

BPA CALL

BPA MASTER NUMBER HQ0034-07-A-1010	BPA CALL NUMBER 0003	DATE OF CALL 23-Jul-2009	DISCOUNT TERMS
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ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HQ0034	PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPERATIONS P.O. BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338
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CONTRACTOR CACI INC - FEDERAL TERRI MALLON 4114 LEGATO ROAD FAIRFAX VA 22033-4002	CODE 3VYE6	SHIP TO OSD NII JOE WASSEL SUITE 902 CONFERENCE ROOM, CS3 CRYSTAL CITY VA 22202	CODE HQ0158
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Line Item Summary	Total Cost \$212,348.00 Total Funding \$212,348.00	Accounting and Appropriation Data See Schedule
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 TEL: 703-588-1109
EMAIL: thomas.bordone@whs.mil
BY: THOMAS BORDONE CONTRACTING ORDERING OFFICER

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Analysis & Administrative Support FFP The contractor shall perform the requirements delineated in the attached TWS. Monthly invoice amount shall be PURCHASE REQUEST NUMBER: HQ015891390003000DSAC902	(b)(4)	Months	(b)(4)	(b)(4)

ACRN AA	NET AMT	(b)(4)
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel T&M Travel and other special support requirements, when approved by the Government. PURCHASE REQUEST NUMBER: HQ015891390003000DSAC902	(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

ACRN AA	TOT ESTIMATED PRICE CEILING PRICE	(b)(4)
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		(b)(4)	Months	(b)(4)	(b)(4)

OPTION Analysis & Administrative Support
 FFP
 The contractor shall perform the requirements delineated in the attached
 TWS.Monthly invoice amount shall be (b)(4)
 PURCHASE REQUEST NUMBER: HQ015891390003000DSAC902

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

OPTION Travel
 T&M
 Travel and other special support requirements, when approved by the
 Government.
 PURCHASE REQUEST NUMBER: HQ015891390003000DSAC902

TOT ESTIMATED PRICE

(b)(4)

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		12	Months	(b)(4)	(b)(4)

OPTION Analysis & Administrative Support
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 TWS.Monthly invoice amount shall be (b)(4)
 PURCHASE REQUEST NUMBER: HQ015891390003000DSAC902

NET AMT

(b)(4)

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CEILING PRICE

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TOT ESTIMATED PRICE

(b)(4)

CEILING PRICE

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
0010	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 20-JUL-2009 TO 19-JAN-2010	N/A	OSD NH JOE WASSEL SUITE 902 CONFERENCE ROOM, CS3 CRYSTAL CITY VA 22202 703-604-5522 X124 FOB: Destination	HQ0158
0002	POP 20-JUL-2009 TO 19-JAN-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0003	POP 20-JAN-2010 TO 19-JAN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0004	POP 20-JAN-2010 TO 19-JAN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0005	POP 20-JAN-2011 TO 19-JAN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0006	POP 20-JAN-2011 TO 19-JAN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0007	POP 20-JAN-2012 TO 19-JAN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0008	POP 20-JAN-2012 TO 19-JAN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0009	POP 20-JAN-2013 TO 19-JAN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158
0010	POP 20-JAN-2013 TO 19-JAN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0158

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 9790100,1120 1527 2525 S49447 DSAC90286

AMOUNT (b)(4)

CIN HQ015891390003000DSAC9020001 (b)(4)

CIN HQ015891390003000DSAC9020002 (b)(4)

**PERFORMANCE BASED TASK WORK STATEMENT
FOR DEFENSE INDUSTRIAL BASE TASK FORCE
ANALYSIS AND ADMINISTRATIVE SUPPORT SERVICES**

I. BACKGROUND

The ASD (NII)/DOD CIO is the Principal Staff Assistant to the Secretary of Defense for Information Superiority and serves as the Department's Chief Information Officer. In this capacity, he is responsible for overall policy and program guidance for DOD command, control, and communications; information technology investment strategy; information management requirements and priorities; and DOD-wide information sharing and integration. The ASD(NII)/DOD CIO develops the policy and provides the oversight to implement the DOD Net-Centric vision, "Deliver the Power of Information." The organization's mission is to "Enable Net-Centric Operations" by establishing the critical capabilities required to leverage information across the Enterprise. Reaching the Net-Centric goal "Information on Demand" will require that an information-centric environment be built, populated, operated, protected and governed. Ultimately, it will be people, processes and technology working together that enables timely and trusted access to and sharing of information to enhance the efficiency and effectiveness of the Department.

