



## **Request for Proposal**

### **Performance Work Statement (PWS) For Base Realignment and Closure (BRAC)**

### **ORGANIZATIONAL RELOCATION OF THE ARMY TEAM COMMAND AND CONTROL, COMMUNICATIONS, COMPUTERS, INTELLIGENCE, SURVEILLANCE, AND RECONNAISSANCE (C4ISR) TO ABERDEEN PROVING GROUND, MD**

Issued By:  
General Services Administration  
Federal Acquisition Service  
Assisted Acquisition Services Division  
Northeast and Caribbean Region

REQUEST FOR PROPOSAL (RFP)  
Task 02FM2190520  
September 18, 2009

# IMPORTANT NOTICES

(1) The due date for proposal (s) (Volume I, Volume II, and Volume III) in response to the RFP is scheduled for **30 October 2009, 4:00 PM, EST (1600 hours)**. All required proposal submissions must be submitted as directed in Section 10 of the RFP. Electronic submissions must be received by the date and time identified. All submissions received after the schedule date will not be accepted and shall not be considered for award. Proposals submitted must be in compliance with all specifications and requirements as called out in the RFP. Failure to do so may deem the submitted proposal as non-responsive and may be eliminated from consideration.

(2) **Notice to GSA Schedule Holders:** Logistics Worldwide (LOGWORLD) 874 V, Special Identification Numbers (SIN) 874 501 and 874 503. LOGWORLD is the primary Schedule for the contract, however, due to the complex nature of this Task Order, the selected Vendor must also currently possess, or be willing to enter into a Contractor Teaming Arrangement (CTA) with another GSA Schedule Holder who currently possesses, the GSA Schedule for Professional Engineering Services (PES), SIN 871-3 and the GSA Schedule for Information Technology (IT-70), SIN 132-51

Offerors should provide an electronic copy of their approved LOGWORLD Schedule SIN 874-501, 874-503; PES Schedule 871-3; and IT Schedule 132-51 price list with their quote, and are strongly encouraged to offer discounts on the contract rates. In addition, for the T&M portion of this contract, offerors must verify that G&A is authorized on its contract. Otherwise, G&A should not be included in the pricing.

## **Prime Contractor/Subcontractor Arrangement and/or Contractor Team Arrangement (CTA).**

Offerors shall identify contractor teaming arrangement(s) or Prime Contractor/Subcontractor Arrangement(s) in their quote. The offeror must clearly explain the portion of effort to be performed by each contractor. Prime Contractor/Subcontractor Arrangement and Contractor Team Arrangement (CTA) for this procurement shall be defined as described in “FAQ re: Contractor Teaming Arrangements” from gsa.gov (see insert below). If a contractor teaming arrangement is to be used, the offeror must provide a signed copy of the contractor teaming arrangement (CTA) with their quote and identify the GSA Schedule contract number for each team member in its quote.

<b>Contractor Team Arrangement (CTA)</b>	<b>Prime Contractor/Subcontractor Arrangement</b>
Each team member must have a GSA Schedule contract.	Only the prime contractor must have a GSA Schedule contract.

Contractor Team Arrangement (CTA)	Prime Contractor/Subcontractor Arrangement
Each team member is responsible for duties addressed in the CTA document.	The prime contractor cannot delegate responsibility for performance to subcontractors.
Each team member has privity of contract with the government and can interact directly with the government.	Only the prime contractor has privity of contract with the government and can interact with the government. The prime contractor is responsible for its subcontracting activities. (Ordering activities are encouraged to specify in the Request for Proposal (RFP) that the use of subcontractors requires prior approval by the ordering activities.)
The ordering activity is invoiced at each team member's unit prices or hourly rates as agreed in the task or delivery order or GSA Schedule BPA.	The ordering activity is invoiced in accordance with the prime contractor's GSA Schedule contract, including any applicable price reductions.
Total solutions, otherwise impossible under individual GSA Schedule contracts, can be put together quickly and easily.	The prime contractor is limited to the supplies and/or services awarded on its GSA Schedule contract.

(3) All contractor personnel working for this task order must be U.S. Citizens.

(4) Because of the Government's stringent timeline requirements, to be considered for award of the proposed task order, offerors must already possess a Top Secret Facility Clearance.

(5) Site Visit "Walk-Thrus" at both Fort Monmouth, NJ and Aberdeen Proving Ground, MD will be conducted on Oct 5-8 and Oct 9, respectively. **Attendance for the Site Visit is HIGHLY ENCOURAGED. All interested parties should participate in the Site Visit for all five days to be considered for award.** There will be NO questions permitted during the Walk-Thrus, and there will be no Question and Answer period following the Walk-Thrus. **All Questions shall be submitted to the GSA CO in writing NLT 1700hrs EST 14 October 2009 to Charles Ade at [charles.ade@gsa.gov](mailto:charles.ade@gsa.gov), with copy furnish to Bob Back at [robert.back@gsa.gov](mailto:robert.back@gsa.gov).**

Answers will be prepared by GSA and sent to all Interested Vendors through ITSS. For security reasons and procedural expediency, each Vendor team may be represented by no more than five (5) members. Recommend Site Visit Teams include members experienced in the following disciplines: (1) Program and Project Management, (2) Logistics and Transportation, (3) Information Technology, (4) Professional Engineering and (5) Telecommunications and Communications.

Vendors interested in attending the Walk-Thru must submit a listing of their employees attending to the following e-mail address:

Margaret.T.Blask@us.army.mil, subject: BRAC Relocation Visit. The e-mail should include a listing of no more than five (5) attendees to include name, SSN, clearance level and verification of US citizenship. Also, Vendor Security Managers shall send a clearance visit request for all cleared attendees thru JPAS, if possible to the following UIC's: W4GVAA or W1J103. Please include Margie Blask as the Point of Contact on the visit request.

During the BRAC Relocation Visit, prohibited items include cell phones, BlackBerrys, still or video cameras or tape recording devices of any kind. At no time will any photography be permitted within the confines of Fort Monmouth, NJ or Aberdeen Proving Ground, MD.

**Site Visit Requests must be received no later than 1700hrs Eastern Standard Time on 25 September 2009.**

TABLE OF CONTENTS

**1.0 INTRODUCTION..... 7**

1.1 PROJECT BACKGROUND AND OBJECTIVES.....7

1.2 PERIOD OF PERFORMANCE.....7

1.3 PLACE OF PERFORMANCE.....7

1.4. FEDERAL HOLIDAY.....7

1.5 GENERAL DEFINITIONS.....8

**2.0 DOCUMENT LIST..... 8**

**3.0 REQUIREMENTS..... 8**

3.1 SCOPE OF WORK.....9

3.1.1 Management Responsibilities.....10

3.1.2 Integrated Product Team (IPT) Meetings.....10

3.1.3 Conferences and Meetings.....10

3.2 QUALIFICATIONS.....10

3.2.1 Security.....10

3.2.2.....12

3.2.3.....12

3.3 KEY PERSONNEL.....12

3.3.1.....12

3.4 TASKS.....12

3.4.1 Integrated Master Schedule.....12

3.4.2 In Progress Update Report.....13

3.4.3 Movement Planning.....13

3.4.4. Limited Contractual Efforts.....14

3.4.4.1 Synchronization Matrix.....15

3.4.4.2 Mapping and Pre-and Post-Operational Testing.....15

3.4.5 Physical Movement Execution.....16

3.4.5.1 Coordination with Existing Service Support Contractors (SSC).....17

3.4.5.2.....17

3.4.5.3.....17

3.4.5.4.....17

3.4.5.5.....17

3.4.6 Reconstitution.....18

3.4.6.1 Excess turn-in Support.....18

3.4.7 Information Technology Equipment- NIPRNET business environment.....18

3.4.8 Information Technology Equipment.....19

3.5.....19

3.6.....19

3.7.....20

3.8.....20

3.9.....	20
3.10.....	20
3.11.....	20
3.12 SAFETY.....	21
3.13 Quality Control Plan.....	21
3.13.1 Quality Control.....	21
3.13.2 Quality Assurance.....	21
<b>4.0 TRAVEL.....</b>	<b>22</b>
4.1.....	22
4.1.1 Local Travel.....	22
<b>5.0 SAFEGUARDING OF DOCUMENTS AND INFORMATION.....</b>	<b>22</b>
5.1 NON-DISCLOSURE.....	22
5.2.....	22
5.3.....	23
5.4.....	23
5.5. IDENTIFICATION OF CONTRACTORS.....	23
5.6 ID BADGES.....	23
5.6.1 DISPLAY OF ID BADGES.....	23
5.7 DOCUMENTS.....	23
5.8 REPORTING OF CONTRACTOR SERVICES AND MANPOWER.....	23
<b>APPENDIX A: FACILITIES INFORMATION.....</b>	<b>25</b>
<b>APPENDIX B: ORGANIZATIONAL MOVE PLAN REQUIREMENTS.....</b>	<b>28</b>
<b>APPENDIX C: GENERAL DEFINITIONS.....</b>	<b>30</b>
<b>APPENDIX D: EQUIPMENT DENSITY LISTS.....</b>	<b>31</b>
<b>APPENDIX E: COMPUTER AND MISSION SERVER ROOMS AND VTC ROOM LISTS.....</b>	<b>32</b>
<b>6.0 OTHER REQUIREMENTS.....</b>	<b>34</b>
<b>6.1 WEEKLY REPORTS.....</b>	<b>34</b>
<b>6.2 MILESTONE DATES.....</b>	<b>34</b>
<b>6.3 PLACE OF DELIVERY.....</b>	<b>34</b>
<b>7.0 ADDITIONAL INFORMATION/ANCILLARY REQUIREMENTS.....</b>	<b>35</b>
7.1. SECTION 508 COMPLIANCE REQUIREMENTS.....	35
7.2. WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT.....	36
7.3. PERSONNEL REQUIREMENTS.....	36
7.3.1 ESTIMATED MANPOWER REQUIREMENT.....	36
7.4. CONTRACT TYPE.....	37
7.5. GOVERNMENT SURVEILLANCE AND MONITORING.....	37
7.5.1 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).....	37
7.6 CONTRACT ADMINISTRATION INFORMATION.....	48
7.6.1 PAYMENT TERMS AND CONDITIONS.....	48
7.6.2 INVOICING.....	48

7.6.3 CLOSEOUT PROCEDURES.....	49
<b>8.0 GOVERNMENT POINT OF CONTACTS.....</b>	<b>50</b>
<b>9.0 DEFINITIONS/ACRONYMS.....</b>	<b>50</b>
<b>10.0 PROPOSAL REQUIREMENTS AND SUBMISSION.....</b>	<b>49</b>
10.1. ACQUISITION APPROACH.....	52
10.2. GENERAL INSTRUCTIONS.....	52
10.2.1 BASIS FOR AWARD.....	52
10.3 FACTORS TO BE EVALUATED.....	53
10.4 EVALUATION APPROACH.....	53
10.4.1 TECHNICAL EVALUATION APPROACH.....	53
10.4.2 PERFORMANCE RISK EVALUATION APPROACH.....	54
10.4.3 PRICE EVALUATION APPROACH.....	54
10.4.3.1.....	55
10.5 PROPOSAL SUBMISSION.....	55
10.5.1 PROPOSAL FILES.....	56
<b>11.0 EVALUATION PROCEDURES.....</b>	<b>64</b>
11.1 AGENDA.....	64
11.2 DEFINITIONS .....	64
11.3 RATING METHOD .....	65
11.4 PROPOSAL EVALUATION .....	66
11.5 SELECTION .....	66
11.6 ANNOUNCEMENT OF SELECTION .....	66
11.7 DEBRIEFING OF UNSUCCESSFUL OFFERORS .....	67
<b>12.0 ATTACHMENTS/EXHIBITS.....</b>	<b>68</b>
12.1 ATTACHMENT 001 - DVDS AND CDS .....	68
12.2 ADDITIONAL ATTACHMENTS.....	68
<b>13.0 FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION CLAUSES</b>	<b>69</b>
14.0 PRICE SCHEDULE	74
14.1 LABOR PRICE BREAKOUT.....	74
14.2 PRICE SCHEDULE WORK BREAKDOWN STRUCTURE.....	74
14.3 PRICE PROPOSAL REQUIRED ENTRY.....	74
14.4 CONTRACT LINE ITEM (CLIN)STRUCTURE.....	74
14.5 LIMITATION OF FUNDS AND PAYMENT.....	76

## 1.0 INTRODUCTION.

NOTICE: All references pertaining to the Mapping, Disassembly, Movement, Unpacking, and Reconstitution of the CECOM Safety Laboratory- Radiological Analysis and Calibration Laboratory, Buildings 2540, 2540A, and 2541, Fort Monmouth, NJ, are to be excluded from this task order. The contractor will provide Management, Planning, Integration, and Synchronization for this effort.

Mapping, Disassembly, Movement, Unpacking, and Reconstitution of the CECOM Safety Laboratory- Radiological Analysis and Calibration Laboratory, Building 2540, 2540A, and 2541, Fort Monmouth, NJ will be provided under a separate GSA Task Order to be advertised at a later date.

### 1.1 Project Background and Objectives

The Congressionally mandated decisions associated with the Base Realignment and Closure (BRAC) Commission in 2005 resulted in a series of moves that realign Army's Team C4ISR organizations currently located at Ft. Monmouth, NJ, Ft Belvoir, VA, Eatontown, NJ, Huntsville AL, and Fort Knox, KY, to the newly constructed C4ISR campus located at APG MD.

The mission of Team C4ISR as the Army and Joint Life Cycle Manager of Command and Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance weapons systems is characterized by an uncommon density of computers, computerized laboratory equipment, and digital peripherals in the workplace.

This PWS provides Logistics Management, Planning, Synchronization, Engineering, and Execution services to ensure the mapping, pre- and post-operational testing, disassembly, packaging, movement and reconstitution of facilities and equipment and workforce. Program Management will ensure minimized disruption of the mission and impact to the workforce, while maintaining operational readiness, and full accountability and security of all government property.

1.2 Period of Performance: The period of performance for the base period is nineteen (19) months. The period of performance for the option shall be from the date the option is exercised to 1 April 2012. The option may be exercised to run concurrently with the base period.

1.3 Place of Performance: The majority of the effort will take place at Fort Monmouth NJ, and APG, MD. Work at Ft. Belvoir, VA and Eatontown, NJ is also anticipated. Coordination with activities located in Huntsville, AL and Fort Knox, KY is also expected to ensure effective synchronization.

### 1.4 Federal Holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day



Presidents Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.5 General Definitions. See Appendix C for list of applicable general definitions.

## **2.0 DOCUMENT LIST.**

The contractor shall be compliant with all applicable documents, policies, regulations, directives, etc. including, but not limited to, the following:

Document Number	Title	Applicability
AR 380-5	DA Information Security Program and the AMC Supplement	Required
DoD Directive 8520.1	Protection of SCI	Required
AR 380-381	SAPS and Sensitive Activities and any AMC Supplementation	Required
DoD 5105.21-M-1	SCI Administrative Security Manual	Required
AR 380-67	Personnel Security Program	Required
AR 380-40	Policy for Safeguarding and Controlling Communications Security (COMSEC) Material	Required
DoD 5220.22-M	National Industrial Security Program Operating Manual (NISPOM)	Required
NSA/CSS Policy Manual 3-16	Control of Communications Security (COMSEC) Material	Required
29 CFR	Code of Federal Regulations, Labor	Required
40 CFR	Code of Federal Regulations, Environmental	Required
49 CFR	Code of Federal Regulations, Transportation	Required
AR 25-1	Army information management (IM) and information technology	Required
AR 25-2	Information Assurance	Required
MFTRP 1C-R Second Edition	SDDC Freight Traffic Rules Publication NO. 1C-R	Required
DA PAM 25-380-2	Security Procedures for Controlled Cryptographic Items	Required

## **3.0 REQUIREMENTS.**

The contractor shall possess and demonstrate current knowledge, expertise and situational awareness of BRAC impacts, processes, and implications for C4ISR, Army Materiel Command (AMC), Department of the Army (DA), and Fort Monmouth, NJ and APG, MD Garrisons.

3.1 Scope of Work. The contractor shall provide all planning, organization, guidance and execution, and management oversight (control) for the period of performance stated in the PWS. The contractor shall provide consulting and business planning services to include program strategic planning, integration and coordination of plans and strategic communications support. The contractor shall provide all the necessary resources to accomplish the tasks associated with the physical and operational move of the organizations listed in Appendix B and all additional requirements included in this PWS.

