

DEFENSE INTELLIGENCE AGENCY



Enhanced Solutions for the Information Technology Enterprise (E-SITE) Ordering Guide



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Notice: The official version of the E-SITE Ordering Guide is posted at WWW.DIA.MIL. Any printed copy is considered superseded. Please submit proposed changes and comments on NIPRNet to: E-SITE@DODIIS.MIL

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Table of Contents

1	EXECUTIVE SUMMARY	3
1.1	INTRODUCTION	3
1.2	STRATEGIC ALIGNMENT	3
1.3	WHAT IS THE E-SITE CONTRACT	4
1.4	ADVANTAGES OF E-SITE	5
1.5	PURPOSE OF THE GUIDE	5
2	E-SITE STRUCTURE/LAYOUT	6
2.1	ROLES AND RESPONSIBILITIES.....	6
2.1.1	<i>Procuring Contracting Officer (PCO)</i>	6
2.1.2	<i>E-SITE Program Manager and the CIO Business Planning and Management Branch (CIO BPM)</i>	7
2.1.3	<i>Intelligence Support Panel (ISP)</i>	8
2.1.4	<i>Intelligence Systems Panel Representative (ISPR)</i>	8
2.1.5	<i>Portfolio Manager</i>	8
2.1.6	<i>Requiring Activity (End-User) Responsibilities</i>	9
2.1.7	<i>Decentralized Contracting Officer (DCO) Responsibilities</i>	10
2.1.8	<i>COR Responsibilities</i>	11
2.1.9	<i>Security Responsibilities</i>	11
2.2	TASK AREAS	11
2.3	CONTRACT TERMS	13
2.4	ORDER DURATION	13
2.5	OTHER E-SITE ACQUISITION PLAN CONSIDERATIONS	14
2.5.1	<i>Contractor versus Government Performance</i>	14
2.5.2	<i>Inherently Governmental Functions</i>	14
2.5.3	<i>Acquisition Plan</i>	14
2.5.4	<i>Market Research</i>	14
3	HOW TO CONDUCT BUSINESS	17
3.1	ACQUISITION REQUIREMENTS PLANNING	17
3.2	TASK ORDER ACQUISITION PLANNING AND AWARD PROCESS	18
3.2.1	<i>Establishing the TORP</i>	18
3.2.2	<i>Small Business Set Aside Determination</i>	19
3.2.3	<i>Conduct Technical Exchange Meeting with the E-SITE Vendors</i>	20
3.2.4	<i>Conduct An Advisory Multi-Step Process</i>	20
3.2.5	<i>Request for Proposal</i>	20
3.2.6	<i>Evaluation</i>	21
3.2.7	<i>Award</i>	22
3.2.8	<i>Executing Task Order</i>	23
3.3	CONTRACT EXECUTION	24
3.3.2	<i>Quality Assurance Surveillance Plan</i>	24
3.3.3	<i>Task Order Modifications</i>	25
3.3.4	<i>Material Purchases</i>	25
3.4	CONTRACT CLOSEOUT	25
4	DECENTRALIZED ORDERING	26
5	REFERENCES	27
5.1	POINTS OF CONTACT	27
5.2	LIST OF PRIME CONTRACTORS.....	27

List of Appendices

APPENDIX A	
A-1 REQUEST E-SITE DECENTRALIZED ORDERING AUTHORITY LETTER (DOAL)	A-1
A-2 SAMPLE APPROVING DECENTRALIZED ORDERING AUTHORITY LETTER (DOAL).....	A-2
APPENDIX B	
PERFORMANCE-BASED SERVICE ACQUISITION (PBSA)	B-1
APPENDIX C	
E-SITE CHECKLIST	C-1
APPENDIX D	
E-SITE PWS TASK ORDER TEMPLATE AND INSTRUCTIONS	D-1
APPENDIX E	
QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) AND PERFORMANCE REQUIREMENTS SUMMARY (PRS) MATRIX TEMPLATES AND SAMPLES.....	E-1
APPENDIX F.....	
PREPARING INDEPENDENT GOVERNMENT COST ESTIMATES (IGCE).....	F-1
ASSUMPTIONS WHEN PREPARING YOUR IGCE (PROVIDE WITH THE IGCE).....	F-5
APPENDIX G	
INSTRUCTIONS FOR THE SUBMISSION OF OFFERS AND OTHER INFORMATION.....	G-1
APPENDIX H	
COR NOMINATION LETTER.....	H-1
APPENDIX I.....	
COR CONTRACT COMPLETION STATEMENT.....	I-1
APPENDIX J.....	
DOCUMENTATION ACCOMPLISHED.....	J-1
APPENDIX K	
ACRONYMS	K-1

1 Executive Summary

1.1 Introduction

The E-SITE focus is directed towards improving integration, sharing information, gaining efficiencies and safeguarding information through a common IT approach. It is expected that a common architecture and consolidated operations, as well as increasing migrations to the virtual and cloud environments, will improve mission outcomes. The goal is to move towards managed services versus traditional staff augmentation to align with the Intelligence Community's Information Technology Enterprise (IC ITE) as directed by the Director of National Intelligence (DNI).

E-SITE supports the transition to IC ITE, Joint Information Environment (JIE) and other IC efforts. E-SITE Contractors recommend strategies and courses of action that specifically address improved mission capabilities, data migration, capacity planning, systems/infrastructure engineering, and support activities for IC ITE and enterprise operations. They actively engage, understand, and de-conflict the relationships between technologies and other capabilities that will be operating in infrastructure as a service; platform as a service; and potentially application as a service, as well as all identified government specific data types and operation support activities. E-SITE services include:

- Standardizing and optimizing system and infrastructure designs and architectures.
- Identifying and coordinating emerging IT solutions and technology integration opportunities.
- Implementing innovative industry best practices and technologies that maximize efficiencies and cost savings.
- Developing new systems while migrating infrastructure capabilities to meet mission requirements and improve operational efficiency of customers.
- Delivering system and infrastructure capabilities that scale to meet enterprise demand with the least re-engineering effort possible.
- Facilitating and monitoring the integration, interoperability, and synchronization of enterprise-wide systems and infrastructure solutions and services.

1.2 Strategic Alignment

E-SITE harnesses private sector capabilities to drive strategic IT advantage and value to its participating organizations, thus delivering mission and business capabilities versus simply delivering IT expertise. E-SITE industry partners have demonstrated and documented experience and expertise achieving strategic outcomes that include:

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- Effecting positive change on customer operating models and systems by understanding their needs, forecasting industry and the customer's future, and then transitioning them into a better state.
 - Building and fostering effective working relationships between stakeholders, service providers, and industry partners.
 - Driving innovation, ingenuity, industry best practices, adoption of new technology (e.g., cloud computing, virtualization, mobile computing), and service/process transformation while sharing risk and reward.
 - Promoting flexibility and agility to meet new mission requirements, scaling services to demand, adapting to operating model and organizational changes, and dealing with challenging fiscal environments.
 - Provisioning services using a managed service delivery model, quantitative and qualitative key performance indicators, established service levels, quality assurance reviews, and performance management corrections.

1.3 What Is the E-SITE Contract

E-SITE is a multiple award, Indefinite Delivery/Indefinite Quantity (IDIQ) contract vehicle with a program ceiling of \$6.0 billion with a 5 year ordering period (basic period and four annual option periods).

The E-SITE contract provides worldwide coverage of IT requirements and technical support services supporting the Government through system design, development, fielding, and sustainment of global intelligence and Command and Control (C2) assets vital to the security of the United States (US).

The E-SITE contract vehicle supports both classified and unclassified programs on multiple networks and security domains. The services and capabilities supported by the E-SITE contract will provide responsive, flexible, adaptive, and timely solutions for participating organizations to satisfy current and future IT requirements. Technical requirements are included in the scope of the E-SITE contract and are delineated in Section 2.2. The Contractor shall provide services on site at government-designated facilities or at the Contractor's site as specified in the individual Task Orders.

Participating organizations may use E-SITE Task Orders to provide IT services to customers across various Departments and Agencies include, but are not limited to: DIA, CCMDs, Air Force, Army, Marine Corps, Navy, Coast Guard, Joint Reserve Intelligence Program, National Command Authorities, other Department of Defense (DoD) Agencies, multi-national partners (e.g., coalition and alliance), and both DoD and non-DoD members of the Intelligence Community (IC) or other departments or agencies that consume services from the IC members.

While the vast majority of E-SITE contract work is on Top Secret networks, individual Task Orders will specifically identify which networks and domains (and their security

level) that are to be included in the scope of work. This may vary from by DoD agency/ component and location.

The E-SITE contract features decentralized ordering and is designed as a flexible and responsive end-user solution with acquisition streamlining advantages. E-SITE also provides a variety of pricing arrangements of the following major types: Fixed Price (FP), Cost Plus (CP), Labor Hour (LH), and Time and Material (T&M). These pricing arrangements can be combined on the individual Task Order.

E-SITE replaces DIA's SITE multiple award IDIQ contract vehicle. As a multiple award IDIQ contract vehicle, the actual tasks will be awarded and completed via Task Orders.

The E-SITE contract is limited by a 10% ceiling on T&M or FFP/LOE type Task Orders. Before soliciting for these two types of Task Orders, a written authorization must be obtained from the E-SITE PCO and the DIA Senior Procurement Executive.

1.4 Advantages of E-SITE

DIA' Chief Information Office Business Planning and Management Branch (CIO-BPM) and IDIQ contract vehicle are structured to offer the following advantages:

- CIO-BPM Office to support development of acquisition packages and facilitation through acquisition lifecycle.
- Competitive, market-aligned rates.
- Ability to hold vendors accountable for performance.
- Broad array of contract types and expertise.
- Capacity and ability to achieve IC-wide initiatives.
- Flexible and responsive to quickly meet mission needs.
- Ready access to qualified small businesses to help meet small business goals.

1.5 Purpose of the Guide

This guide provides the requiring activities (end users) with pertinent information for using the E-SITE IDIQ contract vehicle. It also provides guidance for obtaining decentralized ordering authority and outlines procedures for identifying E-SITE requirements through Task Order award. Section 2, outlines the roles and responsibilities along with the E-SITE contract terms to facilitate the ordering process. Section 3 outlines the process of awarding and modifying an E-SITE Task Order. Section 4 outlines the decentralized order process. Section 5 provides references to E-SITE materials.

Please thoroughly review the information provided. If additional assistance is needed, please contact the applicable Points of Contact (POCs) identified in Section 5.

Notice: This guide is not intended to take precedence over any aspects of the contracts. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.

2 E-SITE Structure/Layout

2.1 Roles and Responsibilities

This section describes the roles and responsibilities of primary E-SITE Stakeholders.

2.1.1 Procuring Contracting Officer (PCO)

DIA CFO-4 serves as the E-SITE PCO. The E-SITE PCO has overall contractual responsibility for the E-SITE contracts and all resultant DIA Task Orders. The E-SITE PCO's responsibilities include:

- Perform all contract administrative functions, including issuance of modifications, final decisions, explanations of terms and conditions and contract interpretation, and appointing CORs for DIA Task Orders.
- Manage all protests, claims and contract litigation associated with the base IDIQ contracts (not individual Task Orders).
- Ensure program and procedural compliance with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), and other governing regulations, policies, laws and statutes.
- Provide guidance, upon request, to the Decentralized Contracting Office (DCO) executing Task Orders under the E-SITE contracts.
- Chair the Vendor Performance Award Board and final Performance Award Decision Authority on individual Task Orders (except for decentralized orders).
- The final authority for determining scope of Task Orders and if that work is permissible under the E-SITE contract.
- Provide the CIO BPM a copy of all Task Order internal award documents and modifications and any other related attachments/documents.
- Be the determining authority on all internal contract and Task Order disputes and claims and will be advised by the assigned representatives from the Office of the General Counsel. DCOs will be responsible for all claims, disputes, and protests received for their respective Task Orders.
- Grants decentralized ordering authority via a Decentralized Ordering Authority Letter (DOAL) (Appendix A).