The Defense Industrial Base Cyber Security Task Force (DIBCS-TF) serves as the Principal Staff Advisor to the Assistant Secretary of Defense for Networks and Information Integration (ASD(NII)) on Department of Defense cyber security issues as they relate to the DIB. As directed by the Secretary of Defense, the Department of Defense (DOD) must ensure the security of sensitive defense information, which includes information generated, stored, and shared by the DIB. In this capacity, the DIBCS-TF has a responsibility for oversight and coordination of government resources and their application to enhance the security of defense information and the computer systems and networks upon which that information relies.

II. OBJECTIVE

The objective of this Task Work Statement (TWS) is to fulfill the requirement for Defense Industrial Base Cyber Security Task Force (DIBCS-TF) systems administration, oversight and analysis as well as asset management services in support of day-to-day operations. To meet this requirement, the contractor shall provide the required special knowledge and skills not otherwise available within the ASD (NII)/DOD CIO organization.

III. TASKS

The Government requires administrative analysis support services for ongoing DIBCS-TF efforts. Technical analysis and database administration support are needed for the development, tracking, management, assessment and evaluation of the full spectrum of cyber

security requirements (includes DOD, other Government agencies, and DIB member requirements).

The Government requires support in managing the execution of the DIB Networks, synchronizing stakeholder efforts, identifying shortfalls, and utilizing both DOD and external systems and mechanisms necessary to increase situational awareness and develop a common operating picture (COP).

The Government will require support in interacting with DIB member program managers, Chief Information Officers as well as with other DOD components and government agencies. Support will entail, planning, data collection, populating databases, tracking congressional actions, presentations, reporting, and developing and implementing the DIB cyber security strategic plan.

The contractor shall furnish all labor, supervision and quality control necessary to provide the comprehensive support services required of OASD(NII)/DOD CIO for technical program analysis and database administration support to develop, track, manage, analyze and evaluate the full spectrum of cyber security requirements as delineated in the following tasks.

TASK A: Network Systems and Architecture Oversight Activities

The contractor shall support the synchronization of various DOD Cyber Security stakeholders and the protection of DOD DIB network data. The contractor shall provide administrative oversight support as well as support analysis of DIBNet, an enterprise solution to information sharing, and a collaboration network. The contractor shall also provide oversight support to stakeholders as they execute DIBNet technical solutions and upgrades regarding DOD and DIB knowledge management requirements. Finally, the contractor shall support, primarily, the government's Network Systems and Architecture Oversight Activities for DIBNet to include the following:

- 1) Provide technical architecture and documentation development oversight support. Support stakeholders OSD As-Is network architecture and infrastructure and related procedures documentation. Edit, update and deliver associated documentation; content and format will be determined by the government. Network documentation will include information such as: identification of servers, workstations, printers, routers, and switches; network topology diagrams; operating systems in use; network protocols; DHCP server settings; network security settings, including firewall configurations and router access lists; network performance baseline information; fault tolerance mechanisms in place; physical location information; system policies and procedures; points of contact; COMSEC keying instructions; and facilities management SOPs.

Support acquiring network information from DISA, DSS, and OSD NII as well as cataloging, describing and understanding the As-Is DIBNet Technical Architecture required to facilitate development/expansion of and the transition to the To-Be-Architecture. Support the use of documentation for a variety of other purposes including service metrics, disaster recovery and business continuity.

- 2) Research senior leadership requirements for secure and non secure voice, video and data capabilities. Support the oversight and analysis of solutions for operational collaborations tools and deployment plans and schedules for the DOD and DIB environments. Provide recommendations, best practices and alternatives solutions regarding systems that can enable information sharing between DOD and the DIB. Support facilitating discussions and integration of leap ahead technology to ensure DIBNet is the state of the art solution for secure information sharing within the Federal Government.
- 3) Support facilitating enterprise solutions employed by OSD and the Services to include oversight and analysis of DIBNet solutions to allow for maximum capability with minimal unconstructive impact. Support the deployment of IT solutions to DOD desktops within the Pentagon and DOD assets in and around the National Capital Region, incorporating DISA and US Army Information Technology Agency (ITA) regulations and standards.
- 4) Support technical integration meetings, seminars, symposia, workshops, conferences and off-sites to include processing requests, scheduling, arranging for facilities, preparing materials, and recording and producing minutes as well as reports and oral briefings. The contractor shall have the ability to provide conference facilities in the Washington D.C. metropolitan area for required meetings and conferences.
- 5) Support the assessment of operations and management of service areas and provide technical reports (includes trip reports detailing results of official travel) containing recommendations for improvements. Provide recommendations for changes and improvements to the systems configuration.
- 6) Support the planning and execution of the To-Be Architecture for DIBNet transition to include identifying elements of the To-Be Architecture; establishing project plans for migration activities; identifying resources required for migration; overseeing migration activities; performing gap analyses on As-Is and To-Be architectures; recommending migration approaches; taking measurements of performance before- and after-migration in areas such as customer satisfaction, service availability, etc. and conducting comparisons; and communicating, educating, support personnel and end users on impacts and issues related to changes resulting from transition activities.