This contract shall cover a wide range of multifunctional requirements to provide all management and resources necessary to effect the relocation to include but not be limited to:

- Strategic planning, synchronization, program/project management, and direct oversight for phased split-based relocations:
- Logistical analysis and planning ("Gap Analysis")
- Pre- and post- operational testing and plans
- Mapping special facilities such as, laboratories, integration facilities, and sensitive compartmented information facilities (SCIF)
- De-installation/Disassembly
- Packing/unpacking
- Inventory and accountability
- Transport; including but not limited to classified equipment and materials, and hazardous materials
- Reconstitution to include but not limited to calibration/recalibration, accreditation and certification
- Turn-in of items no longer required for support of the organizations

**Overall magnitude:** C4ISR work effort environment will mandate a heavy, daily reliance on an expert knowledge of Information Technology, Systems Engineering and Network automation connectivity. The required services shall include, but not be limited to, the relocation of the following:

- 120 plus highly technical and complex communications- electronics research and development laboratories; consisting of rack, shelter mounted and standalone equipment configurations
- SCIF's and/or Collateral Open Storage Facilities in multiple locations, totaling an estimated 272,000 square feet to include equipment and furniture
- 100,000 pieces of communications-electronics test equipment, information technology equipment, antennas, lasers, circuits, antenna/receiver dishes, shelters, vehicles, fabrication & shop equipment, furniture, office furnishings, and files; total estimated weight: 2,400 tons. Inventory lists of equipment moving to APG are at Appendix D.
- Design, fabrication, and integration facilities
- Oversized and unique equipment weighing up to 30,000 lbs

- Classified equipment up to Top Secret (TS)/Sensitive Compartmented Information (SCI), TS/SCI levels
- Various low quantity (activity) sealed and unsealed radiation sources categorized as US Department of Transportation (DOT) Excepted Packages for Limited Quantities of Class 7 (Radioactive) material or DOT Excepted Packages for radioactive Instruments and/or Articles
- Several DOT Type A Class 7 (Radioactive) category sealed sources and one DOT Type B Class 7 (Radioactive) category sealed source contained in a shielded calibration device.
- Ozone depleting chemicals.

(Note: Radioactive materials will be moved under separate contract. However, the prime contractor will be responsible to coordinate with the contractor for planning, synchronization, and integration of the move)

3.1.1 Management Responsibilities. The contractor's Government point of contact is the CECOM LCMC BRAC Office through the CECOM Life Cycle Management Command CECOM LCMC, G4 Contracting Officer's Representative (COR)/BRAC Logistics Team Leader herein identified as the COR.

3.1.2 Integrated Product Team (IPT) Meetings. The first meeting will be held two weeks after the Post Award Conference; Subsequent meetings shall be held every two weeks. Meetings are to be held either at Ft. Monmouth, NJ, or APG, MD. The Government determines the location of the meetings.

3.1.3 Conferences and Meetings The contractor shall attend related conferences and meetings as required to accomplish tasks specified under paragraph 3.0.

3.2 Qualifications. The contractor shall utilize the Military Decision Making Process (MDMP) and/or Best Business Practices to provide guidance, determine BRAC implementation, procedures, impacts, risks, processes and requirements, provide transformation and change management, execute project management techniques and human resource management implications, and plan coordinate and facilitate problem solving working groups throughout the BRAC process (i.e. movements, facilities, and equipment). The contractor shall provide operations and technical, transportation movement, and logistical planning expertise.

3.2.1 Security. All contractor personnel will, at minimum, be U.S. citizens, who will receive an unwaivered National Agency Check (NAC), since the materials being moved from Ft. Monmouth to APG predominantly fall into the Controlled Unclassified Information (CUI) category. Separation of CUI from non-CUI will be time consuming and not practical. All vehicles transporting CUI material must be locked while in transport.

In cases where contractor personnel may be required to access, or be exposed to by virtue of duty, a certain level of classified information, as part of their contractual mission, they will be cleared at the level commensurate of that information prior to any mission engagement. Therefore, close coordination and planning is required between the contractor and COR to ensure applicable contractor personnel are properly investigated and cleared before commensurate activities to avoid delaying actions that could impact the BRAC mission. The classified levels of

contractor information and material engagement may include Confidential/Secret, Top Secret, and/or Top Secret/Sensitive Compartmented Information (SCI). Positions requiring Top Secret/SCI access will be identified by the SCI Contract Monitor. All personnel requiring Top Secret/SCI access shall have a Top Secret clearance with a current investigation. In terms of the protection, handling, disposition, and movement of classified information, contractors will fully adhere to the security regulations referenced in paragraph 2, at minimum, with direction from the CECOM G2 in terms of specifics and clarification:

The contractor shall work closely with designated Ft. Monmouth security personnel to ensure sensitive and classified materials are properly transported from Ft. Monmouth to APG, as necessitated, with absolute assurance that the chain-of-custody for such material is accomplished IAW regulation and C4ISR imperatives.

The movement of all classified equipment/materials shall adhere to the C4ISR “Two Person Integrity” (TPI) rule. TPI rule requires two person guardianship of all classified equipment/material being transported. These two guardians/couriers will be contractor employees of this contract and will be responsible for the actual movement of the classified equipment/material. These guardians/couriers will be required to have security clearances commensurate to the level of classified equipment/material they are transporting (i.e. Top Secret/SCI clearances for Top Secret/SCI movements, Secret clearances for Secret movements). For all classified movements, there is a requirement for two contractor employees per vehicle who are both cleared at the level of the classified equipment/material being transported. These guardians/couriers are required to stay with the classified shipment at all times.

Because of the Government’s stringent timeline requirements, to be considered for award of the proposed TO, offerors must already possess a Top Secret Facility Clearance. The contractor will not house or store classified equipment, material, and/or data at contractor facilities. All classified equipment/material will be transported from Fort Monmouth/Eatontown, NJ cleared Government facilities to cleared Government facilities located at Aberdeen Proving Ground, MD. Shipments will be direct with NO layovers authorized. During the movement of the classified BRAC facilities, the contractor may be required to have access to some of the following: Communications Security (COMSEC) Information, Restricted Data, Critical Nuclear Weapon Design Information (CNWDI), Formerly Restricted Data, Sensitive Compartmented Information (SCI), Non-SCI Intelligence Information, Special Access Program Information, NATO Information, Foreign Government Information, For Official Use Only (FOUO) information, and Classified Systems. Access to classified information will be at Government facilities only. Contractor personnel performing Information Technology sensitive duties are subject to investigative and assignment requirements IAW AR 25-2, AR 380-67 and affiliated regulations.

Specific requirements for the movement of COMSEC equipment/material will be provided by the appropriate COMSEC Custodian. Movement of Special Access Program (SAP) material shall be coordinated in advance with the appropriate SAP Security Officer. The SAP Security Officer will provide any special requirements to the contractor prior to shipment. The contractor will contact the SAP Security Officer for authorization of releasing the shipment for transport.

Contractors responsible for transporting classified equipment/material will provide updates to the Government Security Representative if there are any delays while the classified is being transported to Aberdeen Proving Ground, MD. Delays are non anticipated interruptions such as accidents, traffic jams, breakdown of vehicle, etc. The contractor will be briefed on the specifics of the requirements for each classified movement and provided the name and contact information for the Government Security Representative prior to each movement of classified equipment/material.

3.2.2 The contractor shall create, edit and manage documents in the English language through the use of ADP equipment and numerous software packages, such as Microsoft Project®, Outlook®, PowerPoint®, Word®, Excel®, and Quickbase®.

3.2.3 The contractor shall extrapolate and forecast requirements, putting them on a synchronized milestone schedule, and creating a management tracking system using software packages compatible with Government software systems.

3.3 Key Personnel. The contractor shall identify key personnel. Any substitution of key personnel must be of equally qualified individuals as those identified in the contractor's proposal.

3.3.1 The contracting officer may direct the contractor to remove an employee from his assigned position for cause. For such an occurrence, the contractor shall assure the government there shall not be any interruption of any tasks under this PWS.

3.4 Tasks. The contractor shall provide management support and oversight for all activities associated with transition of the mission activities, as specified in Appendix A and Appendix B and the PWS, from the losing BRAC locations (Ft. Monmouth, NJ, Eatontown, NJ, Ft. Belvoir, VA, Huntsville, AL, and Ft. Knox, KY) to the C4ISR campus, APG, MD. The contractor shall coordinate all activities associated with this effort with the COR.

3.4.1 Integrated Master Schedule. The contractor shall deliver to the Government a detailed program schedule IAW Data Item DI-MGMT-81650 and CDRL A001 to address all of the work efforts required by this PWS. The Integrated Master Schedule (IMS) shall include all of the tasks and sub-tasks of this PWS, including the proposed schedule for mapping, pre- and post - operational and evaluation Laboratories testing (see paragraph 3.4.4.2). The contractor shall also include key milestones and dates of meetings.

The Draft IMS shall be submitted with the proposal for evaluation by the Government during the technical evaluation process. The Final IMS shall be delivered to the COR for Government approval no later than 60 days after contract award. The IMS may be subject to revision based upon changing requirements. No changes to an approved IMS shall be accepted without the Government's review and approval.

3.4.2 In Progress Update Report. The contractor shall provide In Progress Update Reports which shall include task performance, schedule adherence, and any other issues pertaining to the relocation effort. Report shall be provided IAW Data Item DI-MGMT-80227 and CDRL A002.

3.4.2.1 Contract Funds Status Report (CFSR). The contractor shall report all funds associated with this effort on a monthly basis, in the contractor's format to the COR IAW CDRL A006. The contractor shall comply with cost accounting standards (CAS) IAW Defense Contract Audit Agency (DCAA).

3.4.3 Movement & Transportation Planning.

The contractor shall provide organizational alignment support to link mission, facilities, and workforce to best accomplish the moves of the organizations so that mission degradation and disruption is minimized, and security requirements are enforced. The contractor shall provide an aligned organization move strategy which ensures that C4ISR organizations are working together in a way that effectively meets the continuation of the mission leading up to, through, and for a finite duration after the movement to the objective facilities. The contractor shall develop organizational movement plans, and transportation plans IAW Data Item DI-MGMT-81117 and CDRL A003 for the organizations as detailed in the Organizational Move Plan Requirements, Appendix B of this PWS. The contractor shall:

- a) Develop tailored movement approaches and plans to include transportation of classified government property, based on operational mission needs and relocation objectives;
- b) Prepare organizational Movement Plans considering any facility redundancy, split-based operations and unique mission requirements, while providing risk mitigation and cost containment;
- c) Develop an "as is" baseline for each laboratory, SCIF, VTC, and computer and mission server room for the organizations listed in Appendix B documenting the current lab environment, identifying all equipment and disposition, "mapping" all connections and maintaining configuration control in a standard electronic format; including operational test plans to ensure pre- and post- move equipment, system, and laboratory functionality.
- d) Identify all materials necessary to reconstitute laboratories and design/fabrication/integration facilities, such as unique cabling, waveguides, connectors, etc. necessary to ensure full operational functionality.
- e) Evaluate(on-site) the objective site facilities to assure necessary physical and environmental characteristics are provided for, and document the "to be" configuration in the standard electronic format;
- f) Conduct a "gap analysis" to identify risk areas and corrective actions required prior to moves, including environmental, safety, security, access and logistics considerations;
- g) Assure all assets to move are properly inventoried, identified by current and future location, accounted for, and able to be tracked throughout the relocation;
- h) Identify all government and contractor/vendor resources required to accomplish the relocation;
- i) Develop alternative and contingency plans to assure schedule is maintained;
- j) Develop a detailed movement plan and move schedule for every room/special area/lab;
- k) Identify physical constraints of gaining/losing facilities and installations, as well as any transport limitations;
- l) Synchronize the individual move schedules with time-phased sequencing into the organizational move plans

- m) Coordinate with Ft. Monmouth, Ft. Belvoir and APG Garrisons for synchronization, installation access, routes, escorts etc.
- n) Coordinate with Ft. Monmouth security personnel to ensure positive control is maintained on sensitive material IAW regulation and C4ISR guidelines. For example, SCI materials can only be shipped from a SCIF at Ft. Monmouth when the mirror SCIF at APG is fully accredited and operational. Classified movement of all SCIF and/or Collateral Open Storage Facilities shall require exclusive use of transportation vehicle. Safes shall be treated at the classified level of the material contained within. Decommissioned safes will be transported as part of the administrative/furniture movement. All Controlled Cryptographic Items (CCI) will be transported IAW CCI transportation regulations.

Upon completion of strategic level planning, individual organizational level plans shall be developed and submitted. The contractor shall develop and submit Movement & Transportation Plans IAW Data Item DI-MGMT-81117 and the DD Form 1423 for DI-MGMT-81117 (CDRL A003).

**3.4.4. Limited Contractual Efforts:** The contractor is responsible for all requirements outlined in this PWS, except for the limited contractual efforts listed below:

Limited Contractual Efforts:

Activity	Contractual Requirements	Remarks	Estimated Building Move-in Date (BMD)
ARI Ft. Knox, KY	Synchronization Only	ARI will arrange for the movement of their equipment, materials, and files	1 Oct 2010
PEO-C3T, Huntsville, AL (Redstone)	Synchronization Only	No equipment moving	1 Oct 2010
CERDEC- I2WD, Ft. Monmouth, NJ (Includes 35 Laboratories)	Synchronization and physical movement of equipment, materials, and files.	Existing Service Support Contractor will plan, de-install/disassemble, pack, unpack, reconstitute, and turn-in excess.	1 Aug 2010
SEC- Intelligence Surveillance and Reconnaissance (ISR) Directorate, Ft. Monmouth, NJ (Includes 6 Laboratories)	Synchronization and physical movement of equipment, materials, and files.	Existing Service Support Contractor will plan, de-install/disassemble, pack, unpack, reconstitute, and turn-in excess.	1 Aug 2010
PEO-IIEWS (less HQ and PM Nav)	Synchronization and physical movement of equipment, materials, and files.	Existing Service Support Contractor will plan, de-install/disassemble, pack, unpack, reconstitute, and turn-in excess.	1 Aug 2010

CERDEC- Joint Satellite Engineering Center (JSEC), Ft. Monmouth, NJ	<u>1. Business/Administrative Equipment:</u> Synchronization Packing Physical movement Unpacking Set up  <u>2. Administrative Files:</u> Synchronization Physical movement  <u>3. Excess Turn-in Support:</u> Assist with turn-in of excess equipment and material.	ISEC/Tobyhanna AD will plan, de-install/disassemble, pack, physically move, unpack and reconstitute all JSEC Mission Equipment.	15 Feb 2011
<u>Note: Equipment density lists are at Appendix D</u>			

3.4.4.1 Synchronization Matrix. The contractor shall prepare and continuously update a C4ISR synchronization matrix to perform the tasks outlined in this PWS.

The Synchronization matrix shall outline critical paths and decision points that will affect the ability to execute BRAC moves, to APG, MD IAW Data Item DI-MGMT-81117 and the CDRL A004.

The format may be a combination of MS Project® and MS Excel® with accompanying briefing charts IAW Data Item DI-ADMN-81373 and CDRL B001 on MS Power Point®, or other approved software. The data will be transferrable in an electronic format to be migrated into Quickbase.

3.4.4.2 Mapping and Pre- and Post- Operational Testing.

Mapping:

Prior to de-installation the contractor shall map each laboratory and SCIF for the organizations listed in Appendix B. Additionally, the contractor shall map C4ISR computer and mission server rooms and Command Conference rooms with video teleconferencing (VTC) technology with bridge connections listed in Appendix E. The mapping process shall include a detailed layout of the existing laboratory equipment, wiring, and schematics, with the following verified and documented:

- Plans showing electrical, plumbing, and network connections
- Logical map of I.P. addresses
- Process on how to power down equipment and disconnect physically and logically
- Locations of outlets
- Types of connectors (with applicable software)
- Network types and numbers of connections
- Power connections/length of cables
- Full schematics for all wiring



- Government provided space plans for objective facilities; the contractor shall create them in cases where they do not exist
- Identification of requirements for floor space, and all necessary electrical, thermal and logic connections, at objective facility

The contractor shall deliver a Mapping Plan for each laboratory and SCIF for the organizations listed in Appendix B, and for each computer and mission server rooms and VTC listed in Appendix E, IAW Data Item DI-MISC-80711A and CDRL D001 to include all of the information requested above. The Government will review and approve each Mapping Plan before de-installation begins.

### **Pre- and Post-Operational Testing.**

The Contractor shall develop operational test and evaluation plans and assist the government in the conduct operational test and evaluation functions to include lab systems, to ensure full operational functionality IAW Data Item DI-NDTI-80566A and CDRL C001. The pre- and post-move operational and evaluation test plans shall address the requirements of each laboratory as specified by the Government Lab Manager/ COR. Submission of the initial test plans shall be specified in the Integrated Master Schedule. Operational testing shall not be conducted until the Government has approved the test plan for the particular laboratory.