2.1.2 E-SITE Program Manager and the CIO Business Planning and Management Branch (CIO BPM)

The DIA Chief Information Office (CIO) is the technical organization responsible for program management and technical oversight of the IDIQ contracts. The CIO appointed the CIO BPM Branch Chief as the E-SITE Program Manager (PM). The CIO BPM is the designated office of responsibility for managing and administering the functional and technical oversight of the E-SITE contract vehicle. The CIO BPM provides guidance and acquisition lifecycle support to the Intelligence Support Panel (ISP). The CIO BPM also assist requiring activity and program managers with developing the Task Order Requirements Package (TORP) including Performance Work Statements (PWS), Statements of Objectives (SOO), Statements of Work (SOW), Independent Government Cost Estimates (IGCE), Quality Assurance Surveillance Plans (QASP), DD-254, and Proposal Evaluation Criteria.

The E-SITE PM and CIO-BPM responsibilities include:

- Manage the allocation of the contract ceiling on behalf of the CFO-4.
- Track expenditure rates and overall IDIQ contract and Task Order performance of the E-SITE Task Orders, They will report monthly the statuses to DIA CIO management.
- Process and track requests for the use of T&M Contract Line Item Number (CLIN) with Task Orders.
- Maintain records of all decentralized ordering authority associated Task Orders, periodically reviewing for changes or adjustments of duration of authorities.
- Conduct regular and recurring Quarterly Business Reviews (QBRs) on all E-SITE Task Orders with the E-SITE primes. Attendees will include the COR, the ISPRs, the PCO and all Decentralized Ordering Officers.
- Attend DIA Vendor Performance Award Boards (except for decentralized orders).
- Serve as Chairman of the ISP and convene the ISP at least annually, examining new or pending requirements and coordinating any potential changes to ceiling allocations.
- Request a determination and approval of scope by the PCO when needed.
- Administer the Quality Assurance Surveillance Program and the Award Fee Program.
- Manage the E-SITE COR Training and Administration Program.
- Work with external requiring activities that have decentralized ordering authority for the E-SITE contract to ensure consistency across all Task Orders.

2.1.3 Intelligence Support Panel (ISP)

The ISP is an appointed group of individuals who provide user representation and E-SITE program support to their respective Service/Agency users. Each Service/Agency that uses the E-SITE contract vehicle must designate a representative to serve on the ISP.

The ISP is chaired by the E-SITE PM. The roles and responsibilities of ISP Chair and representatives are contained within the ISP Charter which is available on the E-SITE websites.

2.1.4 Intelligence Systems Panel Representative (ISPR)

ISP Representatives are designated in writing by the CIO or other Senior Executive of that Agency/Service and are authorized to represent that organization in defining E-SITE program requirements to the E-SITE PM. The ISP Representative (ISPR) serves as the focal point for coordination with the E-SITE PM and servicing DCO. The ISP Representative will be responsible, as a minimum, for the following:

- Being the primary point of contact for coordinating with the E-SITE PM and CIO BPM.
- Validating the TO prior to submitting to the CIO BPM.
- Coordinate and provide oversight of the IA to include:
 - Ensure the authorized ordering ceiling value is not exceeded
 - Process IA requests for additional ceiling as necessary
- Provide recommendations for in-scope determinations by the PCO on potential E-SITE requirements.
- Review TORPs to ensure packages are complete prior to submittal to the issuing DCO.
- Assist in contractors' proposal evaluations, if requested by the DCO.
- Support the E-SITE COR administration program.
- Assist DCOs when necessary to resolve protests, claims, and disputes related to DCO issued Task Orders.

2.1.5 Portfolio Manager

The E-SITE PM appoints a Portfolio Manager who will provide cradle to grave acquisition support for each E-SITE Task Order. The Portfolio Managers provide timely and accurate support to financial offices, contracting officers, ISPR, awardees and CORs in the coordination, preparation, and execution of all E-SITE requirements, to include:

- Requirements Management:
 - Determine if new IT requirements fit into a new or existing Task Order using CIO BPM requirement management processes

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- Task Order Scheduling and Status Reporting:
 - Create and Manage Project and Acquisition Timelines
 - Provide logistics support to facilitate Request for Information (RFI) and Vendor Technical Exchanges
 - Coordinate with Decentralized Contracting Officer and Customers to facilitate RFI/Request for Proposal (RFP) Questions & Answers
 - Contract Management:
 - Coordinate with contracting, finance, CIO BPM and Customers for Task Order Modifications and Funding
 - Track programmatic aspects of E-SITE Task Orders
 - Coordinate Quarterly Business Reviews
 - Customer Liaison for Agency and Intelligence Support Panel Representatives:
 - Coordinate Decentralized Ordering Authority Letters
 - Coordinate and Attend ISP Representative (ISPR) Meetings
 - Support to E-SITE Contracting Officer Representative (COR) and Task Orders Administrative CORs (ACOR):
 - Support COR in his/her responsibilities as set forth in COR Appointment Letter
 - Provide Status of Forces Agreement (SOFA) and Technical Expert Status Accreditation (TESA) Expertise
 - Administer COR oversight program
 - Review and assist COR/ACOR with issues from the contract activity report or monthly expense reports

2.1.6 Requiring Activity (End-User) Responsibilities

The requiring activity is engaged with defining the requirement and ensuring the contents of the TORP represent their needs. The requiring activity has the following roles and responsibilities:

- Identify and document requirements.
- Ensure funds are available by date of award.
- Prepare PWS, SOO or SOW (guidance available from ISP Representative or DIA E-SITE Portfolio Manager).
- Develop Proposal Evaluation Criteria.
- Develop IGCE.
- Ensure the TORP is complete.
- Participate in the Source Selection Board.
- Nominate a COR and QASP Monitor.
- Perform technical and quality surveillance evaluations.
- Monitor the QASP - documenting positive/negative contractor performance.
- Complete performance reports.

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- Ensure all deliverables have been submitted and meet Task Order requirements.
 - Report any suspected fraudulent activities by E-SITE contractors to the DCO/PCO for possible referral to the cognizant Inspector General (IG) office.
 - Report the outcomes of any investigations conducted to the PCO, DCO, and the E-SITE PM.

2.1.7 Decentralized Contracting Officer (DCO) Responsibilities

The contracting organization which issues and manages the decentralized ordering is responsible for the following:

- Receive TORP from requesting organization or ISP Representative after it has been through CIO BPM review.
- Request E-SITE PCO approval if Fair Opportunity exemption is contemplated.
- Request authority to issue a TO with T&M, LH or FFP LOE lines.
- Review PWS, SOO or SOW and Proposal Evaluation Criteria.
- Develop the Source Selection Plan (if required by Agency procedures).
- Ensure funding documentation is accurate.
- Request proposal from contractors (all, some or one as appropriate).
- Receive/evaluate proposals.
- Conduct discussions (unless awarded without discussions).
- Prepare the Best Value determination for the SSA.
- Award the Task Order (provide copy to DIA PCO and CIO BPM).
- Administer the Task Order and resolve disputes, claims, and protests.
- Ensure contractor performance assessments report (CPAR) is completed in accordance with agency procedures for each Task Order.
- Conduct close-out procedures and notify the PCO and CIO BPM Portfolio Manager.

In addition to the normal processing of Task Orders, the issuing contracting office also has the responsibility to:

- Ensure that the E-SITE PCO is provided copies of all Task Orders issued against E-SITE contracts and all modifications within 15 days of issuance (E-SITE@dodis.mil).
- Appoint CORs and specify their duties/responsibilities under E-SITE orders.
- Provide a copy of the COR appointment letter to the E-SITE PCO and PMO.
- Ensure that the E-SITE PCO and PMO receive timely information on any issues or problems with the Task Order.
- Provide information copies of reports to the E-SITE PCO in accordance with the contract, this ordering guide, and E-SITE.

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- Report fraudulent activities or investigations regarding E-SITE contractors to the respective Inspector General (IG) office via the E-SITE PCO and PMO.

2.1.8 COR Responsibilities

Contracting Officer's Representatives (CORs) will be designated by letter of appointment from Task Order CO's. The CORs has the following roles and responsibilities:

- Obtain Service/Agency required training for CORs.
- Attend E-SITE COR training.
- Serve as focal point for all task activities and acts as primary POC for contractors.
- Provide technical oversight of the Task Order and ensures adherence to the terms and conditions of the Task Order and E-SITE contract.
- Conduct final inspection and acceptance of Task Order services and deliverables.
- Accept Task Order services, receives any materials purchased, receives and reviews deliverables, and performs contractor surveillance in accordance with the QASP.
- Maintain a complete record of required COR folders as required by agency requirement.
- Ensure accuracy of invoices through comparison with the E-SITE Labor and ODC expense data prior to invoice approval.
- Provide recommendations to the Vendor Performance Award Fee Board, if applicable.
- Complete annual Contractor Performance Assessment.

Note: Although not required, it is highly recommended that the COR is involved in the requirements definition and the source selection process.

2.1.9 Security Responsibilities

Each Service/Agency is separately responsible for contractor personnel security management to include the processing and maintenance of security clearance approvals for contractors according to their Service/Agency guidelines.

2.2 Task Areas

This section describes the 7 Functional Areas that make up the Enterprise services and support activities offered by E-SITE. At the Task Order level, these Functional Areas may be combined to maximize efficiencies, drive process improvements, eliminate service overlaps, and realize cost efficiencies to the Government. The latest SOW can be found at <http://www.dia.mil/Business.aspx>. The 7 Functional Areas are:

Functional Area 1 - Enterprise Activities and Services

Services include: IT Service Management; Enterprise Architecture Definition, Documentation, and Planning; Technology Assessment and Evaluation; Systems/Infrastructure Engineering; Independent Testing and Verification; Project Management and Planning; Logistical Support and Inventory Management; Asset and Configuration Management; and Technical Writing and Documentation Support.

Functional Area 2 - Customer, Work Center, and Field Support Services

Services include: Customer Outreach and Relationship Management; Customer Mission Engagement and Operations Planning; Customer Education and Training; Customer IT Infrastructure Installation, Fit Outs, and Decommissioning; Service Desk; and Desk Side Support.

Functional Area 3 - Mission & Business Applications, Tools, Portals, and Web Services

Services include: Software Engineering, Development and Integration; Mission and Business Application and Tool Development, Integration, Maintenance and Management; Web and Portal Systems Development, Integration, Maintenance, and Management; Knowledge and Content Management; Development and Test Environment; and Life Cycle Software License Management and Control.

Functional Area 4 - Enterprise Computing, Storage, Shared and Field Services

Services include: Server and Workstation Baseline Creation; Standardization, Deployment, and Patch Management; Enterprise Hardware Maintenance and Repair; Field Service Support; Server Administration and Management; Storage Administration and Management; Data Services, Data Administration, and Database Management; Mission and Business Systems Services, Administration, and Management; Enterprise Shared Application and Infrastructure Services, Administration, and Management; Enterprise Operations; Event Monitoring and Management; Performance Monitoring, and Analysis; Enterprise Infrastructure Maintenance and Repair; Service Delivery Center, Data Center, and Equipment Room IT Management; Enterprise Data Backup, Disaster Recovery (DR), and Continuity of Operations (COOP) Operations and Support.