TASK B: Database Administration

The contractor shall support web-based database applications and administrative management tools. The contractor shall support the DIBNet Program Manager network systems operations oversight efforts as well as the efforts of the Task Force to track DIBNet operations and capabilities. The contractor shall support, primarily, the government's ability to manage DIBNet Database Administration to include the following:

1) Support database planning, coordination, performance management, capacity planning, testing, and benchmarking. Support the evaluation of technical alternatives; the assessment of risks and costs; and the defining of all aspects of database system development from analysis of mission needs to verification of system performance.

2) Support the management and integration of data from various sources for purposes of analysis and understanding the operational environment. Support employing state of the art scheduling software, collaborations tools as well as meetings, conferences, teleconferences and video conferences. Develop analytic reports and trend analyses.

3) Provide technical development support for Business Intelligence, Data Warehouse and Data Mart applications. Support the development of appropriate tests to evaluate, debug, validate, and check systems. Document the results of analysis and design tasks. Support the development of standards, testing specifications, system designs, and techniques. Support the development of strategic information security systems as well as planning for the documentation of information architectures, technical architectures, and warehouse architectures.

IV. SCHEDULE OF DELIVERABLES

Deliverable	Schedule	Submit to
Monthly written Progress Report	Monthly; not later than the seventh working day of the following month	COR and BPA Manager
Draft plans, assessments, analyses, enhancements, documentation and reports	Within 30 calendar days of tasking	TPOC
Final version of plans, assessments, analyses, enhancements, documentation and reports	Within 5 working days of receipt of the Government's comments on the draft.	TPOC
Quick response papers, briefings and slides	Within 48 hours of tasking	TPOC

V. RESERVED

VI. TRAVEL

Some local travel is expected in conjunction with this effort. Travel expenses are not expected to exceed \$7,500.00 in the six (6) month base period and \$15,000.00 in each of the four (4) 12 month option periods. The contractor shall provide a written request for travel to the COR prior to finalizing any travel arrangements. All travel must be approved by the COR prior to purchase

of tickets and commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the FAR 31.205-46 "Travel Costs". Requests for approval of costs in excess of maximum per diem rates in accordance with the procedures contained in FAR 31.205-46(a)(3) must be submitted to the Contracting Officer for final approval prior to commencement of travel. There are no Other Direct Charges anticipated for this contract.

VII. SECURITY

Personnel Security:

The DD254 (Contract Security Classification Specification) of the BPA applies to this task order. The contractor Architectural Analyst and the Database Administrator for this task order must have a current Top Secret Clearance with SCI eligibility at the beginning of the performance period.

During the period of performance, all contractor personnel will be required to maintain a Top Secret/Sensitive Compartmented Information clearance. The Contractor shall submit the security nomination packages for the personnel assigned to the task order no later than (date to be inserted from contractor's proposal).

In the event that the necessary security clearances are not adjudicated within the timelines described above, the Government will require the Contractor to develop a work-around plan to meet the requirements of the TWS and submit it to the Contracting Officer for acceptance. In the event that an acceptable plan is not submitted, the Government shall be entitled to an equitable adjustment to the task order.

Operations Security (OPSEC):

OPSEC is a structured process that identifies critical information, analyzes friendly actions, integrates threat analysis and risk assessments, then helps personnel apply protective measures to mitigate unacceptable risk.

The contractor must comply with the same basic OPSEC rules, requirements, and standards as government personnel. When contractor personnel are working primarily in government facilities, OPSEC Awareness Education and Training will be provided or coordinated through the appropriate government security channels and OPSEC protective measures (countermeasures) will be applied as directed by the government. All contractor support personnel are required to receive OPSEC Awareness Education and Duty-Related Training.