**3.4.5 Physical Movement Execution.** The contractor shall execute the physical movement of mission, facilities, and workforce to the objective facilities. The contractor shall:

- a) Conduct losing and gaining site preparation, including facility inspections and readiness assessments, to validate physical, environmental, safety, and security requirements, assuring minimum downtime.
- b) Identify all property and assets being relocated and mark locations within the objective facility rooms on a detailed floor plan/diagram.
- c) Identify any additional site preparation needed and determine how it will be completed, including electrical, mechanical, communication, environmental, and plumbing; this activity shall also include the movement of network equipment identified in the equipment inventories.
- d) Identify all property and assets not being relocated and tag/label with the appropriate removal/disposal actions.
- e) Develop move itineraries.
- f) Disassemble, move, and reconstitution in the appropriate time sequence, and coordinate facility and installation requirements, to include all network type equipment listed in item c above.
- g) Maintain 100% accountability and in-transit visibility of all government property throughout the physical relocation/movement process.
- h) Ensure “backup/contingency” procedures are completed as required.
- i) Assist the government in the conduct of operational testing prior to de-installation.
- j) Implement Move Plan; de-install, pack, transport, unpack, re-install all equipment and assist the government in testing to ensure equipment is fully operational (to same operational capability that existed prior to de-installation).
- k) Track and report asset movement and schedule status as defined in the project plan.
- l) Dispose of packing material.

m) Identify sensitive materials that will require special handling and protections IAW regulation and C4ISR guidelines.

3.4.5.1 Coordination with Existing Service Support Contractors (SSC). The contractor shall coordinate with existing C4ISR service support contractors. These SSC's have an institutional knowledge base of critical and current operations. Identification of these SSC's will be provided after contract award and prior to the contractor going into specific C4ISR organizations.

3.4.5.2 The contractor shall utilize a property accountability system to accurately track and maintain 100% accountability of all government property throughout the planning, physical relocation/movement, and reconstitution process. The data shall be transferrable in an electronic format which is importable into the Team C4ISR Quickbase® BRAC Project Management System.

3.4.5.3 The contractor shall utilize Surface Deployment and Distribution Command (SDDC) approved carriers to transport all equipment and material up to and including Secret when available. The contractor shall ensure that all commercial carriers are cleared to the level of classified property/material being transported in accordance with Para 3.2.1, Security.

3.4.5.4 The contractor shall ensure appropriate methods of transportation are utilized to preclude damage to sensitive electronic and computer equipment, and to efficiently move sensitive materials without delay to final destination. All loss, damage, and overcharge claims against the contractor will be filed by the contracting officer within 3 years of receipt of the freight/equipment shipments.

The contractor shall report daily, in a format to be agreed upon by the COR and the contractor, to the COR(s) the daily movements of all trucks, to include the number of trucks, expected arrival dates, and actual arrival dates. The reports shall commence with the first conveyance between locations. The contractor or subcontractor will not add any other freight from other companies to the truck offered for delivery. Once the vehicle is released by the COR, the truck will travel nonstop to Aberdeen Proving Ground, MD. When Satellite Monitoring is requested by the COR, the contractor will abide by all rules as stated in the MFTRP 1C-R Second Edition. Securing of all State and local transportation permits will be the responsibility of the Contractor. All transportation activities shall be performed in accordance with Interstate Commerce Commission (ICC) regulations. Any discrepancies shall be brought to the attention of the Contracting Officer.

3.4.5.5 The contractor shall provide experienced and specialized equipment handlers for the packing and handling of all equipment during the relocation. The contractor shall provide all packing materials, and moving equipment. The contractor shall conduct joint pre- and post reviews/inventories with the government to validate equipment condition. The contractor shall abide by all transportation rules as published in the MFTRP 1C-R Second Edition.

3.4.6 Reconstitution. The contractor shall reconstitute C4ISR objective facilities. The contractor shall conduct facility modifications as necessary to place all mapped areas into an operational/functional status. The contractor shall:

- a) Complete site connections, including electrical, mechanical, information management, environmental, plumbing required to enable operational functionality;
- b) Conduct joint pre- and post reviews/inventories with the government to validate equipment condition;
- c) Document the final mapping configurations, and room floor plans/diagrams, and provide the technical data to the Government;
- d) Procure all materials necessary to reconstitute facilities, such as unique cabling, waveguides, connectors, etc. necessary to ensure full operational functionality;
- e) Cable fabrication and integration;
- f) Assist the government in the performance of post- operational evaluations and tests.

3.4.6.1 Excess turn-in Support. The contractor shall assist the government as directed by the COR during the turn-in of C4ISR excess equipment/materials to the Fort Monmouth and APG Garrisons.

3.4.7 Information Technology Equipment- NIPRNET business environment. The contractor shall be responsible for the disassembly (FFP), transportation (FFP), and reconstitution (T&M) of the Information Technology business environment equipment.

The contractor shall ensure the equipment is powered on and the Microsoft log on screen is displayed prior to disassembly. The contractor shall disassemble all business environment devices and pack/box the equipment along with its cabling and network patch cords.

The contractor shall transport the equipment from Fort Monmouth, NJ, and Fort Belvoir, VA to APG, MD, and place the equipment in the areas designated by the government.

The contractor shall unpack and set up the government equipment in its designated location. The set up shall include the installation of the electrical, voice and network connections. The contractor shall turn on the equipment and ensure the Microsoft log on screen is displayed. Estimates below are provided as examples of the total number of expected business environment equipment movements:

PCs	10,000
Laptops	3,000
Monitors	12,000
Keyboards	12,000
Mouse	12,000
Docking Stations	2,000
Printers	3,000
Faxes	400
Copiers	180
All-In-ones	200
TV	200
Display Unit	200
Digital Sender	50

VTC Equipment	504
Secure Telephones	350
Other peripherals	2,000

3.4.8 Information Technology Equipment- SIPRNET business environment. The contractor shall be responsible for the disassembly, transportation (FFP), and reconstitution (T&M) of the Information Technology business SIPRNET environment equipment. The equipment associated with the SIPRNET network is classified.

The contractor shall power on and see the Microsoft log on screen is displayed prior to disassembly. The contractor shall disassemble all business environment devices and pack/box the equipment along with its cabling and network patch cords.

The contractor shall transport the equipment from Fort Monmouth, NJ, and Fort Belvoir, VA to APG, MD, and place the equipment in the classified areas designated by the government.

The contractor shall unpack and set up the government equipment in its designated location. The set up will include the installation of the electrical, voice and network connections. The contractor shall turn on the equipment and ensure the Microsoft log on screen is displayed. Estimates below are provided as examples of the total number of expected business environment equipment movements:

PCs	1,000
Laptops	1,000
Monitors	2,000
Keyboards	2,000
Mouse	2,000
Printers	500
Secure Faxes	100

3.5 The contractor shall coordinate the staffing of BRAC documentation with the C4ISR BRAC Office. Planning will be conducted and synchronized with the BRAC Office to integrate planning and execution. The contractor shall utilize the Team C4ISR Quickbase® BRAC Project Management System as the primary means of displaying summary progress, planning timelines, organizational movement dates, and completion metrics, and real-time movement execution tracking.

3.6 The contractor shall provide to the COR a Weekly Status/Progress Update Report based on milestone charts, and tasks in this PWS. The report shall contain, as a minimum, a summary of activities accomplished during the previous week, a projected schedule of activities planned for the current week, and any issues associated with the execution of this PWS. These updates shall be provided in MS Project®, Word®, PowerPoint®, and Excel®, or approved software either written (which will be the norm) or in the form of a briefing, and entered into the Team C4ISR Quickbase® BRAC Project Management System (as required and coordinated with the contractor) IAW CDRL A002 (see paragraph 3.4.2).

3.7 The Contractor shall provide fact sheets, exhibits, brochures, briefings, etc. by applying project management techniques and tools using MS Project®, Word®, PowerPoint®, and Excel®, or approved software. Information and data collection requirements will require at a minimum for the contractor to track and respond to data calls of equipment, funding, and facility requirements. The Contractor shall develop, maintain, and post all products (described in paragraph 3) on a web-based electronic media for government access, such as the Team C4ISR Quickbase® BRAC Project Management System, AKN, SKN, AKO, Dashboard, etc.) IAW Data Item DI-MIDC-80711A and CDRL D002

3.8 The Contractor shall utilize a system to collect historically relevant BRAC files/documents (electronic and other) that document the BRAC 2005 process for the relocation of C4ISR to APG, MD. The system will be comprised of documents such as design plans, decision briefs/papers, data files, and other items which could be used to demonstrate how and what decisions were made in the BRAC process. Compile the documents and files as necessary to demonstrate the historically significant processes up through FY12. These files and documents will be collected in an electronic format which is importable into the Team C4ISR Quickbase® BRAC Project Management System, and in hardcopy at the C4ISR BRAC Office in preparation for permanent storage IAW Data Item DI-MISC-80711A and CDRL D003.

3.9 The contractor shall develop the system(s) to collect After Action Review (AAR) and lessons learned comments from the relocating/relocated organizations in order to support the formal BRAC AAR process. This includes developing questionnaires for post-move data collection, developing procedures to collect AAR and lesson learned comments from BRAC activities IAW Data Item DI-MISC-80711A and the DD Form 1423 ( see Para 3.8--CDRL D003). The AAR Reports are due 15 days after completion of each task.

3.10 The contractor shall fully support the government in investigating any sensitive materials that are lost or compromised, as the result of handling, movement, or storage by the contractor, until such time the government reaches a disposition in the investigation.

3.11 The Contractor shall obtain an Army Knowledge On-Line (AKO) account(s). This account(s) will be sponsored by the CECOM LCMC G4 and reviewed for renewal every 180 days. The AKO account will be used to access the CECOM LCMC Quickbase application. The contractor will be granted access to the area of the Quickbase application that relates to the functions associated with this contract. The Quickbase application will be used by the contractor to store all required documentation associated with the contract. The winning contractor may also be required to enter data into a Quickbase application pertaining to the status of the C4ISR move to APG, MD. Examples include but are not limited to: Data Enter, Microsoft Office Products, Drawings, photos, schedules, issues/resolutions, etc.

3.12 Safety. The contractor shall comply with all applicable DOD, Army, federal, state, and local safety, health and environmental regulations and requirements. All hazardous materials shall be transported in accordance with title 49, Code of Federal Regulations, and the handling and transportation of Radioactive Materials shall also require compliance with applicable Nuclear Regulatory Commission regulations. Any non-compliance shall be immediately reported to the COR. The contractor shall prevent contractor activities from presenting hazards to contractor

personnel, the public and Army personnel and property. Any hazardous conditions related to the performance of work, outside of the contractor's control, shall be reported to the COR.

The contractor shall develop and institute and maintain a safety plan throughout the life of the contract. The plan will delineate the contractor's processes for identifying and correcting unsafe conditions and acts related to contract work, and the investigation and reporting accidents, injuries and occupational illnesses occurring on the project to the contracting officer. In the plan, the contractor shall designate a safety manager responsible for the implementation of the safety plan and interfacing with government safety personnel. The contractor safety personnel shall regularly: check for compliance with safety requirements by the contractor and subcontractor workforce; conduct pre-work safety reviews and training of employees; conduct regular audits for compliance with safety, health and environmental requirements; and, maintain safety records that document safety activities, inspections, hazard abatement, and accidents. The contractor shall make the safety plan and safety records available for government review upon request.

### 3.13 Quality Control Plan

**3.13.1 Quality Control:** The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR for acceptance not later than thirty (30) calendar days after award. The Government will have 15 days to review, accept, and / or comment on the draft deliverable. Final Plan is due 15 days after receipt of comments IAW CDRL A005.

The QCP shall include the following minimum requirements:

- A description of the inspection process to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

**3.13.2 Quality Assurance:** The Government will evaluate the contractor's performance of this task order. For those tasks listed in the PWS, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the PWS or by methods other than those listed in the PWS (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

## **4.0 TRAVEL**

4.1 The primary place of Contractor performance will be at Fort Monmouth, NJ, APG MD, and Fort Belvoir, VA. Travel costs will 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. 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 the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. Travel shall be reviewed and approved in writing by the government prior to the contractor incurring any billable expenses. Unapproved travel expenses are not a billable expense.

4.1.1 Local Travel. Local travel is defined as travel within 60 miles/minutes by surface travel from either the Government facility located at Fort Monmouth, NJ, 07703 and Aberdeen Proving Ground, MD, 21005, and/or contractor's duty location or facility. The Government will not provide for contractor local travel.

## **5.0 SAFEGUARDING OF DOCUMENTS AND INFORMATION.**

5.1 Non-disclosure. The contractor may be required to access data and information proprietary to a Government agency, another Government contractor, or of such a nature that its dissemination or use other than as specified would be adverse to the government's interest. Neither the contractor nor the contractor's employees shall divulge or release data or information developed or obtained under this contract except to authorize Government personnel or upon written approval of the Contracting Officer. The contractor shall not use, disclose or reproduce proprietary data that bears a restrictive legend. The contractor shall obtain proper written approvals prior to releasing any information marked "PROPIN" (proprietary information) or otherwise identified as proprietary. Under Title 18, Sections 793 and 798, the contractor and its employees are liable for any improper release of information.

5.2 Disclosure of information regarding operations and services of the activity to persons not entitled to receive the information, or failure to safeguard any classified information that may come to the contractor (or any persons under the contractor's control) in connection with work under this work statement may subject the contractor, its agent, or employees to liability under Title 18, Sections 793 and 798 of the United States Code. Neither the contractor nor its employees will disclose, cause or allow to be disseminated any information concerning the operations of the activity which could result in, or increase the likelihood of, the possibility of a breach of the activities, security or interruption of the continuity of its operations.

5.3 The contractor shall forward to the COR any inquiries, comments, requests or complaints referencing the services required under this contract.

5.4 Inquiries the contractor receives for work performed under this contract shall be referred to the Government for evaluation under the Freedom of Information Act of 1975, Public Law 93-502, 5 U.S.C., Section 552. The determination of whether records will be released will remain

with the Government. The contractor will be responsible for search and submission of records upon request by the Government.

5.5. Identification of Contractors: Contractors will identify themselves as contractors when answering the telephone or when using email. When attending meetings and conferences, they will also identify themselves as contractors. Contractors cannot obligate the government to anything.

5.6 ID Badges: The contractor shall provide each employee an identification (ID) badge on task order start date or employment start date. The ID badge shall be made of a nonmetallic material. The badge shall be easily readable and include employee's name, contractor's name, functional area of assignment, and color photograph.

5.6.1 Display of ID Badges: Contractor personnel shall wear the government ID badge at all times when performing work at government installations under the contract to include attending government meetings and conferences. The contractor shall wear the government ID badge in a conspicuous place on the front of the exterior clothing and above the waist except when safety or health reasons prohibit such placement.

5.7 Documents. The Government will provide the appropriate documents and whenever required in digital format, publications, correspondence necessary, list of points of contact and briefings to complete the PWS. For those documents that are not directly available to the contractor, the contractor will request them from the COR in writing, and the Government will provide information to include documents, publications, and correspondence to execute the tasks in this PWS.

5.8 Reporting of Contractor Services and Manpower Accounting for Contractor Services:

“The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil>. The required information includes: (1) Contract Number; (2) Fiscal Year (FY that the work was performed); (3) Order Number (Delivery Order, Task Order, or Purchase Order Number); (4) Requiring Activity Unit Identification Code; (5) Command (Command of the Requiring Activity that would be performing the mission if not for the contractor); (6) Contractor Name; (7) Total Invoiced Amount (the total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor); (8) Questions about Contract Performance (Contractors: Indicate if the contract/order includes the above services); (9) Government Supervision (Are the contractor personnel subject to relatively continuous supervision and control by a Government employee or officer); (10) Government's Tools and Equipment (Does the Government furnish the principal tools and equipment needed for contract performance); (11) Government Facility (Are some or all of the contractor employees provided with a workspace in a Government facility for use on a regular basis?); (12) Contracting Officer (First Name, Last Name, Phone Number, and Email); (13) COR/COTR (First Name, Last Name, Phone Number, and Email); (14) Contractor (First



Name, Last Name, Phone Number, and Email); (15) Location Information (Federal Supply Code (FSC), City of Installation or Services, State, Zip, and Country); (16) Direct Labor Hours; (17) Direct Labor Dollars; (18) Fund Cite. As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web."