Functional Area 5 - Network and Communications Services

Services include: Unified Communications Support; Cable/Fiber Installing, Testing, Troubleshooting and Management; Network Administration and Management; Network Operations; Event Monitoring and Management; Performance Monitoring and Analysis; Wireless and Mobile Device Support; Voice and Secure Voice Installation, Operations, and Maintenance; Video and Video Conferencing Installation, Operations, and Maintenance; Knowledge Wall and Video Display Integration, Operations, and Maintenance; Communications Security Support; Tactical Satellite Communications Initialization, Operations, and Management.

Functional Area 6 - Cyber security and Information Assurance Services

Services include: Policy Development; Security Technical Assessment; Security Architecture Development; Security Engineering; Certification and Accreditation;

Security Compliance, IA Training Management, Audit, Assessment, and Reporting Services; Computer Network Defense Service Provider (CNDSP) and Inspection Services; Vulnerability Assessment and Management; Metrics Consolidation and Reporting (to include the Federal Information Security Management Act (FISMA) requirements); Computer Network Defense (CND) Operations, Monitoring, and Analysis; Cyber security and IT Systems and Tools Administration and Maintenance; Incident Response, Tracking, and Resolution; Cross-Domain Solutions Support; Inter-Agency Coordination; and PKI Procedures and Guidance.

Functional Area 7 - Other Special Services

Services include: Outside Technical Support Services; Callout/Per Call Support Services; Surge Support Services and Deployment Support Services; and Pricing Arrangements.

2.3 Contract Terms

This section describes following terms and provisions of the E-SITE Multiple IDIQ awards.

Contract Terms	E-SITE
Contract Ceiling	The total amount of all orders placed against the E-SITE contract shall not exceed \$6.0B over the life of the contract
Task Order Performance Period	Task Orders may be up to Five (5) Years <ul style="list-style-type: none"> • 12-month base period • Four 12 month options
Pricing Structure*	Fixed Price: including FFP, FPAF, FPIF, FPFF & FFP-LOE Cost Type: including CPAF, CPFF & CPIF Labor Hour T&M Hybrid
Performance-Based Contracting	Preferred method for acquiring services
Fair Opportunity to be Considered	Subject to FAR 16.505 and DFARS 216.505-70
Ordering Guidance and Process	Guidance provided herein and E-SITE Contract Clause G-10 and FAR 16.505, Awarding Orders under Multiple Award Contracts

2.4 Order Duration

Task Orders may be awarded at anytime during the life of the E-SITE contract (also referred to as the contract ordering period). The Task Order ordering period is for a base period of one year, with four 1 year options:

E-SITE ORDERING PERIODS:

- Base Period 17 July 2015 – 16 July 2016
- Option Period 1 17 July 2016 – 16 July 2017
- Option Period 2 17 July 2017 – 16 July 2018
- Option Period 3 17 July 2018 – 16 July 2019
- Option Period 4 17 July 2019 – 16 July 2020

Task Order issuance beyond the base period is dependent upon the E-SITE PCO exercising the associated ordering period option of the E-SITE contracts.

Task Order duration is not dependent upon exercising the E-SITE contract option periods—provided that the order term is consistent with the ordering activity’s policy, regulatory/statutory restrictions, and appropriation limitations on Task Order duration and funding. Ordering activities may consider the use of options in Task Orders, that when exercised, extend the Task Order’s base period of performance. All E-SITE Task Orders may contain option periods.

2.5 Other E-SITE Acquisition Plan Considerations

2.5.1 Contractor versus Government Performance

OMB Circular A-76 has been considered and E-SITE is compliant. E-SITE shall not be used to replace Government employees.

2.5.2 Inherently Governmental Functions

Consideration was given to the subpart FAR 7.503(c) conditions, and contractors will not be performing inherently governmental duties. Requirement owners and Task Order COs will examine each Task Order to ensure that no Inherently Governmental Functions will be performed.

2.5.3 Acquisition Plan

An Acquisition Plan may be required by servicing in accordance with agency procedures. The E-SITE PCO does not require an acquisition plan since one was completed as part of the basic E-SITE IDIQ acquisition. The format and completion of this plan will be defined and accomplished in accordance with Service/Agency DCO guidelines.

2.5.4 Market Research

A Market Research report is not required by the PCO for DIA Task Orders, but may be required by the servicing DCO. The format for this report is defined and accomplished in accordance with Service/Agency guidelines.

Market Research should consider the IT marketplace and other existing contracts in addition to E-SITE. When the use of the E-SITE contract is determined to be the best solution, a thoroughly documented Market Research Report will afford a basis for determining (1) whether to restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*, (2) whether there are a sufficient number of qualified small business concerns among the E-SITE contract holders to justify limiting competition exclusively to small business concerns or (3) small business set-aside criteria imposed by FAR 19.502-2(b) cannot be met.

2.5.4.1 Service Contract Act

The Service Contract Act of 1965 was included in the solicitation. Contractors must identify when responding to a Task Order which labor categories are subject to the Service Contract Act and subject to an applicable Wage Determination.

2.5.4.2 Contractors Authorized to Accompany US Forces Outside the US

The requisite clauses have been incorporated into the Base IDIQs. Services deemed to be essential during a crisis will be identified in the individual Task Order.

2.5.4.3 Information Assurance Review

The Requiring Activity will screen each potential Task Order for compliance with agency applicable Information Assurance (IA) statutes, policies, and procedures prior to submittal to the Contracting Officer. The requiring activity is responsible for providing:

- a. SOW/PWS/SOO that meet information assurance requirements as specified in DFARS Subpart 239.7102-1a; Inspection and acceptance methods and criteria; and A determination as to whether the information technology requires protection against compromising emanations;
- b. A determination as to whether the information technology being acquired constitutes a "mission critical" or "mission essential" capability as defined in DoDI 5000.2 Operation of the Defense Acquisition System.

All IA or IA-enabled IT hardware, firmware and software components or products incorporated into DoD information systems must comply with the evaluation and validation requirements of National Security Telecommunications and Information Systems Security Policy Number 11. Such products must be satisfactorily evaluated and validated either prior to purchase or as a condition of purchase; i.e., vendors will warrant, in their responses to a solicitation and as a condition of the contract, that the vendor's products will be satisfactorily validated within a period of time specified in the solicitation and the contract. Purchase contracts shall specify that product validation will be maintained for updated versions or modifications by subsequent evaluation or through participation in the National IA Partnership (NIAP) Assurance Maintenance Program.

2.5.4.4 Time and Material (T&M), Labor Hour (LH) and Firm Fixed Price-Level of Effort (FFP-LOE) Task Orders

The aggregate value of all awarded task and delivery orders utilizing Time and Material (T&M), Labor Hour (LH) and Firm Fixed Price-Level of Effort (FFP-LOE) line items may not exceed 10% of the total aggregate value of all Task Orders awarded annually (as measured one year after award of the basic contract and each subsequent year thereafter). The DCO must receive approval from the E-SITE PCO and the DIA Senior Procurement Executive before issuing a Task Order with either T&M, LH, or FFP-LOE CLINs.

Prior to issuance of a T&M Task Order under E-SITE, determinations and findings (D&F) required by FAR 16.601(c) and DFARS 216.601(d) must be executed by DCOs. Intelligence Support Panel Representatives will assist DCOs, when necessary, to verify that (1) the work is of a T&M nature and (2) the facts and rationale justify that no other contract-type is suitable. This D&F must be approved by the E-SITE PCO and the DIA Senior Procurement Executive prior to the solicitation of the Task Order.

2.5.4.5 Logistics Considerations

1. Contractor and Agency Support. Government furnished supplies and services will be established on a Task Order basis. This includes all Task Orders, OCONUS and CONUS. The CIO BPM and the requiring activity will ensure that unique Task Order support requirements are fully addressed for each requirement. This includes agency support provided OCONUS or in austere locations.
2. Quality Assurance for Logistical Requirements. Quality Assurance for Logistical requirements will be identified and tracked on a Task Order basis by the requiring activity.
3. Warranties. When applicable, the use of warranties will be applied to the maximum extent possible on a Task Order basis.
4. Contractor Data. Applicable technical data requirements will be defined and specified at the Task Order level by the requiring activity.
5. Standardization Concept. The requiring activity must ensure that no proprietary applications, hardware, software, etc., is used in the performance of any E-SITE effort, unless authorized in writing by the COR and DCO. To the maximum extent possible, Commercial-Off-The-Shelf (COTS) products will be used in the performance of all efforts. This standardization will ensure that the Government can achieve adequate competition in the future.

2.5.4.6 Government Furnished Property (GFP)

Control of GFP will be accomplished consistent with FAR Part 45 and through the incorporation of the Supply Information in the individual Task Order.

2.5.4.7 Government Furnished Information (GFI)

All required tasks will be accomplished in accordance with the technical documentation made available to the contractor on a Task Order basis. The information to be provided will be specified in each TO.

2.5.4.8 Environmental and Energy Conservation Objectives

1. Any equipment delivered must be Energy Star Compliant. Appropriate provisions will be placed in the TO.
2. E-SITE requiring activities are notified prior to order issuance that if HAZMAT is used or HAZMAT waste is generated in performance of requirements, the basic PWS/SOO/SOW will contain the following statement: "Contractor is not required to dispose of HAZMAT except to installation/site collection points." (Collection points will be specified in the TO).
3. The Industrial Safety Requirements attached to the Task Orders will contain applicable HAZMAT regulations for the type of work being accomplished. The contractors will comply with Ozone Depleting Substances (ODS) requirements per FAR 23.803.

2.5.4.9 Security Considerations

The contractor will meet the security requirements as set forth on the DD Form 254, Contract Security Classification Specification, on a Task Order basis. Security requirements for contractor employees will be spelled out in the Task Order PWS/SOO/SOW.

3 How to Conduct Business

3.1 Acquisition Requirements Planning

The CIO BPM assists the requiring activity with Acquisition Requirements Planning. The purpose of E-SITE Acquisition Requirements Planning is to ensure that new requirements are appropriately defined and validated and have appropriate leadership buy-in and approval before moving forward with the formal Task Order Acquisition Planning and Award process. Once the CIO BPM has received a validated acquisition requirement from the ISPR, the CIO BPM will work with the requiring activity to determine the most efficient and effective acquisition path for the requiring activity based on their need. The CIO BPM will recommend whether the requirement will be placed on a new or existing E-SITE Task Order based on the requirement. A CIO BPM Portfolio Manager will be assigned to assist the requiring activity with Task Order Acquisition Planning and Award.

3.2 Task Order Acquisition Planning and Award Process

The purpose of E-SITE Task Order Acquisition Planning and Award Process is to ensure that the requirements defined during Acquisition Requirements Development are properly established so that a new Task Order or modification to an existing Task Order can be executed in a timely manner. The first step is to establish the draft Task Order Requirements Package (TORP).

3.2.1 Establishing the TORP

The CIO BPM Portfolio Manager will provide the requiring activity assistance with Performance-based Service Acquisition (PBSA) (Appendix B) or SOW, if applicable, and provide E-SITE templates to prepare and process the TORP. The CIO BPM Portfolio Manager will also develop an Acquisition Plan Schedule. The TORP is used to initiate a new E-SITE Task Order or to modify an existing one. An E-SITE Checklist (Appendix C) will assist the requiring activity understand TORP components.

A representative Task Order Schedule is shown below. A range is shown to reflect complexity of the individual Task Order. Actual timelines will be established for each TO.

CIO Acquisition Requirements Development (CARD) and Procurement Acquisition Timeline Template (PALT)-calendar days	From	To
Task Order Planning and TORP development	30 days	120 days
Release Draft TORP to Vendors for Technical Exchange	5 days	10 days
Adjust Draft TORP and Final TORP Package	5 days	10 days
Request For Proposal (RFP) Development and Contract Review	5 days	15 days
Vendors Draft Proposals	15 days	30 days
Source Selection Board Evaluates Proposals (Including Possible Down-Select based on Multi-Step Process)	* 30 days	* 60 days
Source Selection Authority (SSA) Decision, Internal Reviews and Award	5 days	15 days
Transition Period	30 days	60 days
Total Days	115	315

* . If the contract will be cost-type, add an additional 60 days.

