

PERFORMANCE WORK STATEMENT (PWS)

Description of Services

1.0 Scope

1.1 General

This Performance Work Statement (PWS) defines the effort required to support the KC-X Program Office, Wright-Patterson AFB, OH, weapon system acquisition and sustainment activities. This task order shall involve Acquisition Program Management Support for the entire acquisition effort.

1.1.1 Task Proposal

The Contractor shall provide a Proposal in response to this PWS. This effort shall be proposed on a Time-and-Materials (T&M) basis in accordance with the task order schedule. Only upon Contracting Officer authorization and funding of a Contract Line item (CLIN) shall the Contractor proceed with any effort. The Contractor shall provide firm labor rates, estimated labor amounts, and a ceiling price for each CLIN, in accordance with Attachment 2, Labor Category Rate Matrix (see Appendix A, Workload Estimate).

1.1.2 Period of Performance

The period of performance for this PWS will be twelve (12) months from date of award. Performance shall take place at the facilities of the Contractor and its subcontractors as applicable, and on or off-site from Government locations.

1.1.3 Contract Management

1.1.3.1 The Contractor shall establish processes and assign appropriate resources to effectively administer the task order. Duties include, but are not limited to, responding to Government requests for contractual actions in a timely fashion, and maintaining proper/accurate timekeeping records of personnel assigned to work on the task orders.

1.1.3.2 Performance under this order shall be documented in accordance with the Data Requirements of Section 7.0.

1.2 Government Furnished Equipment/Material/Facilities

1.2.1 The Government will provide adequate physical work space for required on-site support and will furnish the following to facilitate on-site support: desk, phone, computer equipment (to include all necessary hardware & software), an electronic mail (e-mail) account, use of the Government telephone, facsimile machine, copier usage, as required by these positions.

1.2.2 Government personnel will be made available to provide technical input, answer questions, review completed draft deliverables, provide feedback, and provide shipping directions for deliverable products.

1.3 Inspection and Acceptance / Free-On-Board (FOB)

Inspection / Acceptance shall be at destination and FOB shall be destination.

1.4 Security

1.4.1 Contractor Visitor Group Security Agreement

88TH ABW/IPD will coordinate a Contractor Visitor Group Security Agreement between the Contractor containing specific actions to be taken by each party to protect classified information involved in contract performance. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities as required.

1.4.2 Contract Security

Overarching contract security requirements, and Contractor access to classified information, shall be as specified in the basic DD Form 254 for this task order. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check with Inquiries (NACI).

1.4.2.1 OPSEC Requirements. A Program Protection Plan (PPP) and supporting annexes will be provided as Government Furnished Information (GFI). The contractor will follow guidance in the PPP and annexes for protection of Critical Program Information (CPI) identified in the PPP. The contractor will, as requested by the government, provide input to updates of the PPP and associated annexes. Any modifications or deviations to the PPP or annexes will be made in writing by the Program Manager (PM). Requests for clarification of the PPP or annexes will be made by the contractor to the PM not later than thirty (30) days from receipt of the PPP, its annexes, or updates thereof.

1.5 Hours of Operation

1.5.1 Normal Hours

KC-X Program Office normal hours of operation are Monday through Friday, 0800 to 1700, except federal holidays. The Contractor shall have the flexibility to schedule individuals outside the normal hours, with prior approval of the Contracting Officer, to support the KC-X Program Office mission. In no case, however, shall on-site support be provided outside normal hours when there are no Government employees in the work area.

1.5.2 Holidays

The Contractor is not required to provide service on the following U.S. Federal holidays:

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

1.6 Quality Control

1.6.1 The Contractor shall provide quality services/products and management oversight of all processes. The Contractor shall provide accurate data/reports and meet task order objectives, with emphasis on overall success and positive impact to the acquisition program and organizational mission. The Contractor shall provide for the management and support of personnel, to include training, guidance, and supervision of qualified personnel to accomplish the task order.

1.6.2 The Government will evaluate the Contractor's performance in accordance with a Performance Plan. The Quality Assurance Personnel (QAP) and designated alternates are representatives of the Contracting Officer (CO) and will participate in the administration of this task order. For purposes of this task order, the terms QAP and Contracting Officer Representative (COR) are interchangeable.