The Contractor shall comply with the DOD Customers Operations Security Program, specifically DODD 5205.02 "DOD Operations Security (OPSEC) Program" March 6, 2006.

VIII. PROPRIETARY RIGHTS

All analyses, reports, documentation, briefings, etc., in whatever medium or format, developed and conducted under this task order are government property. The government will retain sole right to use, distribute, and/or publish these data and items as it sees fit.

IX. PERIOD OF PERFORMANCE

The period of performance for this task order shall begin 10 working days after award of the Task Order and shall be for one (1) base period of 6 months and four, 12-month option periods. All support contractors shall be at the place of performance at the beginning of the initial performance period. The Period of Performance will be:

Base Period: Date of Award - 6months

Option Period I: 12 months after Base Period

Option Period II: 12 months after Option Period 1

Option Period III: 12 months after Option Period 2

Option Period IV: 12 months after Option Period 3

X. HOURS OF OPERATION/PLACE OF PERFORMANCE

The primary place of performance will be at a Government facility in Crystal City. The Government will furnish office space and office equipment. Normal office hours are 0800-1700, Monday through Friday, except on Federal holidays, or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings.

Recognized Holidays: Unless required under the terms of the contract or authorized by the contracting officer, the contractor shall not work on any of the following holidays and the Government observed legal holidays: New Year's Day, Labor Day, Martin Luther King Jr.'s Birthday, Columbus Day, President's Day, Veteran's Day, Memorial Day, Thanksgiving Day, Independence Day, and Christmas Day.

XI. TECHNICAL COGNIZANCE

The Contracting Officer's Representative (COR) for this effort will be Mr. Joe Wassel.

XII. DELIVERABLE FORMATS

All studies, analyses, reports, software, documentation, briefings, slides, etc., shall be prepared and presented in appropriate Microsoft Office application software: e.g., Word, Excel, Project, PowerPoint, etc. The applications shall be compatible with the versions installed at OASD(NII)/DOD CIO at the time the TWS is issued; and provided on disk and in hard copy.

XIII. CONTRACTOR PERFORMANCE

A. **Quality Control (QC).** The contractor's quality control program is the means by which it assures itself that its work complies with the requirements of the BPA and this task order.

B. **Quality Assurance.** The government shall evaluate the contractor's performance under this task order in accordance with the BPA Performance Requirement Summary (PRS), and Quality Assurance Surveillance Plan (QASP).

C. **Government Remedies.** The Contracting Officer shall follow FAR 52.212-4, "Contract Terms and Conditions-Commercial Items" or 52.246-4, "Inspection of Services-Fixed Price" for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

D. **Post Award Conference.** The contractor shall attend any post award conference convened by the Contracting Officer in accordance with Federal Acquisition Regulation Subpart 42.5.

E. **Written Reporting.** To assist the Government with the appropriate surveillance during the performance of this TWS, a Monthly Progress Report (MPR) is a requirement for this task order. MPRs will be submitted to the BPA manager and the COR. The primary objective of the report is to provide the Government reasonable assurance the contractor is using efficient methods and effective cost controls in executing each task. The contractor shall propose a format to be approved by the Government that meets the intent of the report which shall include the following: 1) identification of fixed task order information, i.e. BPA Call number, date of award of task order, period of performance of the task order, amount of award, anticipated completion date of the task order, 2) status of the order, 3) discussion of activities that map back to the tasks and deliverables identified in the task order including a summary of briefings, meetings, or visits and accomplishments during the reporting period; 4) milestones achieved; 5) anticipated activity for the next reporting period; 6) problems encountered or anticipated; 7) financial information including the amount of award by CLIN, invoiced costs for period submitted, amount invoiced to date, amount remaining, and % remaining, all submissions for ODCs shall include an explanation of the charges (contractor shall provide detailed back-up documentation for all ODCs upon request by the COR or the BPA manager) and 8) a forecast of the probability of completing the TWS within the estimated time.

F. **Key Personnel.** The Contractor shall notify the Contracting Officer prior to making any changes in personnel assigned to key positions. The key positions are defined as:

(1) Architectural Analyst; (2) Database Administrator

During the first ninety (90) calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution. The Contractor shall notify the Contracting Officer as soon as possible after the occurrence of any of these events and provide the information required below. After the initial

ninety (90) calendar day period, the Contractor may propose substitutions. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contractor shall, prior to making any substitution permanent, demonstrate to the satisfaction of the Contracting Officer that the qualifications of the proposed substitute personnel are equal to or better than the qualifications of the personnel originally identified for the position. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on proposed substitutions.