The TORP contains a number of documents prepared by the requiring activity (end-user or COR) that are required by the DCO for developing a new or modifying an existing Task Order and executing the acquisition. Each of these documents is discussed in more detail in Appendices below. The TORP includes the following key documents:

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- SOO/PWS/SOW and any supporting data clarifying the requirements to be satisfied by the contractor (Appendix D).
 - Quality Assurance Surveillance Plan (QASP). (Appendix E)
 - Independent Government Cost Estimate (IGCE). (Appendix F)
 - Proposal Instructions for the Submission of Offers and Other Information. (Appendix G)
 - COR Nomination Letter. (Appendix H)
 - List of Source Selection Evaluation Board members.
 - DoD Contract Security Classification Specifications (DD Form 254) and any supplements or attachments as required by a specific Service/Agency (obtain from the security organization).

Assistance from E-SITE contractors (Prime or Sub-contractors) in developing a TORP is strictly prohibited.

Once the requiring activity completes the TORP, the CIO BPM Portfolio Manager will review it for completeness with the requiring activity and will make final changes. The draft TORP will then be used as the information source for a Technical Exchange Meeting with E-SITE vendors.

3.2.2 Small Business Set Aside Determination

Prior to issuing Task Orders under the E-SITE contract, the DCO determines whether to:

- Compete the Task Order among all of the contract holders.
- Set-aside* for only the small business contract holders pursuant to FAR 19.502-2(b).
- Restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*. Use of any of the exemptions afforded by FAR 16.505(b), Orders under Multiple Award Contracts, must be documented by the requiring activity and approved as required by DFARS 216.505-70 and DFARS PGI 216.5.

NOTE: DCOs should contact the E-SITE PCO for guidance and endorsement prior to formalizing acquisition plans for sole source or limited competition Task Orders. Such sole source or limited competition Task Orders are not authorized on E-SITE without prior written authorization by the E-SITE PCO.

*The E-SITE contract (IAW FAR 52.219-14) requires that, for total small business set-asides, “at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the [Offeror]”. **The 50% rule applies at the Task Order level for each and every TO.***

E-SITE is governed by FAR 16.505(b)(1), Orders under Multiple Award Contracts. This means that the DCO will provide each contractor a fair opportunity to be considered for each Task Order exceeding \$3,000.

Contract Awardee business size may be a determining factor in the fair opportunity to be considered process. Accordingly, the ordering activity may offer any requirement to the small business contract holders only. Unless an exception to the fair opportunity process is approved by the E-SITE PCO, or a small business set-aside is selected, all E-SITE contractors will be provided a fair opportunity to be considered for each order.

3.2.3 Conduct Technical Exchange Meeting with the E-SITE Vendors

The CIO BPM Portfolio Manager will forward the draft TORP to all applicable E-SITE vendors via email and set up a Technical Exchange Meeting (TEM)/pre-proposal conference. During the TEM, E-SITE vendors will ask questions about the draft TORP and Request for Proposal (RFP) process. The requiring activity will brief the TORP and the CO will address contractual requirements tied to RFP process.

3.2.4 Conduct An Advisory Multi-Step Process

The DCO may, if deemed necessary, publish a pre-solicitation notice or an RFI to all IDIQ awardees that provides a general description of the scope or purpose of the acquisition and invites potential Offerors to submit information that allows the Government to advise the Offerors about their potential to be viable competitors. The pre-solicitation notice or RFI will identify the information that must be submitted and the criteria that will be used in making the initial evaluation. Information sought may be limited to a statement of qualifications and other appropriate information (e.g., proposed technical concept and limited pricing information). At a minimum, the notice shall contain sufficient information to permit a potential Offeror to make an informed decision about whether to participate in the acquisition.

The agency shall evaluate all responses in accordance with the criteria stated in the notice, and shall advise each respondent in writing either that it will be invited to participate in the resultant TO competition or, based on the information submitted, that it is unlikely to be a viable competitor. The agency shall advise respondents considered not to be viable competitors of the general basis for that opinion.

3.2.5 Request for Proposal

The E-SITE PCO or DCO shall provide the Request for Proposal (RFP) to every E-SITE contract awardee or to small business contract awardees when set-aside procedures are used. The RFP will include: the suggested contract type, estimated Task Order start date, period of performance, work specification, evaluation criteria (e.g. experience and past performance), the order of importance of the criteria, instructions for submission of a technical and cost/price proposal, special requirements (i.e. security clearances, travel, special knowledge), other information deemed appropriate for the respective order, and deadline for receipt of proposals. The RFP may be provided via regular mail, electronic mail, facsimile, or by other means as determined by the ordering

officer. Appendix G contains a sample proposal preparation and evaluation guide. After proposals are received from the Vendor, the evaluation of the proposals will commence.

3.2.6 Evaluation

Award of competitive Task Orders will be made to the contractor whose proposal is the most advantageous to the Government based on an integrated assessment of evaluation criteria. Each solicitation will explain the selection criteria that the proposals will be evaluated against and the order of importance of the criteria. Technical approach, a small business participation plan and price or cost will be among the selection criteria for all orders. Past Performance may be considered, but is not mandatory. Only Past Performance information on previous Task Orders will be considered. Past Performance information for other efforts have already been evaluated during the IDIQ source selection process across all 7 functional areas and must not be repeated at the TO level.

The E-SITE PCO or DCO shall lead a Source Selection Evaluation Board that will evaluate all proposals received using the evaluation criteria stated in the RFP. The E-SITE PCO or DCO is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Contractors may propose rates that are lower, but no higher, than those in the Ceiling Rate Tables attached to the basic contract and these lower rates will be incorporated in the Task Order. The reduced labor rates will apply only to the respective Task Order and will not change the rates in the E-SITE contract rate tables or the rates on other Task Orders.

Note: Requiring activity requirements/ contracting personnel are responsible for providing the appropriate evaluation criteria with the competitive procurement package.

Additional evaluation factors relevant to the particular Task Order may be considered in the awards under this contract. The following factors are examples:

- Specific Technical Expertise
- Optimum Technical Solution
- Manning levels by labor categories (labor mix)
- Delivery Schedule or Turnaround Time may be considered; however, this is normally dictated by the Government requirements
- Other factors the requiring activity believes relevant to the award of an order

IAW FAR 16.505(b)(1), the contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding \$2,500 issued under multiple delivery-order contracts or multiple task-order contracts, unless rare conditions listed in FAR 16.505(b)(2) exist.

A multi-phase approach may be used when conditions warrant doing so. The contracting officer may exercise broad discretion in developing appropriate order placement procedures. The contracting officer should keep submission requirements to a minimum. Contracting officers may use streamlined procedures, including oral presentations. If the order does not exceed the simplified acquisition threshold, the contracting officer need not contact each of the multiple awardees under the contract before selecting an order awardee if the contracting officer has information available to ensure that each awardee is provided a fair opportunity to be considered for each order. The competition requirements in Part 6 and the policies in Subpart 15.3 do not apply to this process. However, the contracting officer must 1) develop placement procedures that will provide each awardee a fair opportunity to be considered for each order and that reflect the requirement and other aspects of the contracting environment; 2) not use any method (such as allocation or designation of any preferred awardee) that would not result in fair consideration being given to all awardees prior to placing each order; 3) tailor the procedures to each acquisition; 4) include the procedures in the solicitation and the contract; and 5) consider price or cost under each order as one of the factors in the selection decision.

To promote efficiency in providing products and services under E-SITE, the following guidelines from FAR 1.102-4(e) are encouraged:

If a policy or procedure, or a particular strategy or practice, is in the best interest of the Government and is not specifically addressed in the FAR, nor prohibited by law (statute or case law), Executive order or other regulation, Government members of the Team should not assume it is prohibited. Rather, absence of direction should be interpreted as permitting the Team to innovate and use sound business judgment that is otherwise consistent with law and within the limits of their authority. Contracting Officers should take the lead in encouraging business process innovations and ensuring that business decisions are sound.

3.2.7 Award

IAW FAR 16.505(b)(7), once evaluations are complete, the E-SITE PCO or DCO will make an award decision and document the rationale for the decision. Prior to making a decision, copies of all evaluations will be prepared/provided to document the selection process and serve as evidence that the fair opportunity to be considered rule was applied, unless an exception was taken under FAR Part 16.505(b)(2). At a minimum, it will include:

- (1) A statement indicating whether announcement of the Task Order requirement was made to all contractors eligible for receiving an award for the task requirement, or if an exception to fair opportunity was cited IAW FAR 16.505(b)(2);
- (2) The selection criteria /methodology used to evaluate the competing contractors;

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- (3) The results of the evaluation; and
 - (4) The rationale for the award decision, including a summary of any negotiations conducted, cost/price analysis and best value analysis.

In accordance with 10 U.S. Code 2304c(d) and FAR 16.505(a)(9), the ordering agency's award decision on each order is generally not subject to protest under FAR Subpart 33.1 except when an order increases the scope, period, or maximum value of the IDIQ contract, or an order valued in excess of \$10M. The DIA Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract.

The ordering activity will then place the order with the contractor that represents the best value and will adhere to published ordering procedures (reference FAR 16.505 and terms of the E-SITE contract). After award of orders exceeding \$5M, the ordering activity will provide timely notification to unsuccessful Offerors IAW 16.505(b)(6).

3.2.8 Executing Task Order

Task Orders will be issued in writing on a DD Form 1155, Order for Supplies and Services, or the appropriate agency form for non-DOD activities. Decentralized orders will adhere to the numbering sequences specified in DFARS 204.7004(d) (2)(i), exclusive of Task Order numbers 0001 thru 9999 which are reserved for DIA use. Non-DoD agencies may use any numbering system provided it does not conflict with either of these numbering systems.

Each Task Order will contain:

- Date of order
- Contract number and order number
- Contract line item number and description, quantity and price
- Delivery/Performance schedule
- Place of delivery or performance
- Any packing, packaging or shipping instructions
- Identification of contract option periods
- Accounting and appropriation data
- Method of payment and payment office
- Work Specification (PWS /SOO/SOW)
- Quality Assurance Surveillance Plan (QASP)
- Service Deliverable Summaries, as applicable (CDRL)
- DD Form 254 (Contract Security Classification Specifications) as applicable
- Any Government furnished property, Government furnished information, material, equipment, or base support to be made available for performance under the Task Order as applicable

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- Contractor Proposal as applicable
 - Additional contract clauses as applicable
 - Award fee plan and all applicable award fee documents such Award Fee Determination Official designation

Agency Specific Clauses and Additional FAR Clauses: Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations and issued within an agency to satisfy the specific needs of the agency as a whole, may be added at the Task Order level so long as they are not inconsistent with the terms of the E-SITE contract. See IDIQ paragraph H-23 Contract Clause Applicability.

3.3 Contract Execution

3.3.1.1 Management Information Requirements

The Contractor is required to furnish monthly Contract Activity Reports, Expense Reports, and Quarterly Business Reviews to the Government using the E-SITE format which is available at <http://www.dia.mil/Business.aspx>.. These reports should be emailed to E-SITE@dodis.mil.

3.3.2 Quality Assurance Surveillance Plan

The Quality Assurance Surveillance Plan (QASP) describes the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards/quality levels identified in the PWS or SOW and the contractor's Quality Control Plan (QCP), and to ensure that the government pays only for the level of services received.

The QASP also defines the roles and responsibilities of all members of the integrated project team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor's performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results. The QASP is typically an attachment to the PWS, along with the Performance Requirements Summary (PRS) Matrix. The DIA has a QASP Template, but external Task Order organizations may follow their agency's established practices.