## APPENDIX A: FACILITIES INFORMATION

This effort involves relocation and consolidation from 90 plus buildings located at Fort Monmouth, New Jersey, 2 buildings at Fort Belvoir, VA, and Huntsville, AL, and synchronization with the Army Research Institute (ARI), Fort Knox, KY, to the C4ISR campus at APG MD (with 13 newly constructed buildings and 1 renovated building encompassing 2.5 million square feet). Detailed engineering drawings will be made available to the contractor upon contract award. It is anticipated the C4ISR buildings at APG will become available as follows:

### APG Campus Facilities Phase 1

Estimated C4ISR Building Move-in Date (BMD)*	Building Number	Building Name	Total Building Sq.Ft.	Total Admin Sq Ft per Building**	Total SCIF Sq Ft per Building	Total Lab Sq Ft per Building	Total Shop Sq Ft per Building	Total Labs
1 Aug 2010	06006	GMS Tower	263,000	132,000	4,000	23,000	0	8
1 Aug 2010	06003	GMS Lab	311,000	70,000	311,000	90,000	16,000	29
1 Aug 2010	06004	GMS- FIFF	26,000	3,000	26,000	0		0
1 Aug 2010	06005	GMS Secure Storage Fac.	35,000	3,000	0	0	0	0
1 Oct 2010	06001	HQ East	245,000	160,000*	2,400	0	0	0
1 Oct 2010	06002	HQ West	263,000	145,000*	3,800	22,500	0	18
1 Oct 2010	06000	Auditorium	18,000	0	0	0	0	0
1 Nov 2010	06007	C2/CNT West	374,000	170,000*	1,700	70,000	0	10
1 Nov 2010	06008	Mission Training Facility (MTF)	75,000	75,000	0	0	0	0

### APG Campus Facilities Phase 2

Estimated C4ISR Building Move-in Date (BMD)*	Building Number	Building Name	Total Building Sq Ft.	Total Admin Sq Ft per Building**	Total SCIF Sq Ft per Building	Total Lab Sq Ft per Building	Total Shop Sq Ft per Building	Total Labs
15 Feb 2011	06010	C2/CNT East	537,600	277,800	3,000	125,500	0	30
15 Feb 2011	03200	Consolidated North	135,600	20,500	0	4,600	64,600	3
15 Feb 2011	5100	Power & Cooling	107,300	28,800	0	35,200	7,700	19
15 Feb 2011	03090	JSEC	90,000	20,000	0	55,000		4
1 Jul 2011	06011	C2 Integration Facility	81,400	2,500	0	0	65,600	0

\* - C4ISR Building Move-in Dates are estimated. The contractor shall coordinate actual move-in dates and building access with the CECOM LCMC G4.

\*\* - Admin space was determined by: Admin = Total Building – (Lab + SCIF + Core). HQ-East/West and C2/CNT-West Core Space was estimated to be approx. 35% of Building SF.

### Organization to Buildings

<b>GMS Lab, Tower, FIFF, and Secure Storage</b>	
CERDEC	Intelligence & Information Warfare Directorate(I2WD)
LRC	IEWS Directorate
PEO IEW&S	IEW&S (less HQ & PM Nav)
SEC	Intelligence, Surveillance & Reconnaissance Directorate

CERDEC	SED Aviation Support Div SED Fire Support Branch, Fort Monmouth SED IEW Support Div
<b>C2/CNT WEST</b>	
ARL	
CERDEC	Command & Control Directorate
LRC	CCS/AV Directorate
PEO C3T	PMs BC, FBCB2, PdM NetOps
PEO IEW&S	PM Nav-Sys
PM FCS BCT	
SEC	Command & Control Directorate
CERDEC	SED Battle Cmd elements, ABS Div
<b>C2/CNT EAST</b>	
ARI	Admin & Lab
CERDEC	Space & Terrestrial Communications Directorate (STCD)
LRC	Communications Directorate
PEO C3T	PMs CP, JTRS, WIN-T
SEC	Communications Directorate Elements of Command & Control Directorate
CERDEC	SED Tactical Communications Div SED Satellite & Management Systems Div SED Elements, Advanced Battlespace Solutions Div

<b>HQ BES – West</b>	
CECOM LCMC	HQ & G-Staff
CERDEC	HQ & Staff
PEO C3T	HQ & Staff
PEO IEW&S	HQ & Staff
SEC	HQ, BMO, STO2 Logistics Enterprise Directorate Enterprise Solutions Directorate (including elements of SEC-Belvoir) Field Support Directorate Software Support Services Directorate
CERDEC SED	Information Technology Engineering Div
<b>HQ BES – East</b>	
CECOM LCMC	Legal & Special Staff Offices
ACQ CTR	
LRC	HQ, R2, DRE, LEO, SAMD
<b>Auditorium</b>	
750 seat auditorium	
<b>MTF</b>	
G1 HRDD Classrooms	
LRC University	

LRC DRE Broadcast Studio	
500 seat auditorium	
AAFES Restaurants	
<b>CONSOLIDATED NORTH</b>	
CERDEC	C2D Fabrication Division
CECOM LCMC	CECOM Safety
PEO C3T	SPO
<b>Building 5100 Power &amp; Cooling</b>	
CERDEC	Battery, Power & Cooling Dir
LRC	CCS/AV Power/ Environmental Div
<b>JSEC Compound</b>	
CERDEC	STCD – JSEC
PEO EIS	PM DCATS, PdM SCS (Planning in progress, not BRAC directed move)
<b>C2 Integration Facility</b>	
PEO C3T	PM CP Storage

**APPENDIX B: ORGANIZATIONAL MOVE PLAN REQUIREMENTS.**

The contractor shall develop Movement Plans for each BRAC impacted organization within Team C4ISR, including any embedded matrix listed below:

**Fort Monmouth Activities:**

Communications-Electronics Research, Development and Engineering Center (CERDEC) HQ (incl PRD Management)
CERDEC Space & Terrestrial Communications Directorate's (S&TCD)
CERDEC Command and Control Directorate (C2D)
CERDEC Joint Satellite Engineering Center- Physical movement of administrative equipment is estimated to be: 850 pieces of business automation equipment, and office files for approximately 110 personnel.
CERDEC Intelligence and Information Warfare Directorate (I2WD)
Army Research Laboratory(Monmouth)
Program Executive Office Command, Control and Communications-Tactical (PEO C3T) Headquarters (HQ)
PEO C3T North East Regional Response Center Special Project Office (NRRC/SPO)
PEO C3T Project Manager ( PM) Battle Command (BC)
PEO C3T PM Force XXI Battle Command Brigade and Below (FBCB2)
PEO C3T PM Command Posts (CP)
PEO C3T PM Joint Tactical Radio System (JTRS)
PEO C3T PM Warfighter Information Network - Tactical(WIN-T)
PM Future Combat Systems (Brigade Combat Team), Network Systems' Integration (FCS-BCT NSI)
PEO , Intelligence Electronic Warfare and Sensors (IEWS) HQ
PEO IEWS PM AERIAL COMMON SENSORS (ACS)
PEO IEWS PM Distributed Common Ground

System - Army (DCGS-A)
PEO IEWS PM NAVIGATION SYSTEMS (NAV/SYS)
PEO IEWS PM , Night Vision/Reconnaissance, Surveillance, and Target Acquisition (NV/RSTA)
PEO IEWS PM SIGNALS WARFARE (SW)
PEO IEWS PdM FCS (BCT) ISR
CE CONTRACTING CENTER (CCC)
CECOM Command HQ & STAFF ELEMENTS (incl Legal)
CECOM Command Directorate for Safety
CECOM Software Engineering Center (SEC)/SED Monmouth and Eatontown
CECOM Logistics and Readiness Center (LRC)

**Fort Belvoir:**

CECOM	(1)
CECOM SEC; Bldg 1464	(2)
CERDEC- C2D; Bldgs 318 & 324	(2)
PEO C3T; Bldg 318	(3)
FOOTNOTES:	
(1) Physical move is estimated to be: 20 pieces of business automation equipment, and office files for approximately 45 file boxes	
(2) Equipment listing at Appendix D	
(3) Physical move is estimated to be: 60 pieces of business automation equipment, and office files for approximately 20 personnel (300 file boxes).	

**Huntsville:**

PEO C3T	
Refer to Para 3.4.4	

**Fort Knox:**

Army Research Institute (ARI)	
Refer to Para 3.4.4	

## **APPENDIX C: GENERAL DEFINITIONS**

### General definitions for C4ISR Log Move Contract

1. **Mapping**: A clear and logical flow of methods and processes to depict the general progression of a function of action. **Structural analysis** of a **process** flow by distinguishing how **work** is actually done from how it should be done, and what **functions** a **system** should perform from how the system is built to perform those functions. In this **technique**, **main activities**, **information flows**, interconnections, and **measures** are depicted as a collage on a large **sheet** of paper or digitally document. This **graphic representation** allows an observer to 'walk-through' the whole process and see it in its entirety.

2. **Operational Test Plans**: A detailed plan which depicts the acceptable procedures for evaluation of the operational effectiveness and suitability of a product or process. An operational test procedure is considered valid only if the individual modules/processes are tested and the system is considered acceptable if, and only if, no failures/limited failures are observed.

A. **Operational Test**: A “test” is any program or procedure that is designed to obtain, verify, or provide data for the evaluation of any of the following: 1) progress in accomplishing developmental objectives; 2) the performance, operational capability, and suitability of systems, subsystems, components, and equipment items; and 3) the vulnerability and lethality of systems, subsystems, components, and equipment items.

3. **Certification**: Refers to the confirmation of certain characteristics of an object, person, or organization. This confirmation is often provided by some form of external review, education, assessment or documentation.

A. **Product Certification**: Intended to determine if a product meets minimum standards, similar to **quality assurance**. Certification of products may indicate their established suitability for a specified purpose (e.g. a computer system might be certified as being fully compatible with a large software package).

4. **Accreditation**: The process in which **certification** of competency, authority, or credibility is presented. The accreditation process ensures that certification practices are acceptable and employs suitable **quality assurance**. It is the formal attestation that a model or simulation is acceptable for use for a specific purpose. Accreditation is conferred by the organization best positioned to make the judgment that the model or simulation in question is acceptable. That organization may be an operational user, the program office, or a contractor, depending upon the purposes intended.

5. **Reconstitution**: To restore to former condition as existed prior to de-installation after some occurrence of degradation in performance, either through disassembly, process/function interruption, and/or discontinuance of operation.

**APPENDIX D: EQUIPMENT DENSITY LISTS**

<b><u>Inventory #</u></b>	<b><u>Activity</u></b>	<b><u>Items</u></b>	<b><u>Remarks</u></b>
1	CECOM	24,679	
2	LRC-IEWS Dir	1,229	Limited contractual effort Refer to para 3.4.4
3	SEC- Less ISR, Ft. Belvoir, and Eatontown	12,106	
4	SEC-ISR	2,854	Limited contractual effort Refer to para 3.4.4
5	SEC-Ft. Belvoir	1,123	
6	SEC- Eatonton, NJ	232	
7	CERDEC - Less I2WD; Ft. Belvoir, and JSEC,	15,610	
8	CERDEC – I2WD	19,524	Limited contractual effort Refer to para 3.4.4
9	CERDEC-Ft. Belvoir	463	
10	CERDEC- JSEC Administrative Move	849	Limited contractual effort Refer to para 3.4.4
11	PEO-C3T	6,378	
12	PEO-IEWS (Less HQ and PM NAV)	1,720	Limited contractual effort Refer to para 3.4.4
13	PEO-IEWS HQ and PM NAV	389	
14	PM-FCS	2,606	
15	ARL	1,250	



**APPENDIX E: COMPUTER AND MISSION SERVER ROOMS AND VTC ROOM  
LISTS**

**Computer and Mission Server Rooms**

<b>Room Name</b>	<b>Bldg No.</b>	<b>Room No.</b>
CERDEC C2D FAB Mission Server Room	2700	1B400
CERDEC C2D Mission Server Room (Bldg 5100 Re-use candidate)	2700	1B400
CERDEC STCD JSEC- Mission Server Room	210	
G-3 DCSOPS Operations Center, Secure Computer Room	1209	G08
PEO C3T HQ Knowledge Center Server Room	2700	3C141
PEO C3T PM FBCB2 Server Room		
SEC Mission Server Room 1	1210	108

**VTC Rooms**

<b>Room Name</b>	<b>Bldg No.</b>	<b>Room No.</b>
Acquisition Center Operations Center with VTC		
C4ISR Large Auditorium	1207	Ground Floor
CERDEC HQ VTC Control Room – classified	2700	
Command Group AV for CCA	1207	Ground Floor
Command Group AV for CCB	1207	Ground Floor
Command Group Conference Room A	1207	Ground Floor
Command Group Conference Room B	1207	Ground Floor
Command Group Leaders VTC (Secure)	1207	Ground Floor
Command Group Pruden Auditorium	1207	1 <sup>st</sup> Floor
G-3 DCSOPS Operations Center, Conference Room Support Room and secure VTC Room	1209	G30
LRC DRE Distance Learning (NET) Broadcast Studio/Training Room w/VTC	291	Studio Rm16 Server Rm 17
PEO C3T PM BC VTC Control Room		

<b>DATA ITEM NO</b>	<b>DATA ITEM</b>	<b>DATA ITEM TITLE</b>	<b>DELIVERABLE</b>	<b>PWS REFERENCE</b>
A001	DI-MGMT-81650	Integrated Master Schedule	Integrated Master Schedule	Para 3.4.1
A002	DI-MGMT-80227	Contractor's Progress, Status, and Management Report	Contractor's Progress, Status, and Management Report	Para 3.4.2
A003	DI-MGMT-81117	Technical and Management Work Plan	Physical Movement & Transportation Plans	Para 3.4.3 and Appendices A and B
A004	DI-MGMT-81117	Technical and Management Work Plan	Synchronization Matrix	Para 3.4.4.1
A005	DI-MGMT-81117	Quality Control Plan	Quality Control Plan	Para 3.13
A006	Contractor Format	Contract Funds Status Report	Contract Funds Status Report	Para 3.4.2.1
B001	DI-ADMN-81373	Presentation Materials	Briefing Material	Para 3.4.4.1
D001	DI-MISC-80711A	Scientific And Technical Reports	Scientific And Technical Reports	Para 3.4.4.2
C001	DI-NDTI-80566A	Test Plan	Pre and post operational testing plans	Para 3.4.4.2
D002	DI-MISC-80711A	Scientific And Technical Reports	Fact sheets, Exhibits and Brochures,	Para 3.7
D003	DI-MISC-80711A	Scientific And Technical Reports	Historical Documents/Lesson Learn/After Action Reports	Para 3.8 and 3.9

## **6.0 OTHER REQUIREMENTS**

**6.1. Reports.** The Contractor shall submit Progress, Status, and Management Report and Contract Funds Status Report to the contracting officer representative (COR) and attach one copy to the ITSS Website <http://web.itss.gsa.gov>, in the “Reports Section”. The reports shall contain an accurate, up-to-date account of all work completed during the month.

### **6.2 Milestone Dates**

The following schedule of deliverables will be used by the GSA COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

NLT: No Later Than

DOA: Date Of Award

MILESTONE/DELIVERABLE	Reference	PLANNED COMPLETION DATE
Project Start (PS)		One business day after DOA
Kickoff Meeting		NLT 5 days after DOA
Integrated Master Schedule	3.4.1	60 days after DOA
Progress, Status, and Management Reports	3.4.2	NLT 7 days after award month. Subsequent reports weekly.
Contract Funds Status Report	3.4.2.1	NLT 30 days after DOA. Subsequent reports monthly.
Movement and Transportation Plans	3.4.3	Draft NLT 30 days after DOA. Final plan 15 days after receipt of comments from Government
Synchronization Matrix	3.4.4.1	Draft NLT 60 days after DOA. Final plan 15 days after receipt of comments from Government
Briefing Material	3.4.4.1	As required/requested per PWS table in 4.0
Pre and Post Operational Testing Plan	3.4.4.2	As specified in PWS. Final electronic deliverable within 15 days after the receipt of comments from Government.
Mapping Plans	3.4.4.2	“As Is” Mapping Plans NLT 120 days after DOA. “To Be” Plans are due 180 days after DOA.
Fact Sheets, Exhibits and Brochures	3.8	The COR will specify when deliverables are due.
Historical Documents, Lessons Learned/After Action Reports	3.9 and 3.10	As specified in PWS and directed by COR.
Quality Control Plan	3.13	As specified in PWS

MILESTONE/DELIVERABLE	Reference	PLANNED COMPLETION DATE
Closeout Activities		90 days after physical completion of Task Order.

**6.3 Place of Delivery.** Copies of all deliverables under this TO shall also be delivered to the following: NOTE: The information below will be filled in after award.

ATTN: TPOC  
 Address:  
 Address:  
 Telephone: (xxx) xxx-xxxx  
 Fax: (xxx) xxx-xxxx  
 Email: xxxxxxxxxxxxxxxxxxxxxx

Or (depending on deliverable)

ATTN: TPOC  
 Address:  
 Address:  
 Telephone: (xxx) xxx-xxxx  
 Fax: (xxx) xxx-xxxx  
 Email: xxxxxxxxxxxxxxxxxxxxxx

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer's Representative at the address below: NOTE: The information below will be filled in after award.

