and OFDT customer feedback.

SDS#	PERFORMANCE OBJECTIVES	PWS #	PERFORMANCE THRESHOLDS	SURVEILLANCE METHODS
2b.	Provide Management Oversight: Hiring/Staffing	3.0, 9.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor takes action to meet government staffing/hiring requirements in a timely manner. • Contractor provides adequate staffing levels commensurate with work assignments. • Selection of personnel, both on site and off site is adequate to meet program office requirements. • Contractor keeps program office informed of resource issues and takes appropriate and timely action to resolve them. • Key personnel changes are kept to a minimum. 	Periodic Surveillance. Contractor/Government Program managers interface. USMS and OFDT customer feedback.
2c.	Provide Management Oversight: Government/Contract or Interface	4.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor establishes clear lines of authority and provides effective communication with the government, other agencies and contractors. • Minimum programmatic or technical impacts are experienced because of communication problems. • Good coordination is maintained with government teams. 	Periodic Surveillance. Contractor/Government Program managers interface. USMS and OFDT customer feedback.

SDS#	PERFORMANCE OBJECTIVES	PWS #	PERFORMANCE THRESHOLDS	SURVEILLANCE METHODS
3.	Provide Cost Control and Reporting	5.0, 6.0, 12.0	<ul style="list-style-type: none"> • Meets SDS performance thresholds for 95% of contract requirements. • Contractor cost data is received on time and is consistent and logical. • Cost reports are accurate and provide sound information relative to overall contract cost. • Contractor demonstrates sensitivity to compliance with FAR by responding timely to contract administration and audit inquiries. • Provides resources to resolve issues raised by government personnel. 	Periodic Surveillance. Contractor/Government Program managers interface. USMS and OFDT customer feedback.

8.0 Government Furnished Property and Services

8.1 General.

The contractor shall identify in the task proposal the type, amount, and time frames for any required government resources, other than those listed below.

8.2 Facilities and Services.

- a. **Workspace:** The majority of the work shall be performed at the contractor's facility. The Government will provide on-site working space for personnel supporting this requirement.
- b. **Computer Resources:** The Government will provide the computer resources necessary to support accomplishment of the activities outlined in this SOW.
- c. **Access:** The Government will provide the contractor access to all facilities as required to accomplish this requirement.

8.3 Information.

The Government will provide access to the information required to support the tasks described in this requirement.

8.4 Period of Performance.

The duration of this requirement is as follows:

Base:	1 November 2005 – 30 September 2006
Option Period(s):	1 October 2006 – 30 September 2007
	1 October 2007 – 30 September 2008
	1 October 2008 – 30 September 2009

8.5 Hours of Work

The Contractor shall work at the specified government site or approved off-site location within the hours of 0800 – 1800. Normal duty days will be Monday through Friday, excluding government-observed holidays. The Contractor shall not invoice for hours beyond the 40-hour workweek, per individual, without prior approval. Hours worked by any individual over 40 that are not approved will not be reimbursed.

9.0 Contractor Personnel Expertise

The Contractor shall provide experienced personnel with the skill levels necessary for the tasks described in Section 3.0. All personnel shall be capable of working independently and taking a pro-active leadership role on the areas assigned and must have a solid knowledge of the MSOffice® suite of tools. All personnel must possess extensive analysis skills on the areas of expertise they are supporting in this SOW. Some individuals supporting the requirements involving risk analysis, and program management analysis requirements must be Project Management Professional (PMP) certified, as an in-depth knowledge of the life cycles of systems from inception to closure is required to adequately support these tasks. Personnel must have a demonstrated *working knowledge of acquisition guidelines and requirements, financial tracking, and risk analysis*, as necessary, for the task(s) they are supporting, in addition to knowledge of the tools needed to perform the job.

The contractor shall provide resumes for the individuals proposed to perform under this required.

10.0 Travel

Travel to other Government or civilian facilities outside the local area may be required. All travel must be approved by the COTR prior to commencement of the travel and shall be documented in a Trip Report.

Travel will be reimbursed according to the FAR31.205-46-Travel Costs. The Contractor shall provide complete documentation with each invoice supporting the travel costs, to

include copies of receipts for all transportation, including air fair and rental cars, parking, hotel accommodations, meals, business-related phone calls, taxi fares, and reimbursable mileage.

11.0 Security

Contractor personnel shall be required to have the appropriate level of investigation and/or security clearance for the sites at which they are located during the performance of duties in support of this order. At a minimum, all Contractor personnel are to have a completed favorable National Agency Check (NAC)/Entrance National Agency Check. Contractor personnel shall be required to submit a request for a user ID when access is required to a Government computer, to include the submission of proof to the PMO Security Manager that a favorable National Agency Security Check has been completed.

12.0 Invoices

This contract is a Time and Materials (T&M) Contract. To comply with the requirements of FAR 22.103 the Contractor shall provide with the invoice an accounting for the amount of hours worked each week by each individual supporting the needs of this requirement.

Documentation for all charges other than labor shall accompany the invoice.

**ADDENDUM B
LABOR CATEGORIES AND RATES**

Key Personnel	Labor Category	Hourly Rate	Hour Estimate
[REDACTED]	Project Manager	\$195.00	864
[REDACTED]	Senior Consultant	\$158.50	1296
[REDACTED]	Subject Matter Expert	[REDACTED]	1296
[REDACTED]	[REDACTED]	[REDACTED]	**

** Contractor estimates total of 1,296 for the labor category Subject Matter Expert.