For internal TO's, the CIO BPM has developed a mandatory PRS Matrix system, and the application of this system must be discussed at the Contract Planning Conference. Details about that system are not addressed in this document as portions of the system are still under development. More information on the QASPs (to include sample content) is provided in Appendix E.

3.3.2.1 QASP Management for Award Fee Task Orders

For Award Fee Task Orders, the QASP is used to determine eligibility for Award Fee. Each performance-based contract that utilizes an Award Fee will also have an Award

Fee Plan. The Award Fee Plan is used to outline the Award Fee Funding and Structure, define the Award Fee evaluation process, detail the Award Fee process roles and responsibilities, and layout the Award Fee evaluation periods used for determining E-SITE contract Task Order Award Fee amounts. The Award Fee Plan also documents the Award Fee process and provides a mechanism for evaluating and recommending earned Award Fee based on QASP performance results. When an incentive fee TO is deemed appropriate, the QASP will allow for the establishment of objective criteria, i.e. performance incentives tied to specific elements of the contractor's performance.

3.3.2.2 QASP Management for Other Task Order Types

For other Task Order types that are not Award Fee, the QASP is used to ensure Government expected outcomes are achieved. It is also used to support past performance requirements during the RFP process and for exercising options.

3.3.3 Task Order Modifications

In the event that an existing TO needs to be modified, follow your Agency/Service procedures and contact the assigned Contract Specialist or Contracting Officer for the Task Order. It is highly recommended to discuss the proposed change early to determine the best procurement method for the change. It is entirely possible that a new TO may be initiated in lieu of a modification.

DIA internal requiring activities must submit their proposed changes through the CIO BPM prior to contacting the Contracting Office.

3.3.4 Material Purchases

The COR shall authorize all purchases under the Task Orders in accordance with purchases previously authorized by the CO as part of the Task Order award. COR has ODC approval authority up to and including \$25,000.00. For expenses above the \$25,000.00 threshold, approval must be obtained from the Task Order Contracting Officer before any expenses are incurred. See IDIQ Contract H-5, Material Purchases.

3.4 Contract Closeout

At the completion of a contract or Task Order, the COR will supply the E-SITE PCO or DCO with the COR file/documentation for retirement with the official contract file. The COR will use the COR Contract Completion Statement (or agency-specific forms), (Appendix I) as a guide for proper documentation. In addition to using the checklist, the COR will ensure the following items are included in the documentation:

- Final Contractor Performance Assessment Report.
- Final DD Form 254.
- Evidence of property disposal/disposition.
- The complete COR file.

Detailed contract closeout instructions can be found in the DIA Contract Closeout Guide for DIA Task Orders. For decentralized TO's, the COR will follow their agency's closeout procedures.

4 Decentralized Ordering

DIA administers the E-SITE IDIQ contract vehicle centrally, but authorizes decentralized ordering and decentralized TO administration to meet the needs of the DoD Services, including Army, Navy, Air Force, United States Marine Corps, and other Federal Agencies/Departments. E-SITE is available for use by DoD and Federal Agencies/Departments with Intelligence missions whose Information Technology (IT) requirements are within the scope of the E-SITE Statement of Work (SOW).

To use E-SITE, the Service/Agency must be authorized via a Decentralized Ordering Authority Letter (DOAL) from the E-SITE PCO. A sample which is used for requesting the establishment of the DOAL, is provided in Appendix A. When executed, the DOAL will specify the conditions, roles and responsibilities, and approved ceiling allocation for ordering. Upon receipt of the DOAL requesting letter, DIA will review and normally make a decision within 15 calendar days.

Upon execution of the DOAL, the designated Decentralized Contracting Offices defined in the DOAL are empowered to place orders in accordance with the terms and conditions of the E-SITE contracts, E-SITE ordering guidelines, the FAR, DFARS, or applicable Service/Agency procedures.

If there are questions concerning a requirement and whether or not it can be supported under E-SITE, contact the appropriate ISPR or the DIA CIO BPM. The Requiring Activity is responsible for recommending the "in scope" determination, assisted by their DCO, the E-SITE PM and E-SITE PCO as necessary.

The E-SITE PCO will not make any judgments or determinations regarding orders awarded under the E-SITE contracts by a DCO, except in cases where sole source or limited competition Task Orders are intended or when T&M, LH or FFP-LOE type orders are being contemplated. All issues, including protests and disputes must be resolved in accordance with individual agency procedures and/or oversight. Upon request, the E-SITE PCO is available to provide guidance to Ordering Contracting Officers executing orders under the E-SITE contracts.

The DCO is responsible for acquisition planning. Once the DOAL is finalized, the requiring activity will follow their internal processes for planning the requirement, requesting approval, and documenting the acquisition process for each Task Order. The total estimated value of a Task Order, including options, should be considered in developing an acquisition strategy.

Note: DCOs must request approval from the E-SITE PCO prior to issuing Task Orders contemplating a sole source or any other exception to fair opportunity, as well as any orders containing T&M, LH or FFP LOE CLINS.

5 References

5.1 Points of Contact

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PCO	Esther Woods	703-735-6411	E-SITE@dodiis.mil
E-SITE PM	Phyllis J. Wright	703-735-5504	E-SITE@dodiis.mil
ISPR/DIA	Phyllis J. Wright	703-735-5504	E-SITE@dodiis.mil
ISPR/OTHER	TBD	TBD	TBD

5.2 List of Prime Contractors

Large Businesses:

Contract Number	Contractor
HHM402-15-D-0010	American Systems
HHM402-15-D-0011	BAE Systems
HHM402-15-D-0012	Blue Canopy
HHM402-15-D-0013	Boeing Company, The
HHM402-15-D-0014	Booz Allen Hamilton
HHM402-15-D-0015	CACI
HHM402-15-D-0016	CGI Federal
HHM402-15-D-0017	Computer Sciences Corporation
HHM402-15-D-0018	D&S Consultants Inc.
HHM402-15-D-0019	EIS
HHM402-15-D-0020	General Dynamics Information Technology
HHM402-15-D-0021	HP Enterprise Services
HHM402-15-D-0022	IBM
HHM402-15-D-0023	Intelligent Decisions
HHM402-15-D-0024	K Force Government Solutions
HHM402-15-D-0025	L3 National Security Solutions
HHM402-15-D-0026	Leidos
HHM402-15-D-0027	Lockheed Martin Corporation
HHM402-15-D-0028	ManTech/WINS

Contract Number	Contractor
HHM402-15-D-0029	Northrop Grumman
HHM402-15-D-0030	Pragmatics
HHM402-15-D-0031	Raytheon IIS Group
HHM402-15-D-0032	Scientific Research Corporation
HHM402-15-D-0033	Sotera
HHM402-15-D-0034	SRA International

Small Businesses:

Contract Number	Contractor
HHM402-15-D-0035	22nd Century Technologies
HHM402-15-D-0036	AEEC LLC
HHM402-15-D-0037	American Technology Solutions International
HHM402-15-D-0038	Berico Technologies
HHM402-15-D-0039	Buffalo Group, The
HHM402-15-D-0040	Convergent Solutions Inc.
HHM402-15-D-0041	Criterion Systems Inc.
HHM402-15-D-0042	Cyberspace Solutions
HHM402-15-D-0043	DAn Solutions Inc.
HHM402-15-D-0044	DKW Communications
HHM402-15-D-0045	E-Volve Technology Systems
HHM402-15-D-0046	Federated IT
HHM402-15-D-0047	Intrepid Solutions & Services Inc.
HHM402-15-D-0048	Kenjya Group, The
HHM402-15-D-0049	New River Systems
HHM402-15-D-0050	OCCAM Solutions
HHM402-15-D-0051	QVine Corporation
HHM402-15-D-0052	Red Arch Solutions
HHM402-15-D-0053	Riite
HHM402-15-D-0054	Soft Tech Consulting
HHM402-15-D-0055	Trusted Mission Solutions
HHM402-15-D-0056	Varen Technologies
HHM402-15-D-0057	Vykin Corporation
HHM402-15-D-0058	Xcelerate Solutions
HHM402-15-D-0059	Zolon Tech Inc.

APPENDIX A-1

Sample Letter Request E-SITE Decentralized Ordering Authority Letter (DOAL)

FROM: [Service/Agency Office]

TO: E-SITE Procuring Contracting Officer

Subject: Request to Initiate an E-SITE Decentralized Order

1. Reference: Enhanced Solutions for the Information Technology Enterprise (E-SITE) Ordering Guide, Defense Intelligence Agency (DIA)
2. Pursuant to the purpose and scope of the E-SITE contract and the procedures defined in the reference above, request that a DOAL be initiated by DIA to authorize this organization to perform acquisition using the E-SITE Indefinite Delivery/Indefinite Quantity contract.
3. Propose that the DOAL authorize the use of the E-SITE programs as follows:
 - a. Duration: The period of the agreement will be effective through [date].
 - b. Ordering Limit: The agreement authorizes an ordering amount (ceiling) of: [\$ordering limit].
 - c. Decentralized ordering authority is requested.

For Decentralized Ordering Authority: The Contracting Officer(s) nominated to be an authorized E-SITE Decentralized Contracting Officer(s) (DCO) is/are:

Contracting Office Contacting Officer Name Phone/Email

[Signature block of Sponsoring
Agency/Department]

APPENDIX A-2

Sample Approving Decentralized Ordering Authority Letter (DOAL)

FROM: E-SITE Procuring Contracting Officer

TO: [\[Service/Agency Office\]](#)

SUBJECT: Appointment of Decentralized Contracting Officers (DCO)

Reference: Enhanced Solutions for the Information Technology Enterprise (E-SITE)
Ordering Guide, Defense Intelligence Agency (DIA)

1. In accordance with ref (a), I authorize the following additional DCOs to place orders on the E-SITE PMO contract:

Contracting Office

Contacting Name

2. If you have any additional questions or concerns, please contact Esther Woods at Esther. Woods@dodiis.mil, or at 703-735-6411.

ESTHER L. WOODS
E-SITE PCO

APPENDIX B
Performance-based Service Acquisition (PBSA)
Performance Work Statement (PWS)
and
Statement of Objectives (SOO)

Performance-Based Service Acquisition

PBSA is the preferred method of contracting for E-SITE services and supplies. PBSA means an acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed. Essential elements of PBSA include:

- (1) Performance requirements, expressed in either a Performance Work Statement (PWS) or Statement of Objective (SOO). Performance requirements should be described in terms of what the required output is and should not specify how the work is to be accomplished
- (2) Performance standards or measurements which are criteria for determining whether the performance requirements are met
- (3) Appropriate performance incentives, either positive or negative
- (4) A surveillance plan that documents the government's approach to monitoring the contractor's performance. These elements are discussed further below.

Federal Acquisition Regulation (FAR) 37.102 has established the policy to use a PBSA approach, to the maximum extent practicable, for all services. Services exempted from this policy are: architect-engineer, construction, utility, and services that are incidental to supply purchases. Use of any other approach has to be justified to the ISPR and DCO.

For Defense agencies, Defense Federal Acquisition Regulations Supplement 237.170-2 requires higher-level approval for any acquisition of services that is not performance-based. Guidance and additional information is incorporated in FAR 37.6 (Performance-based Acquisition). Also, Acquisition Central website provides a comprehensive training tool to understanding PBSA called "Seven Steps to Performance-Based Service Acquisition Guide available", at: <https://www.acquisition.gov/sevensteps/home.html>.

What Contract Type?

Under law and regulation [FAR 37.102(a)(2)], there is an order of preference in contract types used for performance-based contracting, as follows:

- A firm fixed price, performance-based contract or Task Order.
- A performance-based contract or Task Order that is not firm fixed price.

- A contract or Task Order that is not performance-based.