GSA/FAS/AAS  
 ATTN: COR  
 26 Federal Plaza  
 New York, NY  
 Telephone: (212) 264-xxxx  
 Fax: (212) 264-xxxx  
 Email: xxxxxxxxxxxxxxxxxxxxxx

**7.0 ADDITIONAL INFORMATION/ANCILLARY REQUIREMENTS**

**7.1 Section 508 Compliance Requirements**

Unless the Government invokes an exemption, all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>.

The contractor shall identify all EIT products and services proposed, identify the technical standards

applicable to all products and services proposed and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

The contractor must ensure that all EIT products and services proposed that are less than fully compliant, are offered pursuant to extensive market research, which ensures that they are the most compliant products available to satisfy the solicitation's requirements.

If any such EIT product or service proposed is not fully compliant with all of the standards, the contractor shall specify each specific standard that is not met; provide a detailed description as to how the EIT product or service does not comply with the identified standard(s); and shall also indicate the degree of compliance.

7.2. Written Acceptance/Rejection By The Government. The Government shall provide written notification of acceptance or rejection of all final deliverables within fifteen (15) work days (unless specified otherwise in Deliveries or Performance). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### 7.3 Personnel Requirements.

7.3.1 Estimated Manpower Requirement. Each task is estimated to require minimally, but not limited, to the following disciplines/labor categories to satisfactorily support the mission successfully:

- Senior Management
- Contract Administration
- Logistics
- Information Technology
- Professional Engineering Services
- Security
- Safety

The disciplines/labor categories identified are designated as key personnel. Key personnel are those personnel considered essential to ensure successful contractor performance. As a result, those individual(s) shall be assigned for the duration of the TO requirement. Prior to utilizing other than personnel specified in proposals in response to an RFP, the contractor shall notify the Government CO and the COR. Substitute personnel qualifications shall be equal to, or greater than, those of the person(s) being substituted for. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor shall not remove or replace any personnel designated as key personnel for this TO. This notification shall be no later than ten (10) calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance. The Government will approve initial contractor key

personnel at time of award. Replacement key personnel will be approved via modification to the TO.

7.4. Contract Type. The award will be comprised of a hybrid format: firm-fixed priced and Time & Material contract.

7.5. Government Surveillance and Monitoring. The contractor, not the government, is responsible for the management and quality control actions to meet the terms and conditions of the TO. The role of the government in quality assurance surveillance is to assess contractor performance and to evaluate whether performance standards are achieved. It is the contractor's primary responsibility to ensure all TO requirements meet required quality levels. The government will ensure this responsibility has been met before payment is made to the Contractor.

#### 7.5.1 Quality Assurance Surveillance Plan (QASP)

##### **1. PURPOSE:**

A. This Quality Assurance Surveillance Plan (QASP) will be used as a guide to Government Quality Assurance Personnel (QAP). It provides a systematic method to evaluate the services the contractor is required to furnish. The Surveillance/Evaluation Methods identified in the QASP, in concert with the Contractor's Quality Control Procedures will assure the Government of satisfactory contractor performance. The QASP is the management tool for documenting site surveillance conducted on contractors, contractor performance evaluation, and reporting of contractor performance.

B. The QASP is intended to be a "living document". That is, it should be revised or modified as circumstances warrant throughout the contract period. Following contract award, this document should be reviewed by the QAP to ensure that it will work cooperatively with the Contractor's Quality Control Plan, but not duplicate its provisions.

C. The contractor, and not the government, is responsible for management and quality control actions to meet the terms of the contract. The role of the government is quality assurance to ensure contract standards are achieved.

##### **2. SURVEILLANCE PROCEDURES:**

- Service Delivery/Surveillance Summary
- Timeliness: Delivery dates are met
- Quality: Accurate, complete, clear, well-organized, in requested format (if applicable), reflect best practices
- Tasks: Performed according to PWS requirements.

- Problem Resolution: Contractor submits draft deliverables at least one week prior to deadline and resolves any deficiencies identified by client in final submission. Following final submission, contractor resolves any additional deficiencies identified by client and resubmits within one week.

## Quality Assurance Surveillance Plan (QASP)

Deliverable or Required Services	Performance Standards	Acceptable Quality Level (AQL)	Method of Surveillance	Incentives
(1)	(2)	(3)	(4)	(5)
<b><u>Technical Needs</u></b>	Shows understanding of requirements. Efficient and effective in meeting requirements. Meets technical needs and mission requirements. Offers quality services/products.	Significant errors shall not exceed 3 per rating period	Semi-Annual Performance Survey	
<b><u>Project Milestones &amp; Schedule</u></b>	Quick response capability. Deliverables and execution of all tasks shall be completed within Government approved schedules. Notifies customer in advance of potential problems.	95% within approved milestone schedules and deliverables	Semi-Annual Performance Survey	
<b><u>Customer Satisfaction</u></b>	Responses to customer satisfaction Government survey that include quality and responsiveness to services provided.	Achieve score of 3 or higher out of 5	Semi-Annual Performance Survey	
<b><u>Cost</u></b>	Ability to control cost. Timely communications regarding cost changes. Timely submission of cost vouchers.	Cost shall remain within or below allocated budget	Semi-Annual Performance Survey	
<b><u>PWS 3.2.1 Security</u></b>	The contractor shall adhere to all security provisions, regulations and rules referenced and identified in the PWS and DD 254	100% compliance	Random government inspection and review.	Positive – Contractor Performance Evaluations and Past Performance References  Negative – (1) Required to add resources to meet standard (2) Cure Notice if issue not resolved within 30 days (3) Termination for Cause (FAR 52.212-4(m))
<b><u>PWS 3.4.1 Integrated Master Schedule</u></b>	The contractor shall deliver to the Government a detailed program schedule IAW Data Item DI-MGMT-81650 and CDRL A001 to address all of the work efforts required by this PWS.	99% accuracy, Final due NLT 60 days after award	100 % review and inspection	
<b><u>PWS 3.4.2 Progress Status and Management Report</u></b>	The contractor shall provide In Progress Update Reports which shall include task performance, schedule adherence, and any other issues pertaining to the relocation effort. Report shall be provided IAW Data Item DI-MGMT-80227 and CDRL A002.	98% accuracy, weekly	Periodic government inspection and review.	
<b><u>PWS 3.4.3 Movement and Transportation Plan</u></b>	The contractor shall provide organizational alignment support to link mission, facilities, and workforce to best accomplish the moves of the organizations. The contractor shall develop organizational movement plans, and transportation plans IAW Data Item DI-MGMT-81117 and CDRL A003	98% accuracy, Draft due NLT 60 days after award, Final plan due 15 days after Government comments	100 % review and inspection	
<b><u>PWS 3.4.4.1 Synchronization Matrix</u></b>	The contractor shall prepare and continuously update a C4ISR synchronization matrix to perform the tasks outlined in this PWS	98% accuracy, Draft due NLT 60 days after award, Final plan due 15 days after Government	100 % review and inspection	



		comments	
<b><u>PWS 3.4.4.2 Pre and Post Test Plan</u></b>	The Contractor shall develop operational test and evaluation plans and assist the government in the conduct operational test and evaluation functions to include lab systems, to ensure full operational functionality IAW Data Item DI-NDTI-80566A and CDRL C001	As directed C4ISR COR	100 % review and inspection
<b><u>PWS 3.4.4.2 Mapping</u></b>	The contractor shall deliver a Mapping Plan for each laboratory and SCIF for the organizations listed in Appendix B, and for each computer and mission server rooms and VTC listed in Appendix E, IAW Data Item DI-MISC-80711A and CDRL D001 to include all of the information requested in the PWS	99% accuracy, Final "AS IS" plan due 120 days after Award. "TO BE" due 180 days after award.	100 % review and inspection
<b><u>PWS 3.6 Weekly Status Report</u></b>	The contractor shall provide to the COR a Weekly Status/Progress Update Report based on milestone charts, and tasks in this PWS	95% accuracy, weekly	Periodic government inspection and review.
<b><u>PWS 3.8 Scientific and Technical Reports (Archive Data Base)</u></b>	Contractor shall utilize a system to collect historically relevant BRAC files/documents (electronic and other) that document the BRAC 2005 process for the relocation of C4ISR to APG, MD	As directed C4ISR COR	Periodic government inspection and review.
<b><u>PWS 3.9 &amp; 3.10 Historical Documents / Lessons Learned/ After Action Reports</u></b>	The contractor shall develop the system(s) to collect After Action Review (AAR) and lessons learned comments from the relocating/relocated organizations in order to support the formal BRAC AAR process. This includes developing questionnaires for post-move data collection, developing procedures to collect AAR and lesson learned comments from BRAC activities IAW Data Item DI-MISC-80711A and the DD Form 1423 ( see Para 3.8--CDRL D003).	The Final AAR Reports are due 15 days after completion of each task.	Periodic government inspection and review. 100% on project completion
<b><u>PWS 3.12 Safety Plan</u></b>	The contractor shall develop and institute and maintain a safety plan throughout the life of the contract.	As requested by C4ISR COR	Random government inspection and review.
<b><u>PWS 3.13.1 Quality Control Plan</u></b>	The contractor shall provide and maintain a Quality Control Plan (QCP)	99% accuracy, NLT 30 days after award	100 % review and inspection
<b><u>RFP 7.6.1 Monthly Invoice</u></b>	Timely and accurate	100% accurate and submitted monthly	100 % review and inspection
<b><u>RFP ATT E Monthly Status Report</u></b>	Activities during reporting period (Include: Last month's activities, current activities, next month's activities, completed activities and progress to date on current activities)	The 10th of each month following the previous month	100 % review and inspection

### **3. METHODS AND FREQUENCY:**

The principal methods that apply to the type of work being performed on this contract are management information systems, i.e., schedules, reports, inspection, observation, and receiving formal complaints. One or any combination may be used. The Client Representative will provide timely feedback to the contractor on unacceptable performance. Prompt feedback is essential so the contractor can develop and implement a corrective action plan. Surveillance will be conducted on an as required basis. The surveillance Logs will be submitted to the Site Manager at quarterly intervals. The Site Surveillance Report, a summary of the Surveillance Logs, will be prepared by the Site Manager and submitted to the ACO, in turn, semi-annually. Out of cycle reports may be submitted in support of unacceptable performance identified during the performance period by the Client Representative or when there is a significant change in performance that alters the assessment in one or more evaluation areas.

#### **REVIEW RESPONSIBILITIES:**

**Customer Account Manager (CAM) – TBD**

**Customer Account Specialist (CAS) – TBD**

**Telephone No:**

**Administrative Contracting Officer: Charles Ade, CO, 732-532-5269**

**Contracting Officer Representative: TBD, COTR,**

### **4. PERFORMANCE AREAS:**

#### **A. Management Responsiveness.**

Evaluate the adequacy of the contractor's responsiveness. Address the extent to which the contractor demonstrates a thorough understanding of the customer's environment, keeps the government informed of work progress and provides for early problem identification and effective corrective action plans. In addition, the effectiveness of corporate off-site support to the on-site workforce should be considered along with the timeliness of their proposal submission activity.

#### **B. Contract Management/Administration.**

Evaluate the quality and effectiveness of the contractor's management of the contract. The contractor shall use the hours authorized to provide support throughout the period of performance. The contractor will be evaluated in the successful control of resources devoted to the delivery order. The Client Representative (CR) shall compare monthly the contractor's rate of labor and funds usage with those allocated for the effort. Address the adequacy of the contractor's initial and replenishment staffing. Also, evaluate effectiveness of subcontract management activity, if applicable.

C. Schedule Control.

Evaluate the contractor's overall adherence to contract or task order schedules. For task order contracts, quantify to the extent possible, the percentage of tasks being complete on time, ahead of schedule or behind schedule. For all delivery orders, discuss the milestones, deliverable items or significant data items that contribute to the schedule evaluation. Discuss causes and evaluate effectiveness of contractor corrective actions.

D. Performance.

The contractor will be evaluated as to the quality of the output of their work. The contractor's personnel should be technically competent in the functional area(s) identified in the delivery order. Included in the technical performance are the contractor's contributions in meetings and reviews, the quality of the contractor's technical reports, contractor's productivity and the overall quality of the technical support provided.

**5. EVALUATION CRITERIA:**

A. (Exceptional). Indicates performance clearly exceeds contractual requirements. The area of evaluation contains few minor problems for which corrective actions appear highly effective.

B. (Satisfactory). Indicates performance clearly meets contractual requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory.

C. (Marginal). Indicates performance meets contractual requirements. The area of evaluation contains a serious problem for which corrective actions have not yet been identified, appear only marginally effective, or have not been fully implemented.

D. (Unsatisfactory). Indicates the contractor is in danger of not being able to satisfy contractual requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective.

E. Upward ↑ or downward ↓ arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

**6. DOCUMENTATION:**

Documentation used and referenced to perform surveillance will consist of technical reports, contractor plans and procedures, schedules, customer feedback and contract data requirements. During the course of the contract, the Site Manager retains a copy of all inspection schedules and surveillance activity logs. At the end of the surveillance period, the Site Manager forwards these records for inclusion in the contract file. However, when a specific service becomes unsatisfactory during a surveillance period the inspection documentation supporting the contract discrepancy report is forwarded to the CO.

A. Recording Observations.

Using Surveillance Logs to record information on scheduled observations and defects noted. Each observation is recorded on the log. The documents then become a formal record for reference. The contractor is told each time that a defect is found during scheduled observations. The Site Manager makes a notation on the surveillance log of the date and time the defect was

discovered, then the Site Manager asks the contractor task leader to initial the notation, documenting notification of the defect only.

**B. Potential Unacceptable Performance.**

The Client Representative must identify the specific service that is unacceptable and the possible causes, and ask a number of questions, which if answered, will probably pinpoint the source of the problem.

**C. Documenting Unacceptable Performance.**

1. The Client Representative attempts to resolve the problem with the contractor. The original log and the attempted solution, along with an evaluation of results, are posted electronically in the contract file.

2. Based on the severity of the discrepancy and the success of the solution, the ACO will notify the CO. The contractor shall complete a response to the unacceptable evaluation if requested by the ACO, CO or by its own choice.

**D. Taking Action.**

1. The Client Representative may evaluate the contractor's performance and document any non-compliance, but only the CO may take action against the contractor for an unacceptable rating.

2. When the contractor's performance is unacceptable and a formal action is indicated, the Client Representative and the Site Manager will determine what action is appropriate for the specific circumstances and make a recommendation to the ACO and the CO.

**7. RATING:**

All contractor tasks will be rated as Exceptional, Satisfactory, Marginal, or Unsatisfactory on the surveillance log. The Site Manager will collect the surveillance logs and necessary supporting documentation and then prepare a Surveillance Report to give a site rating for each of the performance areas using the evaluation criteria in Section 5 of the plan.

**8. SURVEILLANCE ACTIVITY SCHEDULE:**

Surveillance intervals will be set up for every ninety (90) days or as specified above.

**9. SURVEILLANCE LOGS AND REPORT:**

The Surveillance Logs will be used to record observations and defects and rate individual contractor tasks. The Surveillance Report will be used to give overall ratings in the performance areas identified in Section 4.

**10. ACCEPTANCE OF SERVICES:**

Invoices shall be submitted monthly for work performed the prior month. Invoice will be posted in GSA's electronic Web-Based Order Processing System, currently ITSS, with attached backup information for client acceptance. After client representative or designated representative has accepted invoice in ITSS the contractor may submit an invoice to GSA Finance for payment.

## Surveillance Log

CONTRACTOR: **TBD**

ACO/COR: **Charles Ade** Site Manager: **TBD**

PERIOD OF PERFORMANCE: **18 December 2009 – 31 March 2010, w/ 1 option year**

QUARTER COVERED: \_\_\_\_\_

**DELIVERY ORDER NO: 02FM2190520**

**TITLE: BRAC C4ISR**

**TASK DESCRIPTION:** The contractor shall provide all planning, organization, guidance and execution, and management oversight (control) for the period of performance stated in the PWS. The contractor shall provide consulting and business planning services to include program strategic planning, integration and coordination of plans and strategic communications support. The contractor shall provide all the necessary resources to accomplish the tasks associated with the physical and operational move of the organizations listed in Appendix B and all additional requirements included in this PWS.

### Quality Control

In compliance with this Performance Work Statement (PWS), the contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed for the Contracting Officer (CO) for acceptance not later than 30 days after the award of this task order. The Vendor's Project Manager (PM) shall meet with either the COR or his representative and the Contract Administrator after award to review the Quality Control Plan. Meetings will be held as often as necessary, thereafter, as determined by the contracting office.