G. Non-Disclosure Agreement. In the course of performance pursuant to this contract, the contractor will access nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. The contractor agrees that it will not use or disclose any such information unless authorized by the Task Monitor. The Contractor further agrees that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the Task Monitor. To that end, the Contractor agrees that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement set forth below.

NON-DISCLOSURE AGREEMENT

I, **(Individual Name)**, (hereinafter RECIPIENT), an employee and authorized representative of **(Company Name)**, a Contractor providing support services to the **(Government Organization)** and likely to have access to nonpublic information, agree to and promise the following:

WHEREAS RECIPIENT is engaged in delivering support services to **(Government Organization)** under **(Contract Number)**; and

WHEREAS it is the intention of **(Government Organization)** to protect and prevent access to and disclosure of nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information, to anyone other than employees of the United States Government and others who have a need to know, unless so authorized by the Task Monitor; and

WHEREAS **(Government Organization)** acknowledges that RECIPIENT will have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT will be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as PPBE information, proprietary information (e.g., information submitted by a contractor marked as proprietary), advance procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by **(Government Organization)** under the Freedom of Information Act (e.g., program, planning and budgeting system information);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract; RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees; As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the Task Monitor in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract. RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this CERTIFICATE will subject the RECIPIENT to administrative, civil or criminal remedies, as may be authorized by law.

RECIPIENT agrees that the obligations under this NDA are personal, continuing and do not expire and bind Recipient even if no longer employed by contractor.

RECIPIENT: _____ DATE: _____

(Signature)

PRINTED NAME: _____

TITLE: _____

EMPLOYER: _____

TASK ORDER ADMINISTRATION

1. CONTRACTING OFFICER'S REPRESENTATIVE

(a) Mr Joe Wassel will be the COR for this task order. His email address is: joe.wassel@osd.mil.

(b) The Contractor is advised that only the Contracting Officer can change or modify the BPA terms or take any other action which obligates the Government on any task order. The authority of the COR for each task order is strictly limited to the specific duties set forth in his/her letter of appointment, a copy of which is furnished to the Contractor. Contractors who rely on direction from other than the Contracting Officer do so at their own risk and expense. Such actions do not bind the Government contractually. Any contractual questions shall be directed to the Contracting Officer.

2. CONTRACTOR VISITS

The COR will approve and coordinate all Contractor visits to a sponsor's agency and other DoD agencies necessary for performance under each order. All security visit requests shall be submitted to the COR for approval.

3. BPA MANAGEMENT

Notwithstanding the Contractor's responsibility for total management during the performance of this BPA, the administration of the BPA will require maximum coordination between the Government and the Contractor. The following individuals will be the Government points of contact during the performance period of this BPA:

(a) **CONTRACTING OFFICER.** All BPA administration will be effected by the Contracting Officer. Communications pertaining to the contract administration will be addressed to the Contracting Officer. No changes to the performance work statement are authorized without a written modification to the BPA executed by the Contracting Officer.

(b) **CONTRACTING OFFICER'S REPRESENTATIVE.** A Contracting Officer's Representative (COR) monitors all technical aspects of the contract and assists in task order administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the task order; perform inspections necessary in connection with performance under each task order, monitor Contractor's performance and notify both the Contracting Officer and the Contractor of any deficiencies; coordinate availability of Government Furnished Property (GFP), and provide site entry of Contractor personnel.

(1) The COR is not authorized to change any of the terms and conditions of the contract. Changes in the scope of work shall be authorized only by the Contracting Officer in a properly executed written modification to the contract.

(2) The COR is not authorized to re-delegate his/her authority.

(3) The COR is not authorized to initiate acquisition actions by use of imprest funds or blanket purchase agreements, nor to issue purchase orders, place calls or delivery orders under basic agreements, basic ordering agreements or indefinite-delivery contracts.

2. SUBMISSION OF INVOICES

Once copy of the invoice, all back up documentation attached to a DD250 shall be forwarded to the Contracting Officer Representative (COR) for review and certification at the address listed below:

OASD (NII)

Attn: Joe Wassel

Suite 902 Conference Room CS3

Crystal City, VA 22202

Crystal City, VA 22202