Requiring activities should use the contract type most likely to motivate contractors to perform at optimal levels. Firm fixed price is the preferred contracting type, but it's not always the best solution for PBSA. Work statements should be developed in sufficient detail to permit performance on every requirement. E-SITE offers a host of pricing arrangements and incentive types for consideration. Hybrid types (those with both fixed-price and cost-type or T&M tasks) are common and should also be considered.

What is a PWS?

A PWS identifies the technical, functional and performance characteristics of the government's requirements. The PWS describes the work in terms of purpose of the work to be performed and required results rather than how the work is to be accomplished or the number of hours to be provided. The format for the PWS is similar to the legacy Statement of Work (SOW). However, the difference between an SOW and a PWS is that the tasks are described in terms of the required outcomes or results, not with just the details of "how" the contractor will perform the tasks. A PWS makes the contractor responsible for the outcomes and accountable for achieving or failing to achieve the desired outcomes. A PWS enhances a traditional SOW by including the performance standards and most importantly a Quality Assurance Surveillance Plan (QASP).

Performance Standards/Metrics

Standards and Metrics reflect the level and kind of service required by the government to meet performance objectives. Standards may be objective (e.g., response time) or subjective (e.g., customer satisfaction).

- Use commercial standards where practicable, e.g., ISO 9000.
- Ensure the standard is needed and not unduly burdensome.
- Must be measurable, easy to apply, and attainable.

If performance standards are not available, the PWS may include a requirement for the contractor to provide a Performance Requirements Summary (PRS) matrix, as a deliverable, to assist in the development of performance standards for future Task Orders.

Performance Incentives

Award Fee

Unlike Incentive type contracts, Award Fee contracts utilize subjective criteria. The criteria are not quantitative and cannot be translated into a formula. [FAR 16.401\(e\)\(1\)](#) outlines conditions that must be met when considering Award Fee contracts. Similarly, DFARS prohibits using a Cost Plus Award Fee (CPAF) as a means to avoid developing objective targets. Incentives are preferred because of the administrative burden associated with Award Fee contracts. As outlined in the Award Fee Plan, the Fee Determining Official (FDO), members of the

evaluation board, and the Contracting Officer Representative (COR) are typically all engaged in evaluating contractor performance relative to the award fee criteria.

The award fee amount can be comprised of a guaranteed base fee amount and an award fee pool amount that is dependent on performance relative to the evaluation criteria. Because a large base fee amount could undercut the effectiveness of the incentive, the DFARS limits it to between 0% and 3%. Contractors that do not receive all of their award pool during one evaluation period cannot recover that fee in another evaluation period.

Incentive Fee

When an incentive fee TO is deemed appropriate, the incentive arrangement will allow for the establishment of objective criteria, i.e. performance incentives tied to specific elements of the contractor's performance.

What is a SOO?

A SOO is an alternative to the PWS. It is a briefer document (commonly two to 10 pages, depending upon complexity, although there is no maximum or minimum length). It summarizes the key goals and outcomes to which contractors respond with their solutions. It is different from a PWS in that, when a SOO is used, Offerors are asked to develop and propose a PWS as part of their proposal. Typically, Offerors would also propose a technical approach, performance standards, incentives/disincentives, a QASP (typically based upon commercial practices) and pricing. The PWS must be evaluated during source selection. While the SOO is an acceptable method of defining requirements, requiring activities are cautioned that the evaluation of Offerors' submitted PWSs will be time consuming and may prove to be difficult.

Upon award, the winning Offeror's incentives/disincentives (if any) and pricing must be incorporated in the resulting Task Order. The SOO itself is not a part of the Task Order; rather, the PWS submitted by the winning Vendor in response to the SOO is used to generate the Task Order.

What is a QASP?

Whether using a PWS, SOW or SOO format, a QASP is required. The QASP is a plan for assessing contractor performance to ensure compliance with the government's performance objectives. It describes the surveillance elements, methods, performance measures, criteria, and data source.

- The level of surveillance should be commensurate with the dollar amount, risk, and complexity of the requirement.
- Don't inspect the process, just the outputs.
- QASP is included as part of the PWS or SOO.

More information on QASPs (to include sample format) is provided in Appendix E.

Deciding Which Type to Use (PWS or SOO)?

As defined by FAR 37.601, agencies may opt to use either a Performance Work Statement (PWS) or a Statement of Objectives (SOO) in the Solicitation. A SOW may be used; however, DCO's must justify why this requirement cannot be defined by a PWS.

PWS: Best used when the Government's need is well defined/understood and the required work has been substantially determined. The Government examines its requirements, specifies the outcomes, defines the tasks to be accomplished, and develops standards. Based on these efforts, the Government writes the PWS and Quality Assurance Surveillance Plan (QASP), including both in the Solicitation to which the Contractor must respond.

SOO: Best used when the Government has identified a baseline of its requirements but wants the Contractor to propose the best approach for the solution and specific type of work necessary to meet those requirements. The Government creates the SOO, which is a brief, high-level document stating the Government's objectives and includes the QASP. A SOO is used in Solicitations when the intent is to provide the maximum flexibility to each Offeror to propose an innovative development approach. The SOO is incorporated into the Solicitation and the Offerors must respond with their own unique, self-created PWS. The SOO does not become part of the Task Order.

Note: When using a SOO, the Offeror, not the Government, will write the PWS. The Government's Acquisition Team must then evaluate all proposed Performance Work Statements to determine acceptability. Development of a SOO typically requires less effort in the planning phase than development of a PWS. However it is important to remember when using a SOO the Acquisition team will have to carefully evaluate each Offeror's PWS prior to award. When using a SOO, remember to build sufficient time into the schedule to allow for a thorough evaluation of each proposed proposal.

APPENDIX C

E-SITE CHECKLIST

(To be completed by CIO BPM Portfolio Manager and Requiring Activity)

Note: The checklist covers most of the important information needed for the contract file. These are not just for E-SITE; they are necessary for all contracting personnel to meet regulatory requirements and to help set up the Task Order and solicitation. Additional requirements may be imposed by the issuing DCO.

Customer / COR Provided Documentation	Yes	N/A
Acquisition Plan (only if required by DCO)	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report (only if required by DCO)	<input type="checkbox"/>	<input type="checkbox"/>
Performance Work Statement (PWS) / Statement of Objectives (SOO)/Statement of Work (SOW)	<input type="checkbox"/>	<input type="checkbox"/>
Source Selection Evaluation Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance Surveillance Plan (QASP)	<input type="checkbox"/>	<input type="checkbox"/>
Independent Government Cost Estimate (IGCE)	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Officer Representative (COR) Nomination Letter		
Funding Documents	<input type="checkbox"/>	<input type="checkbox"/>
Classified Contract Requirements (DD 254)	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423) (N/A when SOO requires contractor development)	<input type="checkbox"/>	<input type="checkbox"/>
Safety Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (applies when using appropriated funds) (PWS Statement or Attachment)	<input type="checkbox"/>	<input type="checkbox"/>
Packaging Instructions	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653) In E-SITE scope?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) (PWS Statement) (Applicable if work performed on government installations)	<input type="checkbox"/>	<input type="checkbox"/>
GFP/GFI List	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Office Provided Documentation		
Contracting Officer's Representative (COR) Appointment Letter	<input type="checkbox"/>	<input type="checkbox"/>
Justification and Authorization (J&A) (for non-competitive procurements)	<input type="checkbox"/>	<input type="checkbox"/>
DD 2579 (Small Business Coordination)-Not required for DIA Orders	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance (Applicable to Iraq/Afghanistan)	<input type="checkbox"/>	<input type="checkbox"/>
Determination & Findings (D&F) (for MIPRs or T&M contracts)	<input type="checkbox"/>	<input type="checkbox"/>
Request for Proposal (RFP)	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Are all documents annotated with the appropriate distribution statement/export control notification? Yes No Not Applicable

Proprietary data should not be included as part of the package. Have you ensured that no proprietary data is included? Yes No Not Applicable

Place of Performance:

Contractor's Facility

Government Location(s):

If performance is on a Government site, identify working space, materials, equipment, services and other support that will be provided in the PWS.

Class I Ozone Depleting Substances:

I have reviewed the requirements, including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS), nor is it written so that it can only be met by the use of a Class I ODS.

I have attached the approved ODS waiver.

Will HAZMAT be used or generated during performance of the Task Order? Yes
 No

Will Government Furnished Property (GFP) be provided? Yes No - If yes, identify GFP and GFP delivery schedule. Also indicate which of the following is applicable:

FOB Origin FOB Destination MILSTRIP

Note: If the GFP was previously authorized under another contract, please provide the contract number and the name and phone number of the cognizant DCO. This information is required before a Task Order can be awarded.

Do you have a technical support consultant involved in working this program? Yes
 No If yes, please provide name and company.

APPENDIX D

E-SITE PWS Task Order Template and Instructions

PERFORMANCE WORK STATEMENT

Title

Revision History

DATE	VERSION	MODIFIED CONTENT

1 BACKGROUND

Provide background and requirement overview information in this section. Identify the requirement's relevance to the IC, DIA, CIO and Ops mission.

2 SCOPE

Use this section to define the scope of what needs to be acquired, either as a capability, application, functional requirements, support services, etc. Indicate which contract task area(s) apply to the work to be performed. Include a high-level view of the procurement, it's size, projected outcomes and impacts and implications. State whether it is an on-going or one-time requirement. Do not include anything that won't contribute to the expected result.

3 OBJECTIVES

3.1 PROJECT OBJECTIVES

Identify project and/or Task Order objectives, include what the PWS is to accomplish for the agency or CO.

3.2 PERFORMANCE OBJECTIVES

Identify overarching Task Order performance objectives for this Task Order, use Appendix D to map out the Task Order and identify overarching Task Order performance objectives for performance parameters.

4 REQUIREMENTS

Use this section to identify the system or support service capability and technical requirements - what needs to be delivered. The following sections are provided for consideration for requirements definition.

Describe the work in terms of the required output, i.e., what is expected from the contractor, rather than how the work is to be accomplished or the number of hours to be provided. Number the tasks sequentially, e.g., task 1-title of task and description, task 2- title of task and description, etc. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and for the government to negotiate a meaningful price or estimated cost.

Describe the specific tasks and services required, including the results that will be provided to the government. Be specific and include all results required under this request for services.

Recommend the use of a table to identify when requirements or capabilities will be delivered with required milestones.

5 PERIOD OF PERFORMANCE

Example:

BASE YEAR- 01 OCTOBER 2015 to 30 SEPTEMBER 2016

OPTION YEAR 1- 01 OCTOBER 2016 to 30 SEPTEMBER 2017

OPTION YEAR 2- 01 OCTOBER 2017 to 30 SEPTEMBER 2018

OPTION YEAR 3- 01 OCTOBER 2018 to 30 SEPTEMBER 2019

6 PLACE OF PERFORMANCE

The work to be performed under this contract will be performed at [Insert the place of performance, i.e., contractor facility or government facilities].

7 CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Required? Yes/No (If "YES" complete the following)

The contractor shall meet the following requirements (provide references defining certification): Include only those items that are required to successfully complete the task. Examples are:

- Certifications in a particular program or field of study
- Knowledge of a particular software program, type of equipment, etc. (Para 3.x)

8 QUALITY ASSURANCE

The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the rating standard. A template QASP Table of Contents is in Appendix E.

9 OPERATIONAL HOURS

CLAUSE TO BE USED:

The contractor is responsible for conducting business, between the hours of [Insert the appropriate hours for your organization] Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

10 OVERTIME

CLAUSE TO BE USED

Overtime is authorized to support exceptions to normal government business hours due to mission demands or to provide on-call maintenance support as required.