A meeting will be held each time a Contract Discrepancy Report (CDR) is issued. A mutual effort shall be made by the Vendor and COR to resolve all problems identified. The written minutes, prepared by the Contract Administrator, of these meetings shall be signed by the PM and COR or his representative. Should the Vendor not concur with the minutes, the Vendor shall submit a written statement to the COR, within 24 hours, of any area(s) he does not concur.

The CO will notify the contractor of acceptance or required modifications to the plan and the contractor shall make appropriate modifications and obtain acceptance of the plan by the COR and CO within 10 days following the requested change.

The QCP shall include the following minimum requirements:

- A description of the inspection process to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

#### QUALITY ASSURANCE.

The Government will evaluate the contractor's performance of this task order. For those tasks listed in the PWS, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the PWS or by methods other than those listed in the PWS (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the contracting officer as a result of surveillance will be according to the terms of the task order.

PERFORMANCE AREA: **MANAGEMENT RESPONSIVENESS**

- Exceptional ( ) (Check One)
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )

Trend (Circle One)            No Change    Upward (↑)    Downward (↓)

Justification for rating of Exceptional or Unsatisfactory:

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Corrective action required (if any):

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PERFORMANCE AREA: **CONTRACT MANAGEMENT/ADMINISTRATION**

- Exceptional ( ) (Check One)
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )

Trend (Circle One)            No Change    Upward (↑)    Downward (↓)

Justification for rating of Exceptional or Unsatisfactory:

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Corrective action required (if any):

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PERFORMANCE AREA: **SCHEDULE CONTROL**

- Exceptional ( ) (Check One)
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )



Trend (Circle One)                      No Change    Upward (↑)    Downward (↓)

Justification for rating of Exceptional or Unsatisfactory:

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Corrective action required (if any):

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PERFORMANCE AREA:                      **PERFORMANCE**

Exceptional                      ( )    (Check One)  
Satisfactory                      ( )  
Marginal                      ( )  
Unsatisfactory                      ( )

Trend (Circle One)                      No Change    Upward (↑)    Downward (↓)

Justification for rating of Exceptional or Unsatisfactory:

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Corrective action required (if any):

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## 7.6. CONTRACT ADMINISTRATION INFORMATION

7.6.1 Payment Terms and Conditions. Commercial interim payments is authorized for this task order award. The contractor shall submit invoices on the last business day of the month, on a monthly basis. The invoice amount shall represent a 1/12 amount of the task order award on an annualized basis.

7.6.2 Invoicing. The contractor shall submit Requests for Payments in accordance with the format contained in GSAM 552.232-70, INVOICE REQUIREMENTS (SEP 1999), and shall at a minimum include the following information to have the invoice considered proper for payment.

(a)                      Contract/TO number: (from Standard Form 300, Block 2);

- (b) Paying Number: (ACT/DAC NO.) (from Standard Form 300, Block 4);
- (c) Applicable CLIN or Sub-CLIN in which the costs were incurred, quantity, unit price and extended price;
- (d) If applicable, incurred cost of all approved travel to include name of Government approving official and date approved;
- (e) List of all applicable materials and/or services provided under this order to include the part number, nomenclature, quantity, and the unit and extended price;

The contractor shall include the following statement on all invoices submitted for payment: “The costs and pricing contained within this invoice do not exceed the allowable costs of the applicable Government TO.”

The contractor shall ensure that all requests for payments are validated, signed and dated by the Contracting Officer’s Representative identified in Section 8.0 of this order before submitting to GSA for approval and payment. The invoice shall include the following statement. “I printed name of client POC have verified that in a satisfactory manner the items identified have been received or the services have been rendered and I take no exceptions to this invoice.”

The Contractor shall submit invoices in the two available methods identified below:

Thru: General Services Administration  
Finance Division  
GSA BCEB  
PO BOX 219434  
KANSAS CITY, MO 64121-9434

Or,

Thru: [www.finance.gsa.gov](http://www.finance.gsa.gov)

The finance customer service can be reached by calling 817-978-2408, or by sending a fax to 817-978-7413 or by visiting their web site at [www.finance.gsa.gov](http://www.finance.gsa.gov).

The contractor must attach copies of invoices to the “Acceptance Info” of this order at:  
<http://web.itss.gsa.gov/>

Unless otherwise specified in this TO, the contractor shall forward all originals of correspondence requiring signature to the Contracting Officer at the address in Section 8.0.

**7.6.3 Closeout Procedures.** The contractor shall submit a final invoice within sixty (60) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

**8.0 GOVERNMENT POINT OF CONTACTS.** The CO is the sole point of contact for this requirement during the solicitation. Address any questions or concerns you may have to the CO.

Written requests for clarification may be sent to the CO at the address located below.

Contracting Officer: Charles Ade  
General Services Administration  
Federal Acquisition Service (FAS)  
Assisted Acquisition Services Division  
Northeast & Caribbean Region  
787 Nicodemus Ave  
Fort Monmouth, NJ 07703  
Phone: 732-532-5269  
Fax: 732-532-5481  
Email: [charles.ade@gsa.gov](mailto:charles.ade@gsa.gov)

COR: See Subsection 6.3

ACOR: See Subsection 6.3

## **9.0 DEFINITIONS/ACRONYMS**

ACOR	Alternate Contracting Officer's Representative
AE	Architect Engineer
AKO	Army Knowledge On-Line
AMC	Army Materiel Command
APG	Aberdeen Proving Ground, MD
AR	Army Regulation
ARI	Army Research Institute
ARL	Army Research Laboratory
ARO	After Receipt of Order
BRAC	Base Realignment and Closure
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CAS	Cost Accounting Standards
CCI	Controlled Cryptographic Items
CDRL	Contract Data Requirements List
CECOM	Communications-Electronics Command
CERDEC	Communications-Electronics Research, Development and Engineering Center
CFSR	Contract Funds Status Report
CLIN	Contract Line Item Number
CO	Contracting Officer
COMSEC	Communications Security
COR	Contracting Officer's Representative
CNWDI	Critical Nuclear Weapon Design Information
CTA	Contractor Teaming Arrangement
CUI	Controlled Unclassified Information
DA	Department of the Army

DCAA	Defense Contract Audit Agency
DFAR	Defense Federal Acquisition Regulation
DOA	Date of Award
DoD	Department of Defense
DOT	Department of Transportation
EIT	Electronic and Information Technology
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
FFP	Firm Fixed Price
FOUO	For Official Use Only
FTR	Federal Travel Regulations
FSS	Federal Supply Schedule
GSA	General Services Administration
GSAM	General Services Administration Manual
ITSS	IT-Solution Shop
I2WD	Intelligence and Information Warfare Directorate
IAW	In accordance with
IM	Information Management
IMS	Integrated Master Schedule
IPT	Integrated Product Team
IT	Information Technology
JSEC	Joint Satellite Engineering Center
LCMC	Life Cycle Management Command
LRC	Logistics and Readiness Center
MDMP	Military Decision Making Process
MS	Microsoft
MSR	Monthly Status Report
NAC	National Agency Check
NISPOM	National Industrial Security Program Operating Manual
NLT	No Later Than
NRRC/SPO	North East Regional Response Center Special Project Office
ODC	Other Direct Cost
PCO	Procuring Contracting Officer
PEO C3T	Program Executive Office Command, Control and Communications-Tactical
PEO IEW&S	Program Executive Office , Intelligence Electronic Warfare and Sensors
POC	Point Of Contact
POP	Period of Performance
PROPIN	Proprietary Information
PS	Project Start
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
Q&A	Questions and Answers
RFP	Request for Proposal

SAP	Special Access Program
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facilities
SDDC	Surface Deployment and Distribution Command
SEC	Software Engineering Center
SF	Standard Form
SIN	Special Identification Number
SOP	Standard Operating Procedure
SSC	Service Support Contractors
TEB	Technical Evaluation Board
T&M	Time & Materials
TO	Task Order
TPI	Two Person Integrity
TPOC	Technical Point of Contact
TS	Top Secret
VTC	Video Teleconference

## **10.0 PROPOSAL REQUIREMENTS AND SUBMISSION**

All offerors submitting a proposal in response to this solicitation are reminded to adhere to all specifications and requirements enumerated within the solicitation. Any offeror's proposal, determined to be noncompliant with the solicitation's instructions and specifications herein, will be considered non-responsive and shall be eliminated from consideration for award.

### **10.1. ACQUISITION APPROACH**

This is a competitive acquisition to award a basic Task Order (TO) with one option under a General Services Administration (GSA) Federal Supply Schedule (FSS). The TO will be accomplished using a combination of Firm-Fixed-Price (FFP) and Time and Material (T&M) contract provisions. A single TO will be awarded based upon the best overall proposal that is determined to be the most beneficial to the Government.

### **10.2. GENERAL INSTRUCTIONS**

#### **10.2.1. BASIS FOR AWARD**

This effort is to be procured under a Best Value Tradeoff method, IAW FAR 8.404 (d). Proposals under this solicitation are to be evaluated for their technical compliance as specified in the RFP solicitation against the pre-established evaluation criteria as outline hereafter. The Government shall evaluate technical, performance risk, and price information contained in the Offerors' proposals, and if required, information obtained by the Government. The tradeoff process shall be used in the technical evaluation, weighing price and non-price factors.

Any award to be made will be based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the three evaluation factors: Technical, Performance Risk, and Price. The Technical Factor is significantly more important than the Performance Risk Factor. The Performance Risk Factor is slightly more important than the Price factor. All of the evaluation factors other than the Price Factor, when combined, are significantly more important than the Price Factor. To receive

consideration for award, a rating of no less than “Acceptable” must be achieved for the Technical Factor. Offerors are cautioned that the award may not necessarily be made based upon the lowest price offered.

### 10.3. FACTORS TO BE EVALUATED

1. FACTOR I – TECHNICAL.
2. FACTOR II – PERFORMANCE RISK.
3. FACTOR III – PRICE.

### 10.4. EVALUATION APPROACH

All proposals shall be subject to evaluation by a team of Government personnel.

#### 10.4.1. TECHNICAL EVALUATION APPROACH.

The evaluation of the Offeror's Technical proposal will consider the following:

- a. Understanding of the Problems. The proposal will be evaluated to determine the extent to which it demonstrates a clear understanding of all features involved in solving the problems and meeting the requirements; and the extent to which uncertainties are identified and resolutions proposed.
- b. Feasibility of Approach. The proposal will be evaluated to determine the extent to which the proposed approach is workable and the end results achievable. The proposal will be evaluated to determine the extent to which successful performance is contingent upon unproven techniques and processes. The proposal will be evaluated to determine the level of confidence provided the Government with respect to the Offeror's methods and approach in successfully meeting the requirements in a timely manner. The proposal will be evaluated to determine the extent to which the Offeror is expected to be able to successfully complete the proposed tasks within the required schedule.
- c. Adequacy of Response/Completeness. The proposal will be evaluated to determine whether the Offeror's methods and approach have adequately and completely considered, defined, and satisfied the requirements specified in the solicitation. The proposal will be evaluated to determine the extent to which each requirement of the solicitation has been addressed in the proposal in accordance with the proposal submission section of the solicitation.

#### 10.4.2. PERFORMANCE RISK EVALUATION APPROACH.

The Performance Risk evaluation will assess the relative risks associated with an Offeror's likelihood of success in performing the solicitation's requirements as indicated by that Offeror's record of past performance. In this context, “Offeror” refers to the proposed prime contractor and all proposed major subcontractors. A major subcontractor is defined as one who will be providing critical services under the proposed effort as follows: Inventory, Integrated Master Schedule, Movement Planning, Synchronization Matrix, Mapping, Pre- and Post Operational

Testing, and Physical Movement Execution (to include movement of large scale electronic laboratories). The evaluation of the prime contractor's/major subcontractors' past performance will be based on evaluations provided by Open Ratings Inc. The prime contractor and proposed major subcontractors will be assessed individually, and the results will then be assessed in their totality to derive the Offeror's Performance Risk rating.

a. The Government will conduct a performance risk assessment based on the quality, relevancy and recency of the Offeror's past performance, as well as that of its major subcontractors, as it relates to the probability of successful accomplishment of the required effort. Recency will be the experience gained during the past five (5) years from the date of the issuance of the final solicitation for the prime contractor and its major subcontractors. Areas of relevance are those similar in effort and scope to the requirements in the PWS to include Logistics Management, Planning, Synchronization, Engineering, and Execution services involving mapping, pre- and post-operational testing, disassembly, inventory and accountability, packaging, movement and reconstitution of facilities and equipment from one geographic location to another. These requirements include all aspects of schedule, performance and supportability, generally including the Offeror's record of:

- 1) Compliance of services, documents, and related deliverables to specification requirements and standards of good workmanship;
- 2) Effectiveness of project management (to include use and control of subcontractors);
- 3) Timeliness of performance for services and deliverables, including the administrative aspects of performance;
- 4) Effectiveness in forecasting and controlling project cost for prime and major subcontractors;
- 5) Commitment to customer satisfaction;
- 6) Overall customer satisfaction; and
- 7) The ability to satisfy security requirements without negative impact on cost, schedule, or performance.

b. Offerors are cautioned that in conducting the performance risk assessment, the Government may use data provided in the Offeror's proposal and data obtained from other sources. Since the Government may not necessarily interview all of the sources provided by the Offerors, it is incumbent upon the Offerors to explain the relevance of the data provided. Offerors are reminded that while the Government may elect to consider data obtained from other sources, the burden of proving low performance risk rests with the Offerors.

#### 10.4.3. PRICE EVALUATION APPROACH.

10.4.3.1 The total evaluated price will equal the sum of the evaluated Time & Materials (T&M) and proposed Firm-Fixed Price (FFP) work efforts for the base Task Order and option.

a. The T&M portion will consist of the total labor cost and the total of the material, travel, subcontractor, and other direct costs (ODCs). The total labor cost is the sum of fully loaded labor rates multiplied by the labor hours. The total material, travel, subcontractor, and ODCs include the direct cost and all allocable indirect expenses. A realism analysis will be performed on the T&M portion as follows:

1) An independent technical evaluation of each Offeror's unique proposal will be performed on the sanitized worksheet contained in the file (A045PRICE-NoDollars[Contractor's Name].xls) to determine whether the estimated proposed labor categories, labor hours, materials, travel, subcontracts, and ODCs are realistic for the work to be performed, reflect a clear understanding of requirements, and are consistent with the unique methods of performance as described in the Offeror's technical proposal.

2) The Prime Offeror and subcontractors/team members proposed fully loaded labor rates will be verified against its GSA schedule to ensure that they are not higher than the GSA schedule equivalent rates.

3) Any issues/risks identified by the realism analysis described above will be considered in the Technical Factor evaluation. The Offeror's Price proposal will not be adjusted by the Government.

b. The Firm-Fixed Price portion will consist of the sum of the prices for each FFP line item per Section 14 of the RFP.

#### 10.5. PROPOSAL SUBMISSION

All offers must be submitted in GSA's electronic system, Information Technology Solution Shop (ITSS): <http://itss.gsa.gov>. ITSS requires that information under the contract number in the ITSS be an exact match with the information in the Central Contractor Registration (CCR), <http://www.ccr.gov>. An award cannot be made if the information in each system does not match.

- CCR Legal Business Name – Form 300, Blocks 7 and 12, Contractor/Company Name
- CCR Doing Business As (DBA) – Form 300, Blocks 7 and 12, Contractor/Company Name
- CCR Physical Address – Form 300, Block 7, Contractor Address
- CCR Remittance Address – Form 300, Block 12, Remittance Address
- Federal Tax ID (Employer's Identification Number)
- DUNS (Data Universal Numbering System)

The Offeror shall also provide hard copies and Compact Discs of the proposal as described in the table below. Each volume of the hard copies shall be separately bound in a 3-ring, loose-leaf binder.

The Contracting Officer is the sole point of contact for this acquisition. Address any questions or concerns to the CO. The hard copies and CDs shall be sent to the following address:

ATTN: Charles Ade  
787 Nicodemus Avenue, 2<sup>nd</sup> Floor  
Fort Monmouth, NJ 07703

The Offeror's proposal shall consist of three volumes. The Volumes are I – Technical, II –



Performance Risk, and III – Price. Files shall not contain classified data. The use of hyperlinks in proposals is prohibited. All offers must contain the information necessary to satisfy the factors of evaluation in the identified format and be submitted hard copy, CD, and in GSA’s electronic system, Information Technology Solution Shop (ITSS) (<http://itss.gsa.gov>). **Failure to do so may result in exclusion from consideration. WARNING: Please do not wait until the last minute to submit your proposals! To avoid submission of late proposals, we recommend the transmission of your proposal file 24 hours prior to the required proposal due date and time.** Offerors are encouraged to review and ensure that sufficient bandwidth is available on their end of the transmission. Proposals, hard copies, CDs, and electronic submissions, must be received by the proposal due date and time at the address above.