1.6.3 The QAP or alternate will inform the Contractor when discrepancies occur and will request corrective action. The QAP or alternate will make a notation of the discrepancy with

the date, time and discrepancy that was noted; and request the authorized Contractor representative to provide the appropriate correction action.

1.7 Business Relations

The Contractor shall successfully integrate and coordinate all activity needed to execute the task order, including the timeliness, completeness and quality of problem identification, corrective actions plans, proposal submittals, timely identification of issues in controversy, effective/responsive management of subcontractors, customer satisfaction, and professional and ethical behavior of the Contractor management personnel.

1.8 Safety Requirements

The Contractor is solely responsible for compliance with all federal, state and local laws, the Occupational, Safety and Health Act (OSHA) (Public Law 91-596) and the resulting standards, **OSHA Standards 29 CFR 1910 and 1926**, as applicable, and the protection of their employees.

Additionally, the Contractor is responsible for the safety and health of all subcontractor employees.

2.0 Services Summary (SS)

*CPARS = Contractor Performance Assessment Reporting System

3.0 Base Support and Services

3.1 The support and services of this contract shall require collocation of Government and Contractor staffs in a Government furnished facility. The Government shall provide a facility on Wright-Patterson AFB, OH currently designated as Building 558 and Building 570, Area B. This office space shall include office furniture, office equipment (copiers, fax machine), telephones and computer workstations.

3.1.1 The Contractor shall establish and implement methods of tracking all keys/key cards/building access cards/badges issued to the Contractor by the Government. The Contractor shall ensure that keys/key cards are not lost, misplaced, duplicated, nor used by unauthorized persons. The Contractor shall turn-in any issued keys by personnel who no longer require access to locked areas. The Contractor shall report to the QAP or Contracting Officer any occurrences of lost or duplicated keys.

3.1.2 The Contractor shall prohibit the use of Government issued keys by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

3.1.3 The Contractor shall conduct end-of-day security checks of their work areas including but not limited to ensuring computers are shut down, desks are cleared and appropriate doors are locked. The Contractor shall not be responsible for performing end of the day security for office areas occupied by Government employees or other Contractors. The Contractor shall support Force Protection Security Operations for building security including but not limited to roving patrols, door monitoring, end-of-day security checks, and posting Force Protection signs. The Contractor shall not be responsible for Point of Entry ID checks during Force Protection elevation.

3.1.4 The Contractor shall be responsible for safeguarding all Government property provided for Contractor use and shall be responsible for any damage, maintenance, or replacement of any Government property due to negligence of service provider personnel.

3.2 The Government shall provide the Contractor access to the Local Area Network (LAN). Through the LAN, the Government shall provide the Contractor access to unclassified Government data and information applicable to accomplishing the KC-X mission.

3.2.1 Contractors requiring access to unclassified computer systems or networks for employees and/or Contractor owned ADPE shall comply with specific network access requirements and ADPE restrictions.

3.2.2 Computer and Network Access Requirements for Users and Equipment - Compliance with the instructions listed below is mandatory when performance under this contract requires access to Air Force unclassified computer systems or networks (stand alone or networked) and/or when Contractor-owned Automated Data Processing Equipment (ADPE) will be used to access Air Force unclassified computer systems or networks (stand alone or networked).

3.2.2.1 Foreign Nationals - HQ AFMC approval is required for network connectivity or access to a Government system by foreign nationals. Foreign nationals shall not be authorized interim access to unclassified Government automated information systems.

3.2.2.2 Account Revalidation - Each Contractor employee, representative, or subcontractor employee authorized user shall revalidate their account information yearly. ASC/WK will provide instructions to all users, directing them to the appropriate web location containing forms and instructions. A compliance suspense date will be established. Accounts that are not revalidated after the established suspense date shall be disabled.

3.3 Emergency Medical Service - The Government will provide emergency medical treatment and emergency patient transportation service for Contractor personnel who are injured or become critically ill during on-site performance of this contract. The Contractor shall reimburse the Government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate, as appropriate.

3.4 Security Police - The Government will provide general on-base Security Police service. Security Police telephone extension is 911 for emergencies, and (937) 257-6516 for routine calls.