Extended hours worked under this contract (in excess of 8/40) may be required and shall be authorized in advance only through the COR or ACOR. If required, overtime is billed at the normal hourly rates

11 GOVERNMENT FURNISHED EQUIPMENT, INFORMATION, BADGE, KEYS AND/OR FACILITIES PROVIDED

GFE Provided? No Yes [Indicate whether the Government will be providing any tools, equipment, documents or facilities to the contractor.

If Yes, the Government will provide the following GFE:

Example: The Government will provide contractor personnel with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones and computers with access to the Internet and local area network (LAN).

12 SAFETY ISSUES

CLAUSE TO BE USED:

The work described herein is primarily sedentary, performed in an office setting. Some walking will be required throughout the workplace facilities and at work sites. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as conference rooms or office spaces. There are no unusual physical demands.

No Reimbursable Safety Equipment will be required.

If Contractor's are being sent to a high risk area, contact the PCO for additional guidance on wording for this section.

13 SECURITY

CLAUSE TO BE USED:

Work under this Task Order requires the following minimum clearance (select one):

UNCLASSIFIED SECRET TOP SECRET TOP SECRET
(SCI) Additional Information: -----

See DD254 instruction.

14 REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

CLAUSE TO BE USED:

Travel or reimbursable expenses are required? No Yes

[If "Yes", complete for travel, conferences and training (to the degree possible) indicate the expected locations, frequency, and duration.]

The contractor will be required to travel to other locations in support of the tasks described in this Performance Work Statement (if conferences or training is required, list here and include a justification). Prior to incurring any travel

expenses, contractor personnel must obtain written authorization from the COR that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Joint Travel Regulation (JTR) and FAR 31.205-46. Materials and subcontracts will be reimbursed at actual cost, including allocable material handling costs, as applicable, in accordance with FAR 52.232-7 - PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS. [ADD OTHER CLAUSES HERE AS APPROPRIATE].

15 NON-PERSONAL SERVICE STATEMENT

CLAUSE TO BE USED:

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor’s management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP).

Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

16 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR)

CLAUSE TO BE USED:

The government COR will provide general instructions on limitations and deadlines, and is responsible for the administration of the Task Order in compliance with the contract to include inspection and acceptance of deliverables.

17 INTERNATIONAL SERVICES

CLAUSE TO BE USED:

International Services Required? NO YES

If YES, Complete the information below for the type of support required-- otherwise delete all the text from here down:

--Permanent TDY Deployed

Country(s):

- Country has: SOFA MOU TRADE ACT or Other
- Country has: SOFA MOU TRADE ACT or Other
- Country has: SOFA MOU TRADE ACT or Other
- Country has: SOFA MOU TRADE ACT or Other

18 APPENDICIES <PWS ATTACHMENTS TO CONSIDER>

18.1 CAPABILITY FUNCTIONAL REQUIREMENT DESCRIPTION SUMMARY /APPLICATION SCOPE SUMMARY

Depending on Task Order complexity and requirements - use an Appendix to capture the technical requirements of the system of application that is to be acquired.

18.2 CONTRACT DATA REQUIREMENTS LIST (CDRL)

List documents that are required to be submitted for review and approval; include such items as program plans, schedules, milestone slide decks, and progress reports that are relevant to work.

Report in tabular format; include: description of deliverable, media provided, number of copies and in what media, document format (application used) frequency of distribution.

18.3 REQUIREMENT DOCUMENTS

List DIA and/or C level specifications, requirements documents (e.g. FRO, SRS, CD, ...) that are relevant to work. Include necessary information such as title, document number, date, etc. in a tabular format; state where documents can be obtained (either as a contract attachment or other DOD source). If only portions of documents apply, so state.

18.4 REFERENCE DOCUMENTS - I.E. INDUSTRY STANDARDS, DOD STANDARDS

List any standards, regulatory, or policy documents that are relevant to work. Include necessary information such as title, document number, date, etc. in a tabular format, and state where documents can be obtained. If only portions of documents apply, so state.

18.5 TASK ORDER PERFORMANCE PARAMETERS

Identify Task Order performance requirements in tabular format, include (as a minimum):

PWS section reference Performance parameters Standard acceptable performance Monitoring cycle (i.e. weekly, monthly, quarterly) and how measured>

18.6 ACRONYMS AND DESCRIPTIONS

APPENDIX E

Quality Assurance Surveillance Plan (QASP) and Performance Requirements Summary (PRS) Matrix Templates and Samples

A template QASP Table of Contents is shown below.

TABLE OF CONTENTS

1	INTRODUCTION	ERROR! BOOKMARK NOT DEFINED.
1.1	PURPOSE.....	ERROR! BOOKMARK NOT DEFINED.
1.2	PERFORMANCE MANAGEMENT APPROACH.....	ERROR! BOOKMARK NOT DEFINED.
1.3	PERFORMANCE MANAGEMENT STRATEGY	ERROR! BOOKMARK NOT DEFINED.
2	ROLES AND RESPONSIBILITIES	ERROR! BOOKMARK NOT DEFINED.
2.1	THE CONTRACTING OFFICER	ERROR! BOOKMARK NOT DEFINED.
2.2	THE CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE	ERROR! BOOKMARK NOT DEFINED.
3	IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS.	ERROR! BOOKMARK NOT DEFINED.
4	METHODOLOGIES TO MONITOR PERFORMANCE	ERROR! BOOKMARK NOT DEFINED.
4.1	SURVEILLANCE TECHNIQUES	ERROR! BOOKMARK NOT DEFINED.
4.2	CUSTOMER FEEDBACK	ERROR! BOOKMARK NOT DEFINED.
4.3	ACCEPTABLE QUALITY LEVELS	ERROR! BOOKMARK NOT DEFINED.
5	QUALITY ASSURANCE DOCUMENTATION	ERROR! BOOKMARK NOT DEFINED.
5.1	THE PERFORMANCE MANAGEMENT FEEDBACK LOOP	ERROR! BOOKMARK NOT DEFINED.
5.2	MONITORING FORMS.....	ERROR! BOOKMARK NOT DEFINED.
6	ANALYSIS OF QUALITY ASSURANCE ASSESSMENT	ERROR! BOOKMARK NOT DEFINED.
6.1	DETERMINING PERFORMANCE	ERROR! BOOKMARK NOT DEFINED.
6.2	REPORTING.....	ERROR! BOOKMARK NOT DEFINED.
6.3	REVIEWS AND RESOLUTION	ERROR! BOOKMARK NOT DEFINED.
	ATTACHMENT 1: PERFORMANCE REQUIREMENTS SUMMARY	ERROR! BOOKMARK NOT DEFINED.
	ATTACHMENT 2: SAMPLE QUALITY ASSURANCE MONITORING FORM	ERROR! BOOKMARK NOT DEFINED.

If desired, the BPM Portfolio Manager can provide the entire template.

A vital part of a QASP is the Performance Requirements Summary (PRS) Matrix

A sample PRS Matrix table is below.

Figure X – Sample PRS Matrix

PRS Section	Performance Elements Evaluated	Measures	Rating Criteria	Evaluation Method	Vendor Provided Data to be Evaluated
1.0 FINANCIAL					
1.1	Financial Reports are Accurate	Number of Financial Report Errors	RED – (>=5 errors) YELLOW – (>=3 errors) GREEN – (<3 errors)	Program/ Business Review.	Evaluate vendor submitted Contractor Activity Reports and Expense Reports
1.2	Financial Reports submitted per schedule	Number of Days (in business days) Financial Report Submitted after Required Due Date	RED – (>= 10 days late) YELLOW – (>= 2 days late) GREEN – (<= 1 day late)	Program/ Business Review	Evaluate vendor submitted Contractor Activity Reports and Expense Reports as required
2.0 INVOICING					
2.1	Timeliness of invoice submittal	Number of Days (in business days) Invoice Submitted after Required Due Date	RED – (>= 10 days late) YELLOW – (>= 2 days late) GREEN – (<= 1 date late)	Program/ Business Review	Evaluate vendor submitted invoice delivery date as compared to required delivery date using invoice data
2.2	Invoice accuracy and completeness of provided data	Number of Invoice Errors	RED – (>= 5 errors) YELLOW – (>= 3 errors) GREEN – (< 3 errors)	Program/ Business Review	Evaluate vendor submitted invoice for accuracy against Contractor Activity Report and Expense Reports
3.0 SCHEDULE					
3.1	Schedule Compliance - Tasks	Number of Scheduled Tasks Completed on Time/Number of Scheduled Tasks	RED – (>= 10% variance) YELLOW – (>= 5% variance) GREEN – (< 5% variance)	Program/ Business Review	Evaluate vendor Contractor Activity Report to ensure tasks are complete according to plan and SOW.

PRS Section	Performance Elements Evaluated	Measures	Rating Criteria	Evaluation Method	Vendor Provided Data to be Evaluated
3.2	Schedule Compliance – MILESTONES	Number of Scheduled Milestones Completed on Time/Number of Scheduled Milestones	RED – ($\geq 10\%$ variance) YELLOW – ($\geq 5\%$ variance) GREEN – ($< 5\%$ variance)	Program/ Business Review	Evaluate vendor Contractor Activity Report to ensure milestones are complete according to plan and SOW.
4.0 STAFFING					
4.1	Key Staffing Management	Number of planned staff on-board/number of planned staff	RED – ($\leq 90\%$ of expected staff on-board) YELLOW – ($\leq 95\%$ of expected staff skill-set requirements satisfied) GREEN – ($> 95\%$ of expected staff on-board)	Program/ Business Review	Evaluate vendor submitted Staff Plans against Contractor Activity Reports and compare planned staffing requirements against actuals
4.2	Staffing Qualifications	Number of staff on-Board that possess Required qualifications/number of planned Staff with qualification requirements (i.e., 8570, Agile)	RED – ($\leq 90\%$ of expected staff skill-set requirements satisfied) YELLOW – ($\leq 95\%$ of expected staff skill-set requirements satisfied) GREEN – ($> 95\%$ of expected staff skill-set requirements satisfied)	Program/ Business Review	Evaluate vendor submitted Staff Plans against Contractor Activity Reports and compare planned staffing requirements against actuals
5.0 DELIVERABLES					
5.1	Deliverables are submitted in a timely manner	Number of actual deliverables submitted according to plan/number of planned deliverables to be submitted	RED – ($\geq 10\%$ variance) YELLOW – ($\geq 5\%$ variance) GREEN – ($< 5\%$ variance)	Program/ Business Review	Evaluate vendor Contractor Activity Report, QASP, and Deliverables List to determine if deliverables were submitted in a timely manner

PRS Section	Performance Elements Evaluated	Measures	Rating Criteria	Evaluation Method	Vendor Provided Data to be Evaluated
5.2	Vendor implements mitigation actions in a timely manner	Number of issues with mitigation plan/number of issues	RED – (<= 90% of issues have plans) YELLOW – (<= 95% of issues have plans) GREEN - > 95% of issues have plans)	Program/ Business Review	Evaluate vendor's implementation and effectiveness of mitigation plans as outlined in the QASP
6.0 CUSTOMER SATISFACTION					
6.1	Maintain an acceptable level of Customer Satisfaction	Average customer satisfaction survey score	RED – (<75%) YELLOW – (75-80%) GREEN – (> 80%)	Program/ Business Review	Evaluation of vendor submitted metric of customer survey score
6.2	Vendor implements mitigation actions in a timely manner	Number of issues with mitigation plans/number of issues	RED – (<= 90% of issues have plans) YELLOW – (<= 95% of issues have plans) GREEN – (> 95% of issues have plans)	Program/ Business Review	Evaluate vendor's implementation and effectiveness of mitigation plans as contained on QASP Report