10.5.1. PROPOSAL FILES

a. Format

The submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. Proposal page limitations are applicable to this procurement. The Table below indicates the applicable maximum page count for each volume of the Offeror’s proposal. All files will be submitted as either a Microsoft Excel (.XLS) file or an Acrobat (PDF) file as indicated in the table. Schedule submission requirements must be submitted in Microsoft Project (.MPP) files. PDF Page size shall be no greater than 8 1/2" x 11". The top, bottom, left and right margins shall be a minimum of one inch each. Font size shall be no smaller than 12-point. Arial or New Times Roman fonts are required. Characters shall be set at no less than normal spacing and 100% scale. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape. Line spacing shall be set at no less than single space. Each paragraph shall be separated by at least one blank line. Page numbers, company logos, and headers and footers may be within the page margins ONLY, and are not bound by the 12-point font requirement. Footnotes to text shall not be used. If the Offeror submits annexes, documentation, attachments or the like, not specifically required by this solicitation, such will count against the Offeror’s page limitations unless otherwise indicated in the specific Volume instructions below. **Pages in violation of these instructions, either by exceeding the margin, font or spacing restrictions or by exceeding the total page limit for a particular volume, will not be evaluated.** Pages not evaluated due to violation of the margin, font or spacing restrictions will not count against the page limitations. The page count will be determined by counting the pages in the order they come up in the print layout view.

b. File Packaging

All of the proposal files shall be compressed (zipped) into one file entitled proposal.zip using WinZip version 6.2 or later, or as separate uploads in their native format, i.e. doc, xls, ppt, etc. **\*\*Please note - Self extracting .exe files are no longer accepted.**

Proposal file names and page limits are given in the table below:

<b>Volume I - Technical Files</b>	<b>80 Page Limit – 10 Hard Copies – 2 CDs</b>
Section 1 – Planning and Synchronization Schedules.PDF, Schedules. MPP	
Section 2 – Management Structure.PDF	

Section 3 – Resource Management.PDF	
Section 4 – Risk Management.PDF	
Section 5 – De-installation & Reconstitution.PDF	
Section 6 – Movement and Transportation Process.PDF	
Section 7 – Mapping Plans & Fabrication.PDF	
Section 8 – Inventory Control.PDF	
Attachment A – Key Personnel Resumes (Two page limit per resume. Resumes not included in 80 page limit.)	
<b>Volume II – Performance Risk Files</b>	<b>2 Hard Copies – 2 CDs</b>
CD.XLS - Contract Descriptions	
Risk.PDF – Performance (Two page limit for each contract listed in Section 1 – Contract Description)	
Subcontracts.PDF – Subcontracts (Two page limit for each contract listed in Section 3 – Subcontracts)	
<b>Volume III - Price Files</b>	<b>2 Hard Copies of Each File – 2 CDs of Each File</b>
A045PRICE[Contractor’s Name].xls	
A045PRICE-NoDollars[Contractor’s Name].xls	

c. Content Requirements

All information shall be confined to the appropriate file. The Offeror shall confine submissions to essential matters, sufficient to define the proposal and provide an adequate basis for evaluation. Offerors are responsible for including sufficient details, in a concise manner, to permit a complete and accurate evaluation of each proposal. Each file of the proposal shall consist of a Table of Contents, Summary Section, and the Narrative discussion. The Summary Section shall contain a brief abstract of the file. Proprietary information shall be clearly marked.

This procurement is being conducted under FAR Part 8.4. The acquisition evaluation will be conducted utilizing the Best Value – Tradeoff Process, which seeks to select an offer with the best value to meet the Government’s need. Best value is defined as the expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement, in accordance with FAR 2.101.

The best value will be determined by comparing differences in the value of non-price features with differences in cost to the Government. In making this comparison, the Government is more concerned with obtaining superior technical or management features than with making an award at the lowest overall cost to the Government. However, the Government will not make an award at a significantly higher overall cost to achieve slightly superior technical or management features.

Therefore, price/cost is not expected to be the controlling factor in the selection of an Offeror, but the degree of importance of cost as a factor could become greater depending upon the equality of the proposals for other factors evaluated.

The Government reserves the right to make a selection based upon initial submissions

without discussions, so the Offeror should submit their best terms in the initial quote. The Government also reserves the right to enter into discussions, if needed, and may also determine to make no award.

The Government will also provide a walkthrough of representative laboratories, Sensitive Compartmented Information Facilities (SCIFs), and computer rooms affected by the BRAC relocation. Offeror participation in the walkthrough is optional. However, Offerors' personnel must possess required security clearances and approval to Visit Requests prior to the walkthrough.

Your submission shall include:

## **VOLUME I – TECHNICAL**

The Government's requirements are for Logistics Management, Planning, Synchronization, Engineering, and Execution services to ensure the mapping, pre- and post-operational testing, disassembly, packaging, movement and reconstitution of facilities and equipment from several geographically dispersed locations to the C4ISR campus at APG.

The Offeror shall submit its proposal in accordance with the following:

### Section 1: Planning and Synchronization:

The Offeror shall describe, in detail, its proposed approach to develop the plans / schedules required for the total execution of the PWS to include, but not limited to, the Integrated Master Schedule (IMS), with all of the tasks and sub-tasks of the PWS; the synchronization of all moves, including those that are conducted by existing service support contractors; and synchronization of schedules with building move-in dates at APG. The Offeror shall provide a draft of the IMS in this section.

### Section 2: Management Structure:

The Offeror shall describe, in detail, how it will structure its management of work to be performed under the contract. The Offeror shall define the nature of the agreements / coordination between and among team members / subcontractors / existing service support contractors and how these relationships and respective work assigned will be managed. This shall include the nature of the work to be performed by the team members/subcontractors, how it will be assigned and integrated with the work of the prime (to include expected percentages of work distributed between prime and team members and subcontractors respectively), and how work will be controlled by the prime to ensure satisfactory performance and compliance with the contract requirements and acquisition regulations. Offeror shall describe to what extent to which Offerors specifically identify and commit to a plan to hire residents and businesses, including small and small disadvantaged businesses, located in the vicinity of BRAC affected installations.

### Section 3: Resource Management:

The Offeror shall describe, in detail, how it will be staffed to execute the work described in the PWS and the manner and methodologies that will be used to acquire and maintain a qualified workforce. Key personnel and how these individuals will fit (roles, responsibilities, authorities,

et cetera) into the overall work performed shall be identified. Key personnel resumes shall be provided with the proposal. The Offeror shall identify all of its labor categories, to include those that require specialized skills and expertise, and the hours that are required by each in the performance of the contract. This will include personnel requiring security clearances for access and the handling of classified material. Offeror shall provide the date its Top Secret Facility Clearance was granted.

Section 4: Risk Management:

The Offeror shall describe, in detail, its proposed approach to manage the risk associated with this effort, to include methodologies for identification of risk areas, mitigation planning, and risk mitigation implementation.

Section 5: De-installation / Reconstitution:

The Offeror shall describe, in detail, its proposed approach to de-installation to include development of pre- and post- operational testing plans and accreditation in accordance with the PWS. The Offeror shall describe its plan to reconstitute C4ISR facilities to ensure full operational functionality in accordance with the PWS.

Section 6: Movement and Transportation Process:

The Offeror shall describe its detailed approach to execute the Army C4ISR physical movement and transportation requirements specified in the PWS to include, but not limited to, packing/unpacking, loading, transportation, unloading including sensitive communications-electronics test equipment and information technology equipment (laboratory and business environment), radioactive material, oversized and unique equipment and classified equipment and information up to Top Secret/Sensitive Compartmented Information (TS/SCI), and office furniture.

Section 7: Mapping Plans / Fabrications:

The Offeror shall describe in detail, its proposed methodology to prepare mapping plans and layouts of special facilities such as laboratories, integration facilities, and SCIFs, and include how the mapping plans will be utilized to meet overall contract requirements in accordance with the PWS. The Offeror shall also describe in detail, its proposed methodology to accomplish cable fabrication.

Section 8: Inventory Control:

The Offeror shall describe, in detail, its proposed plan to address inventory and accountability of government property throughout the relocation process, to include accountability of Hazardous Materials (HAZMAT) and classified equipment up to and including TS/SCI.

## **VOLUME II – PERFORMANCE RISK**

Offerors shall submit a detailed list of all Government and commercial contracts (prime and major subcontracts) in performance or awarded as of 18 September 2004, which are relevant. Relevant efforts are defined as those similar in effort and scope to the requirements in the PWS to include Logistics Management, Planning, Synchronization, Engineering, and Execution

services involving mapping, pre- and post-operational testing, disassembly, inventory and accountability, packaging, movement and reconstitution of facilities and equipment from one geographic location to another. A major subcontractor is defined as one who will be providing critical services under the proposed effort as follows: Inventory, Integrated Master Schedule, Movement Planning, Synchronization Matrix, Mapping, Pre- and Post Operational Testing, and Physical Movement Execution (to include movement of large scale electronic laboratories). Data concerning the prime Offeror shall be provided first, followed by each proposed major subcontractor, in alphabetical order. This volume shall be organized into the following sections:

1. Section 1 – Contract Descriptions. This section shall include the following information in the following format:
  - a. Contractor/Subcontractor place of performance, CAGE Code and DUNS Number. If the work was performed as a subcontractor, also provide the name of the prime contractor and Point of Contact (POC) within the prime contractor organization (name, and current address, e-mail address, and telephone and fax numbers).
  - b. Government contracting activity, and current address, Procuring Contracting Officer's name, e-mail address, telephone and fax numbers.
  - c. Government's technical representative/COR, and current e-mail address, telephone and fax numbers.
  - d. Government contract administration activity and the Administrative Contracting Officer's name, and current e-mail address, telephone and fax numbers.
  - e. Government contract administration activity's Pre-Award Monitor's name, and current e-mail address, telephone and fax numbers.
  - f. Contract Number and, in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery Order Numbers also.
  - g. Contract Type (specific type such as Fixed Price (FP), Cost Reimbursement (CR), Time & Materials (T&M), etc.) In the case of Indefinite Delivery contracts, indicate specific type (Requirements, Definite Quantity, and Indefinite Quantity) and secondary contract type (FP, CR, T&M, etc)).
  - h. Awarded price/cost.
  - i. Final or projected final price/cost.
  - j. Original delivery schedule, including dates of start and completion of work.
  - k. Final, or projected final, delivery schedule, including dates of start and completion of work.
2. Section 2 - Performance. Offerors shall provide a detailed narrative explanation of each

contract listed in Section 1 describing the objectives achieved and detailing how the effort is relevant to the requirements of this solicitation.

- a. For any contracts that did not/do not meet original schedule or technical performance requirements, provide a brief explanation of the reason(s) for the shortcoming(s) and any corrective action(s) taken to avoid recurrence. The Offerors shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary. All Requests for Deviation and Requests for Waiver shall be addressed with respect to causes and corrective actions. The Offerors shall also provide a copy of any Cure Notices or Show Cause Letters received on each contract listed and a description of any corrective action implemented by the Offeror or proposed subcontractor. The Offerors shall indicate if any of the contracts listed were terminated and the type and reasons for the termination.
- b. For all contracts, the Offeror shall provide data on all manufacturing warranty returns. Data shall delineate total number of warranty returns, number of Could Not Duplicate (CND), number of failures attributable to GFE component failures, and number and nature of failures attributable to the Offeror's delivered product.
3. Section 3 – Subcontracts. Offerors shall provide a detailed outline of how the effort required by the solicitation will be assigned for performance within the Offeror's corporate entity and among the proposed subcontractors. The information provided for the prime Offeror and each proposed major subcontractor must include the entire company name, company address, CAGE Code, DUNS Number and type of work to be performed by citing the applicable Government PWS paragraph number. This includes all major subcontractors as defined in Section II C.2.
4. Section 4 – New Corporate Entities. New corporate entities may submit their data on prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the Offeror shall discuss in detail the role performed by such persons in the prior contracts cited. Information should be included in the files described in the sections above.
5. Section 5 - Performance Risk Assessment. The Offeror shall order and obtain a Past Performance Evaluation from Open Ratings, Inc. (ORI). Offerors are responsible for payment to ORI for the Past Performance Evaluation.
  - (i) Past Performance Evaluations are valid for a period of five years from date of issuance by ORI. The submission of an evaluation issued more than five years prior to the date of solicitation release will result in rejection of the proposal.
  - (ii) The Offeror shall submit one (1) copy of the completed Past Performance Evaluation and one (1) copy of the order form (including information on up to 20 customer references) with its proposal. Failure to submit the order form and the completed evaluation with the offer may result in rejection of the proposal. A "customer reference" is defined as a person or company that has purchased services from your firm.
  - (iii) Offeror is advised to use references from projects involving services related to this solicitation and/or those performed under the appropriate NAICS code(s) related to services

offered. If these references were not provided to ORI, please explain why.

(iv) The Offeror shall address any negative feedback contained in the ORI report. Explain what actions your firm has taken to minimize the problems that resulted in negative feedback.

(v) In conducting the performance risk evaluation, the Government may use data provided by the offeror and data obtained from other sources that it considers current, accurate and relevant.

(vi) The government Point of Contact for receipt of Past Performance Evaluations is: Charles Ade at charles.ade@gsa.gov, with a carbon copy (cc) to Bob Back at robert.back@gsa.gov.

### **VOLUME III – PRICE**

A breakdown of cost data is not required inasmuch as the Contracting Officer anticipates adequate price competition. Each subcontractor/team member will be held to the same requirements below. The Offeror shall submit a price proposal for the base Task Order and option. The proposal submitted by the Offeror in support of the overall contractual requirements, shall include Firm-Fixed Price (FFP) and Time & Materials (T&M) efforts as follows:

#### **1. Time & Materials:**

a. Each Offeror shall provide proposed labor categories, fully loaded labor rates, and number of labor hours per each labor category for the prime and each subcontractor/team member, for each CLIN, for the base and option. Each Offeror shall also provide a total rollup of each labor category and associated labor hours for the total T&M effort (base plus one option). If the proposed base or option efforts cross more than one year, the Offeror and subcontractor/team member shall provide the fully loaded labor rates and hours for each year. When subcontracted or teaming effort is proposed, rates must be clearly distinguished as the contractor's rate or the subcontractor/team member's rate. The fully loaded rates for the prime contractor and each subcontractor/team member will be included in the Task Order and will include all cost elements as specified in FAR 52.232-7(a). For the Prime Offeror and each subcontractor/team member, only those labor categories which have hours bid against them in the proposal will be included in the Task Order. The apportionment of hours between the prime and subcontractors/team members should reflect a realistic assessment of each team member's expected participation/contribution to the effort. Offerors are cautioned to ensure that the labor categories and allocation of work (hours) among team members indicated in the Price proposal corresponds to the distribution of work indicated in the Technical proposal. The Offeror shall use the format as depicted in the Microsoft Excel spreadsheet file (A045PRICE[Contractor's Name].xls) set forth in Section 12 of the RFP.

b. The Offeror shall also provide a copy of this file (A045PRICE-NoDollars [Contractor's Name].xls) without dollars.

c. The Offeror is required to include a total dollar amount for each cost element (i.e. direct material, subcontracts, travel, and ODCs) plus all applicable indirect rates and expenses as

authorized by FAR 52.232-7 (b)(2), Payments under Time and Materials and Labor Hour Contracts for the base Task Order and option. If the proposed base or option efforts cross more than one year, the Offeror and subcontractors/team members shall provide the total dollar amount for each cost element and all applicable indirect rates for each year. In accordance with regulations regarding time-and-material contracts, when loading these costs, no profit or fee is allowed. Costs for local travel (i.e. from the contractor's local place of business to the local Government facility) will not be reimbursed as a direct cost.

d. The Prime Offeror and subcontractors/team members shall ensure that the fully loaded rates proposed for all labor categories subject to the Service Contract Act (SCA) and the Davis Bacon Act comply with the minimums specified by the most recent Department of Labor Wage Determination and any applicable collective bargaining agreements.

e. The Prime Offeror and subcontractors/team members shall ensure that the fully loaded labor rates they propose for labor categories listed in their GSA schedule are not higher than the rates contained within their GSA schedule.

f. The Prime Offeror and subcontractors/team members shall submit a copy of all applicable GSA schedules. The Offeror and subcontractor shall also complete the spreadsheet titled "GSA Rates" found in the Microsoft Excel spread sheet file (A045PRICE[Contractor's Name].xls) set forth in Section 12 of the RFP.

g. Prime contractor profit will not be allowed on subcontractor-loaded rates.