3.5 Continuation of Essential Department of Defense (DoD) Contractor Service During Crisis. All services to be performed under the contract have been determined to be non-essential for performance during crisis. However, according to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DOD Contractor Services during a crisis and Air Force implementation thereof, some services may be required to support an activation or exercise of contingency plans outside the normal duty hours. The base could be closed because of security problems or other events. Should one of these situations occur, the CO would determine services required during the crisis. Unless otherwise notified by the Government, the Contractor should listen to, or watch, one of the local television or radio stations for notification of a possible base closure. The Contractor shall not receive any other form of notification of a base closure from the Government, unless contacted by the Contracting Officer or the QAP. The Contractor is responsible for notifying his/her employees. The Contractors do not report when the base is closed.

4.0 Labor Categories

Contractor shall propose labor categories and a labor hour mix to meet the requirements in this PWS. Proposal response to this PWS will be evaluated to see if the proposed labor category and associated labor hour mix is appropriate for this effort and the total price is reasonable.

Respondent shall use the Contractor's General Services Administration (GSA) Management, Organizational, and Business Improvement Services (MOBIS) schedule, GSA contract GS-10F-0233V, or other appropriate GSA schedule.

5.0 Requirements

The tasks described in this section identify those services the Contractor may be required to perform. The Contractor shall assist in identifying and resolving support requirements for the entire acquisition effort for the KC-X Program Office.

5.1 Acquisition Program Management Support

The Contractor shall apply knowledge and experience in acquisition program management philosophy, policies, and procedures to Air Force systems, subsystems, and equipment procurement activities, post award project/program management tasks, and acquisition programs throughout their life cycles. The Contractor shall assign personnel at Senior Analyst, Subject Matter Expert, and Program Manager levels, as required, to provide services as described below in execution of its Acquisition Program Management Support mission.

5.1.1 Acquisition Program Management Support Documents

The Contractor shall develop and/or maintain the following:

- Provide Contractor specific Test and Evaluation Master Plans (TEMPS), one for each Contractor in the KC-X source selection
- Provide Memorandum of Agreements (MOAs) for all non-signatory Participating Test Organizations (PTOs)
- Develop test execution metrics plan
- Provide vendor-specific Cost Analysis Requirements Documents (CARDs)
- Provide “Draft” documents for Milestone status briefings, Defense Acquisition Board (DAB) briefings, and Acquisition Strategy Panel (ASP) briefings to include status and coordination briefings and an integrated documentation schedule. Ensure materials conform with DoDI 5000.02 and the updated AFI 63-101 directions
- Provide a U.S.C 2366b Compliance Certification document which incorporates KC-X acquisition and procurement strategy changes
- Provide a Clinger-Cohen Compliance Certification document which incorporates KC-X acquisition and procurement strategy changes
- Provide an Interoperability Certification which incorporates KC-X acquisition and procurement strategy changes
- Provide a Systems Engineering Plan (SEP) which incorporates KC-X acquisition and procurement strategy changes
- Provide consolidated list of Government test requirements that will be provided to the Contractor for incorporation and de-confliction when developing the Integrated Test Plan (ITP) (CDRL). Will require someone with a DOORS license, access to the current KC-X CDDSRD DOORS database, and the knowledge to enter and manipulate the test data.
- Provide Integrated Test Event Matrix (ITEM) consolidation, de-confliction, efficiency analysis and prioritization for multiple test organizations inputs
- Provide an updated DOORS database to include Capability Development Document (CDD) to System Requirements Document (SRD) to System Specification traceability.
- Provide a Corrosion Prevention Control Plan (CPCP)
- Provide other KC-X acquisition program management related studies and analysis, as directed by the Contracting Officer

All reports shall be in accordance with CDRL A002

5.1.2 Acquisition Program Management Support Services

5.1.2.1 The Contractor shall assist in the identification of requirements to support the acquisition, sustainment, and supportability required for the KC-X system. Contractor shall support management of the acquisition, modification, and support of all requirements. The

Contractor shall accomplish studies and analyses when new requirements are identified or when changes to existing support concepts are anticipated. These analyses shall include recommendations to enable the Government to make informed decisions.