## 2. **Firm-Fixed Price (FFP):**

a. The Offeror shall submit a price for each FFP line item per Section 13 of the RFP using the format as depicted in the Microsoft Excel spread sheet file (A045PRICE[Contractor's Name].xls) set forth in Section 12 of the RFP.

## **11.0 EVALUATION PROCEDURES**

**11.1 AGENDA.** The evaluation process will follow the sequence outlined below:

1. Issue Solicitation
2. Receive Proposals
3. Present Findings to PCO
4. Conduct Discussions, if necessary
5. Present Findings to PCO
6. Request and Receive Final Proposal Revisions
7. Conduct Final Evaluation
8. Present Findings to PCO
9. PCO Decision

## **11.2 DEFINITIONS**



1. Rating. The rating for the Technical Factor will be expressed as an adjectival assessment of Outstanding, Good, Acceptable, or Unacceptable.
2. Technical Factor Rating Definitions. The following color-scheme ratings systems and rating definitions will be utilized in the evaluation of the Technical Factor:
  - a. BLUE - Outstanding - A proposal that meets or exceeds all of the Government's requirements, contains extensive detail, demonstrates a thorough understanding of the problems, is highly feasible (low risk) and offers numerous significant strengths which are not offset by weaknesses.
  - b. GREEN - Good – A proposal that meets or exceeds all of the Government's requirements, contains at least adequate detail, demonstrates at least an understanding of the problem, is at least feasible (low to moderate risk) and offers some significant strengths or numerous strengths, which are not offset by weaknesses.
  - c. YELLOW - Acceptable - A proposal that at least meets all of the Government's requirements, contains at least minimal detail, demonstrates at least a minimal understanding of the problems, and is at least minimally feasible (moderate to high risk).
  - d. RED - Unacceptable - A proposal that contains a major error(s), omission(s) or deficiency(ies) that indicates a lack of understanding of the problems or an approach that cannot be expected to meet requirements or involves a very high risk; and none of these conditions can be corrected without a major rewrite or revision of the proposal.
3. Performance Risk Factor Rating Definitions. A rating of High Risk, Moderate Risk, Low Risk or Unknown Risk (as defined below) will be assigned to the Performance Risk Factor:
  - a. High Risk - Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
  - b. Moderate Risk - Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
  - c. Low Risk - Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
  - d. Unknown Risk - No relevant performance record identifiable; equates to a neutral rating having no positive or negative evaluation significance.

4. Deficiency. A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in its proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
5. Strength. Any aspect of a proposal that when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance of the contract. A significant strength appreciably enhances the merit of a proposal or appreciably increases the probability of successful contract performance.
6. Weakness. A flaw in the proposal that increases the risk of unsuccessful contract performance. A significant weakness in a proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.

### 11.3 RATING METHOD

1. Rating Package. Each individual evaluating a factor of the Offeror's proposal will receive a rating package containing the following:

- a. Evaluation Policies and Procedures
- b. Basis for Award, Evaluation factors and Evaluation Approach
- c. Proposal Instructions
- d. Item for Clarification Form and Item for Clarification Evaluation Form
- e. Evaluation Form
- f. Contract PWS

2. Rating Structure. The non-price factors will be evaluated and rated based upon the general and specific instructions supplied in this section. The Price Factor will not have an adjectival rating assigned. The rating definitions above will be used for evaluations.

### 11.4 PROPOSAL EVALUATION

1. All proposals will be received by the PCO not later than the hour and date given in the RFP. The TEB will control all copies of the Offerors' proposals and other associated data.
2. Upon receipt of proposals, evaluators will read their applicable section to gain an understanding of the level of the information and determine if errors, omissions or deficiencies exist. Major problems will be reported to the TEB Chairperson. The TEB Chairperson will notify the Contracting Officer of any major problems.

3. Each TEB Factor Panel will prepare a summary roll-up of its respective evaluation Factor, setting forth its recommended Factor ratings, and forward them to the TEB Chairperson.
4. The TEB Chairperson will review the summary roll-up and recommended factor ratings, assign the appropriate rating to each factor and include them in the Evaluation Report. This report will be forwarded to the PCO upon completion.
5. Any final proposal revisions received will be evaluated and the re-evaluation will be documented in another supplemental report (Final Evaluation Report), which addresses each factor of the Evaluation Report. The Evaluation Report will not contain a recommendation pertaining to which Offeror should be selected for award.

11.5 SELECTION. The PCO will make the final determination of the Offeror selected for award. The PCO in making a selection is not bound by the findings of the TEB. The PCO is only limited in that his/her selection must have a rational basis in terms of the evaluation factors in the solicitation and must meet all legal and procedural requirements of the evaluation process. The final decision, which will be an integrated assessment based on the entire evaluation process, will be executed by the PCO. The Contracting Officer, after appropriate legal review, will then make the award and debrief the unsuccessful Offeror(s), if requested.

11.6 ANNOUNCEMENT OF SELECTION. The PCO will make the announcement of the selection of a successful contractor directly or through his/her designee.

11.7 DEBRIEFING OF UNSUCCESSFUL OFFERORS. Debriefing will be done at the request of any Offeror wishing to understand the reasons for the Government's selection. The discussion should not include point-by-point comparisons with the other proposals, but should be confined to the specific strengths and weaknesses of the individual proposal being considered. The debriefing should include an explanation of the evaluation method and a summary of the rationale for the award decision to assure the Offeror that its proposal was treated fairly, impartially and objectively. Debriefing will be conducted by the PCO, in concert with the TEB, in a manner that will be prescribed by the PCO.

## **12.0 ATTACHMENTS/EXHIBITS**

### **12.1 Attachment 001 – DVDs and CDs (3)**

(1) C4ISR APG Campus Building Design; Phase I, Design & Construction Documents for GMS Lab, GMS Tower, HQ East, HQ West, Auditorium, C2CNT West, MTF, FIFF, Secure Storage; dated 11 Sep 2009

(2) C4ISR APG Campus Building Design; Phase 2, Design & Construction Documents for C2CNT East, JSEC Integration, C2 North, 5100; dated 11 Sep 2009

(3) C4ISR APG Campus Building Design; Attachments: Equipment Density Lists, Laboratory, VCT and Server Data Sheets, SCIF Data, Organizations to Buildings, Laboratory Downtime, Disclaimer; dated 15 Sep 2009

These attachments are provided as background information to this solicitation. These Attachments are also provided to assist the Offerors in developing an understanding of the solicitation requirements. They are advisory only and are not intended, nor should they be construed, as a complete and accurate representation of the Government's requirements.

### **12.2 Additional attachments**

Attachment 002: DD254 & DD254 Appendix

Attachment 003: CDRLs

Exhibit A: Integrated Master Schedule

Exhibit B: In Progress Update Report

Exhibit C: Movement and Transportation Plans

Exhibit D: Synchronization Matrix

Exhibit E: Briefing Material

Exhibit F: Pre and Post Operational Testing Plan

Exhibit G: Mapping Plans

Exhibit H: Fact Sheets, Exhibits and Brochures

Exhibit J: Historical Documents, Lessons Learned, After Action Reports

Exhibit K: Quality Control Plan

Exhibit L: Contract Funds Status Report

Exhibit M: Contractor Manpower Reporting

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

CLAUSE NO	CLAUSE TITLE	DATE
Provisions and Clauses Incorporated by Reference		
Provisions		
552.233-70	Protests Filed Directly with the General Services Administration	(Mar 2000)
Clauses		
52.203-5	Covenant against Contingent Fees	(Apr 1984)
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	(Sep 2007)
52.204-2	Security Requirements	(Aug 1996)
52.204-9	Personal Identity Verification of Contractor Personnel.	(Sep 2007)
52.217-5	Evaluation of Options	(Jul 1990)
52.217-9	Option To Extend The Terms Of The Contract	(Mar 2000)
	[Fill-In Date:     ]	
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation	(Jul 2005)
52.222-54	Employment Eligibility Verification	(Jan 2009)
52.223-3	Hazardous Material Identification and Material Safety Data	(Jan 1997)
52.223-11	Ozone-Depleting Substances	(May 2001)
52.223-14	Toxic Chemical Release Reporting	(Aug 2003)
52.225-1	Buy American Act-Supplies	(Feb 2009)
52.227-17	Rights in Data—Special Works.	(Dec 2007)
52.232-18	Availability Of Funds	(Apr 1984)
52.237-1	Site visit	(Apr 1984)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	(Apr 1984)
52.243-4	Changes	(Jun 2007)
52.244-6	Subcontracts For Commercial Items	(Dec 2001)
52.245-1	Government Property.	(Jun 2007)
52.245-9	Use and Charges.	(Jun 2007)
52.246-2	Inspection of Supplies - Fixed Price	(Aug 1996)
52.246-6	Inspection - Time-and-Material and Labor-Hour	(May 2001)
52.247-1	Commercial Bill of Lading Notations	(Feb 2006)

52.247-2	Permits, authorities, or Franchises	(Jan 1997)
52.247-3	Capability to Perform a Contract for the Relocation of a Federal Office	(Feb 2008)
52.247-4	Inspection of Shipping and Receiving Facilities	(Apr 1984)
52.247-5	Familiarization with Conditions	(Apr 1984)
52.247-8	Estimated Weights or Quantities Not Guaranteed	(Apr 1984)
52.247-9	Agreed Weight – General Freight	(Apr 1984)
52.247-15	Contractor Responsibility for loading and Unloading	(Apr 1984)
52.247-21	Contractor Liability for Personal Injury and/or Property Damage	(Apr 1984)
52.247-22	Contractor Liability for Loss of and/or damage to Freight other than Household Goods	(Apr 1984)
52.247-24	Advance Notification by the Government	(Apr 1984)
52.247-26	Government Direction and Marking	(Apr 1984)
52.249-14	Excusable delays	(Apr 1984)
52.249-8	Default (Fixed Price Supply and Services)	(Apr 1984)
52.251-1	Authorization To Use Government Supply Sources	(Apr 1984)
252.201-7000	Contracting Officer's Representative.	(Dec 1991)
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	(Jan 2009)
252.204-7003	Control of Government Personnel Work Product	(Apr 1992)
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	(Jan 2007)
252.223-7004	Drug-Free Work Force	(Sep 1988)

Provisions and Clauses incorporated by full text

Provisions

52.252-1 Solicitation Provisions Incorporated by Reference.

As prescribed in 52.107(a), insert the following provision:

**SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Insert one or more Internet addresses]

(End of provision)

252.212-7001 Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items. (SEP 2008)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

\_\_\_ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1) \_\_\_ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(2) \_\_\_ 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).

(3) \_\_\_ 252.219-7004, Small Business Subcontracting Plan (Test Program) (AUG 2008) (15 U.S.C. 637 note).

(4) \_\_\_ 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).

(5) \_\_\_ 252.225-7012,  
Preference for Certain Domestic Commodities (MAR 2008) (10 U.S.C. 2533a).

(6) \_\_\_ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).

(7) \_\_\_ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(8) \_\_\_ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(9) \_\_\_ 252.225-7021, Trade Agreements (MAR 2007) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(10) \_\_\_ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales

(APR 2003) (22 U.S.C. 2779).

(11) \_\_\_\_ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(12)(i) \_\_\_\_ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (MAR 2007) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii) \_\_\_\_ Alternate I (OCT 2006) of 252.225-7036.

(13) \_\_\_\_ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(14) \_\_\_\_ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Public Law 107-248 and similar sections in subsequent DoD appropriations acts).

(15) \_\_\_\_ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(16) \_\_\_\_ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(17) \_\_\_\_ 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (MAR 2008) (10 U.S.C. 2227).

(18) \_\_\_\_ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(19) \_\_\_\_ 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(20)(i) \_\_\_\_ 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) \_\_\_\_ Alternate I (MAR 2000) of 252.247-7023.

(iii) \_\_\_\_ Alternate II (MAR 2000) of 252.247-7023.

(iv) \_\_\_\_ Alternate III (MAY 2002) of 252.247-7023.

(21) \_\_\_\_ 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract



(FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.225-7014, Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

#### **14. PRICE SCHEDULE**

The Contractor shall submit a price proposal in accordance with (IAW) the Performance Work Statement (PWS) contained in this Task Order Request/Request for Proposal.

14.1 The Contractor must submit a labor price breakout, supporting the price schedule on a separate document, broken out by title, labor rate and required hours for all personnel assigned to this TO.

14.2 The Contractor shall submit this Price Schedule supported by a separate standard Work Breakdown Structure (WBS) format to reflect activities and associated costs in performance of this effort.

14.3 All CLINS on the price schedule must have a proposed price submitted by the offeror. Any price field that does not have a proposed price entry may eliminate the offeror's proposal from consideration of award.

#### 14.4 Contract Line Item (CLIN) Structure

CLIN: Contract Line Item

FFP: Firm Fixed Price

T&M: Time & Material

NSP: Not Separately Priced

CLIN No.	DESCRIPTION	Qty	Unit	Unit Price	Amount
<b>0001</b>	<b>Management - Base and Option (FFP)</b>	1	LO		
	IAW PWS Sections 3.4.1 thru 3.4.4 (This CLIN shall include all labor categories required to perform Mapping, Planning/Scheduling, Synchronization, and Engineering for both Base and Option efforts)				
<b>0002</b>	<b>Move Implementation – Base (FFP)</b>	1	LO		
	IAW PWS Sections 3.4.5, 3.4.7, and 3.4.8 (This CLIN shall include all labor categories required to perform Pre-op Testing, Disassembly, Packaging, Movement, Un-packaging, Admin Turn-in of Excess for Phase 1 organization as specified in Appendix A, APG Campus Facility Phase 1)				
<b>0003</b>	<b>Reconstitution – Base (T&amp;M)</b>	1	LO		
	IAW PWS Sections 3.4.6, 3.4.7, and 3.4.8 (This CLIN shall include all labor categories required to perform the reconstitution tasks for Phase 1 effort.)				
<b>0004</b>	<b>Management – Option (FFP)</b>	1	LO		

	Updates to Base Management efforts (CLIN 0001) as required. IAW PWS Section 3.4.1 thru 3.4.4				
<b>0005</b>	<b>Move Implementation – Option (FFP)</b>	1	LO		
	IAW PWS Sections 3.4.5, 3.4.7, and 3.4.8. (This CLIN shall include all labor categories required to perform Pre-op Testing, Disassembly, Packaging, Movement, Un-packaging, Admin Turn-in of Excess for Phase 2 organization as specified in Appendix A, APG Campus Facility Phase 2)				
<b>0006</b>	<b>Reconstitution – Option (T&amp;M)</b>	1	LO		
	IAW PWS Sections 3.4.6, 3.4.7, and 3.4.8 (This CLIN shall include all labor categories required to perform the reconstitution tasks for Phase 2 effort.)				
<b>0007</b>	<b>Contract Support Items</b>	1	LO		
	(This CLIN shall include materials directly related to performance of above CLINS, such as cables, plugs, etc)				
0008	Travel – Per Diem	1	LO		
	IAW PWS Section 4.0				
0009	Other Direct Costs	1	LO		
	Miscellaneous Materials (NTE \$3,000.00)				
0010	Exhibit A (A001) - Integrated Master Schedule				NSP
0011	Exhibit B (A002) - In Progress Update Report				NSP
0012	Exhibit C (A003) - Movement Plans				NSP
0013	Exhibit D (A004) – Synchronization Matrix				NSP
0014	Exhibit E (B001) – Briefing Material				NSP
0015	Exhibit F (C001) – Pre and Post Operational Testing Plans				NSP
0016	Exhibit G (D001) – Mapping Plans				NSP
0017	Exhibit H (D002) – Fact Sheets, Exhibits and Brochures				NSP
0018	Exhibit J (D003) – Historical Documents/Lesson Learn/After Action Reports				NSP
0019	Exhibit K (A005) – Quality Control Plan				NSP
0020	Exhibit L (A006) – Contract Funds Status Report				NSP
0021	Exhibit M (A007) – Contractor Manpower Reporting				NSP
	TOTAL				

**NOTE: Depending on the availability of buildings in Aberdeen Proving Ground and/or funding, the option may be accelerated at any time during the base period and may run simultaneously with part of base efforts.**

## 14.5 LIMITATION OF FUNDS AND PAYMENT

### 14.5.1 INCREMENTAL FUNDING

BRAC funding has been budgeted and it is anticipated to be funded in increments. The task order may be modified to add funds incrementally.

### 14.5.2 LIMITATION OF FUNDS

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that costs it expects to incur under this task order in the next sixty (60) days, when to all costs previously incurred, will exceed 75% of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the task order.

The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount awarded on this task order by the Government; and the Contractor is not obligated to continue performance under this task order or otherwise incur costs in excess of the total amount awarded under this task order.