5.1.2.2 Assigned personnel shall participate in developing long term weapon system supportability approaches that further Government acquisition strategy goals and objectives. The Contractor may be required to accomplish or review logistics support documentation that includes the following: Integrated Logistics Support Plans, Technical Orders, Technical Manuals, Electronic Technical Manuals, Illustrated Parts Breakdowns, and work specifications to ensure the documentation meets Government logistics support requirements. The Contractor shall participate in integrated logistics support management team meetings, program management reviews, and other related meetings. In addition, the Contractor shall assist the Government in performing logistics support analysis tasks.

5.1.2.3 The Contractor shall perform technical engineering requirements associated with procurement, sustainment, modification, and performance of specific systems or sub-systems; provide technical guidance, data analysis, reports, assist in the coordination of all technical activities to include system analysis and facilities. The Contractor shall perform analyses of sustainment or related Diminishing Manufacturing Sources and Material Shortages (DMSMS) issues and recommend suitable replacements.

5.1.2.4 The Contractor shall also perform engineering evaluations of prime and subcontractor recommendations for operational and support issues such as: evaluations of Advance Change Study Notices (ACSNs), Engineering Change Proposals (ECPs), Contractor Change Proposals (CCPs), Federal Aviation Administration (FAA) Bulletins and related documents. This also includes participation at technical interchange meetings, design reviews, program management reviews, and other meetings as required.

5.1.2.5 The Contractor shall assist in defining test requirements, developing test plans and procedures, perform tests (e.g., structural integrity, electrical) on aircraft subsystems (e.g. structures, avionics), document test results, and analyze test documentation.

5.1.2.6 The Contractor shall assist the Government in accomplishing the review of delivered PME and SE engineering data that includes engineering drawings, performance specifications, software configuration documentation, interface control documentation, and commercial item descriptions to ensure the deliverable documentation meets USAF technical and programmatic requirements. The Contractor shall develop and submit product data or perform configuration management activities as specified on individual Tasks.

5.1.2.7 The Contractor shall assist the Government in documenting proposal evaluations during the KC-X source selection.

5.1.2.8 All functions related to Acquisition Program Management Support shall be on an advisory basis only. Please be advised that since the awardee of this task order will provide technical direction, specifications, work statements, and evaluation services, some restrictions on future activities of the awardee may be required in accordance with FAR 9.5.

5.1.2.9 Contractor personnel performing such services shall be required to sign a nondisclosure agreement. (See Appendix B “KC-X Source Selection Non-Disclosure Agreement”)

6.0 Program Travel

6.1 The Contractor shall perform all travel necessary to accomplish the tasks contained in this task order. At a minimum, the Contractor shall be prepared to travel in conjunction with studies, vendor site visits, and to provide support at Government meetings. All travel requirements shall be approved in advance by the Contracting Officer or the QAP. The Contractor shall be responsible for making all travel arrangements.

6.2 Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. Travel costs shall be considered reasonable and allowable only to the extent that they do not exceed on a daily basis, the maximum per diem rates in effect at the time of the travel. No indirect or labor costs shall be allowed under the Travel CLIN. The Joint Travel Regulations (JTR), while not wholly applicable to Contractors shall provide the basis for the determination as to reasonable and allowable. Maximum use is to be made of available customary standard coach or equivalent airfare accommodations available during normal business hours. Exceptions to these guidelines shall be approved in advance by the Contracting Officer or his/her designee.

7.0 Data Requirements

7.1 The Contractor shall provide Monthly Contractor's Progress, Status and Management Reports (CDRL A001)

7.2 When requested by the Contracting Officer or as otherwise specified within this PWS, the Contractor shall provide the data required and specified in each task described in Paragraph 5.1.1 above (CDRL A002)

8.0 Government Use of Data

Reference DFARS clause 252.227-7013(b)(1)(ii) Rights in Technical Data - Noncommercial Items:

The Government shall have unlimited rights to "Studies, analyses, test data, or similar data produced for this contract, when the study, analysis, test or similar work was specified as an element of performance."

9.0 Organizational Conflict of Interest

All functions related to Acquisition Support shall be on an advisory basis only. Please be advised that since the awardee of this task order will provide systems engineering, technical direction, specifications, work statements, and/or evaluation services, some restrictions on future activities of the awardee may be required in accordance with FAR 9.5. Contractor personnel shall be required to sign a Non-disclosure statement. (Appendix B)

10.0 Contractor Identification

Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishable badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.