Figure Y – Sample PRS with Program Specific Measures

PRS Section	Performance Elements Evaluated	Measures	Rating Criteria	Evaluation Method	Vendor Provided Data to be Evaluated
1.0 FINANCIAL					
1.1	Financial Reports are Accurate	Number of Financial Report Errors	RED – (>=5 errors) YELLOW – (>=3 errors) GREEN – (<3 errors)	Program/ Business Review.	Evaluate vendor submitted Contractor Activity Reports and Expense Reports
2.0 INVOICING					
2.1	Timeliness of invoice submittal	Number of Days (in business days) Invoice Submitted after Required Due Date	RED – (>= 10 days late) YELLOW – (>= 2 days late) GREEN – (<= 1 date late)	Program/ Business Review	Evaluate vendor submitted invoice delivery date as compared to required delivery date using invoice data
3.0 SCHEDULE					

PRS Section	Performance Elements Evaluated	Measures	Rating Criteria	Evaluation Method	Vendor Provided Data to be Evaluated
3.1	Schedule Compliance - Tasks	Number of Scheduled Tasks Completed on Time/Number of Scheduled Tasks	RED – (\geq 10% variance) YELLOW – (\geq 5% variance) GREEN – ($<$ 5% variance)	Program/ Business Review	Evaluate vendor Contractor Activity Report to ensure tasks are complete according to plan and SOW.
4.0 STAFFING					
4.1	Key Staffing Management	Number of planned staff on-board/number of planned staff	RED – (\leq 90% of expected staff on-board) YELLOW – (\leq 95% of expected staff skill-set requirements satisfied) GREEN – ($>$ 95% of expected staff on-board)	Program/ Business Review	Evaluate vendor submitted Staff Plans against Contractor Activity Reports and compare planned staffing requirements against actuals
5.0 DELIVERABLES					
5.1	Deliverables are submitted in a timely manner	Number of actual deliverables submitted according to plan/number of planned deliverables to be submitted	RED – (\geq 10% variance) YELLOW – (\geq 5% variance) GREEN – ($<$ 5% variance)	Program/ Business Review	Evaluate vendor Contractor Activity Report, QASP, and Deliverables List to determine if deliverables were submitted in a timely manner
6.0 CUSTOMER SATISFACTION					
6.1	Maintain an acceptable level of Customer Satisfaction	Average customer satisfaction survey score	RED – ($<$ 75%) YELLOW – (75-80%) GREEN – ($>$ 80%)	Program/ Business Review	Evaluation of vendor submitted metric of customer survey score
7.0 PROGRAM SPECIFIC MEASURES					
7.1	Vendor implements mitigation actions in a timely manner	Number of issues with mitigation plans/number of issues	RED – (\leq 90% of issues have plans) YELLOW – (\leq 95% of issues have plans) GREEN – ($>$ 95% of issues have plans)	Program/ Business Review	Evaluate vendor's implementation and effectiveness of mitigation plans as contained on NMEC QASP Report

The E-SITE Specific QASP Processes:

The Quality Assurance (QA) surveillance structure is comprised of three key processes.

These include the monthly, quarterly, and semi-annual QA Surveillance processes.

During the monthly process, QASP reports are initiated by the Vendor using

Government provided templates based on PRS samples provided in Figure X, Y and Z

above. These templates are used by the Vendor to self evaluate monthly performance

and are then evaluated by the designated Government QASP Monitor to confirm the

results. The E-SITE SharePoint website is used to store this information for document

and records management. At the end of the quarter, data derived from the monthly

process is used during Quarterly Business Reviews. This data also feeds the semi-

annual process for Fixed Price – Award Fee Task Orders.

APPENDIX F

Preparing Independent Government Cost Estimates (IGCE)

A.1 Overview

The Independent Government Cost Estimate (IGCE) is the Government's estimate of the resources and projected cost of the resources a contractor will incur in the performance of a contract. These include costs items such as labor, surge requirements, supplies, equipment, travel, transportation and some indirect costs . The data provided in the IGCE Guide is not intended to cover every possible E-SITE Task Order, but rather explains elements of cost within the general context of their use. The IGCE should include only those applicable to and developed from the PWS or SOO in describing the products and services to be acquired.

The IGCE is developed by the customer (requiring activity) and used to establish a reasonable price/cost for budget purposes. The IGCE is the baseline for evaluation of a reasonable Task Order price/cost. Format and contents of the IGCE will vary in accordance with the complexity and value of the requirement.

NOTE: The IGCE is a procurement sensitive document and should be handled accordingly. Access to the IGCE shall be on a need to know basis.

A.2 E-SITE IGCE Process

The first consideration in developing the IGCE is establishing a mind set as if the developers would be working in a commercial environment. Standards, practices, and procedures that are normally used by industry should be used as the basis for developing the IGCE.

Note: The IGCE process has been simplified for E-SITE Task Orders since key aspects of the labor rates are already known. All requirements submitted to your supporting contracting office require an IGCE.

For E-SITE, the IGCE is determined using a CIO BPM IGCE tool available from the CIO BPM. The workbook contains all the major elements required to calculate an E-SITE IGCE. It includes a labor spreadsheet which has the appropriate labor rates by labor category and location of each contract year for estimation purposes, a set of ODC spreadsheets for capturing the most common types of ODCs such as travel, equipment, etc. (it can also be extended for other special ODC or cost requirements), and finally a top-level spreadsheet which summarizes all the costs associated with the proposed Task Order.

A.3 Determining an E-SITE Labor Estimate

The projected labor rates for E-SITE Task Orders can be directly estimated since these costs have been negotiated as “fully loaded” rates (already includes the Contractor’s

overhead, G&A, and fee costs). The negotiated labor rates are “not to exceed” for each year of the contract so the actual bid rates for any Task Order will not exceed these rates. For IGCE purposes, although the specific negotiated rates for each E-SITE vendor differs, a consolidated estimate of costs of each labor category by location has been determined for each of the initial five negotiated contract years.

An Excel spreadsheet provides Customers with the ability to enter their projected labor requirements by labor category and location. Labor estimates are entered in labor hours. Currently, Task Order estimates for the first five years of labor for the basic IDIQ contracts be calculated using the spreadsheet.

A.4 Determining E-SITE Other Direct Costs (Price Estimates)

The Other Direct Costs category provides an estimate of the types and quantity of material, equipment, and travel necessary for the contractor to perform the work you expect to accomplish. For work in non-US locations, consider relocation, housing and dependent tuition costs. These costs can be charged directly against the specific requirement. Item descriptions, quantities and related price estimates can be obtained using catalogs, price quotes, market surveys, historical data, etc. The emphasis in estimating other direct costs should be on accuracy of type and quantity.

For calculating travel, use the published Government travel rates for the projected locations of travel for the first year—the spreadsheet will add an inflation factor for the options years (if used).

For calculating non-US relocations, a maximum estimate of \$30K is recommended.

A.5 Determining E-SITE Indirect Costs

Indirect (Overhead) Costs

Overhead costs are already included in the loaded labor rate estimates and projected within the percentage markup estimates used in the E-SITE IGCE spreadsheet for ODCs.

General & Administrative (G&A) Costs

G& A costs are already included in the loaded labor rate estimates and projected within the percentage markup estimates using in the IGCE spreadsheet for ODCs.

Profit/Fee

Profit or fee is already included in the contract labor rates of the IGCE workbook. Profit/fee is excluded from ODC since ODCs are cost reimbursable and profit is not allowable.

When using incentive/award fee arrangements, fee is a negotiable cost element. For the purposes of incentive/award fee arrangements, estimators

may utilize the IGCE worksheets as a basis for Task Order estimates; but, giving proper consideration to profit adjustment formulas, targets, incentives, performance criteria and award fees pursuant regulatory requirements and internal procedures.

A.6 Escalation Considerations for the IGCE

The impact of inflation should be considered when developing your IGCE. For labor costs, this is already included in the “loaded” prices of the awarded base year and 4 option years.

To forecast other option year(s) costs, appropriate escalation factors are applied to the previous cost elements to bring it them up to a realistic value.

A.7 Summary

An IGCE is required for every new E-SITE acquisition that exceeds the simplified acquisition threshold. A subject matter expert should independently prepare it. Do not base the IGCE on a contractor’s cost/price estimate.

When including commercial items as ODCs, the estimator should research price history and make adjustments for any changes in specifications, quantities or inflation factors. For items that do not have a detailed pricing history it may be necessary to do a detailed analysis of individual cost elements.

With a little diligence, an accurate estimate of these costs can be provided. By reviewing the work specification you can determine the labor categories and effort required plus equipment, materials, and other direct costs plus overhead to perform the operation.

A brief narrative of how the costs were developed and what reference material was used should be provided with the completed IGCE along with name, title, and signature of the estimator and an approving official.

APPENDIX G

Sample

Instructions for the Submission of Offers and Other Information (RFP #)

CONTRACT NAME

1. Terms. All terms and conditions of the Offeror's E-SITE IDIQ Contract remain in effect.
2. Format. Proposal pages are to be standard 8.5 x 11 inches. Pages shall be single spaced and single sided. Use at least 1" margins on the top, bottom and side margins. Headers and Footers are allowed in the margins.
3. Text Spacing and Type. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 point. The font will be Times New Roman. Pages shall be numbered sequentially by section.
4. Illustrations and Tables. Tables, charts, graphs, diagrams and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 8.5 x 11 inches. Foldout pages shall not be used. Elaborate formats, bindings or color presentations are not required. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are neither required nor desired.
5. Number of Copies/Page Limits. Offerors shall submit proposals in accordance with the attached "Instructions for the Submission of Offers and Other Information" Please provide the price proposal in a format which can be extracted from the proposal. The cover page and table of contents will not be included in the page limit. When both sides of a sheet display printed material, it shall be counted as 2 pages. Pages exceeding this page limitation set forth will not be read or evaluated and will be removed from the proposal. Each page shall be affixed with the legend: "SOURCE SELECTION INFORMATION". The Offeror's Task Order proposal shall address all technical areas in the PWS. The Government reserves the right to award this effort based on the initial proposal, as received.
6. Late Proposals. Offerors are reminded that proposals will be considered late if the proposal is not received in accordance with the terms of this solicitation. Additionally, in accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals.

7. Point of Contact (POC). The Contracting Officer (CO), XXXX {(xxx-xxx-xxxx, XXXX@xxxx.xxx} is the sole point of contact for this acquisition. 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 in block 10 of the solicitation form.
8. Proposal Format: Offerors shall submit three (3) volumes: Volume 1: Technical, Volume 2: Small Business Participation and Volume 3: Price/Cost. Offerors shall ensure that all proposals include a comprehensive table of contents addressing every area of the proposal. Offerors shall submit one proposal in response to the Task Order RFP.
9. Organizational Conflicts of Interest. The Government requests Offerors to submit an OCI Mitigation Plan, if applicable, with their proposals. The Government retains the right to determine what, if any, OCI provision is appropriate for incorporation into any particular Task Order (TO). The OCI Mitigation Plan does not count against the established page limitation.
10. Basis for Award. An award will be made to the responsible Offeror whose offer, conforming to the solicitation, is determined to be the best overall value to the Government. The evaluation shall be conducted in accordance with the evaluation criteria stated below. The Offeror's initial proposal should contain the Offeror's best terms from a stated price and technical standpoint. Offerors are notified that this acquisition is being conducted pursuant to FAR 16.505 and DFARS 216.505. The rules, policies, and procedures of FAR Part 15 do not apply to this acquisition.
11. After receipt of proposals the Government will conduct an evaluation of proposals and the Government may award based on initial proposals without communicating with Offerors. However, during the evaluation process the Government may, solely at its discretion, communicate with an Offeror for any purpose such as to gain a better understanding of the proposal. The Government need not communicate with all Offerors. Rather, the Government may, at its discretion, communicate with only some offerors or only one Offeror. As a result of such communication, the Government may allow an Offeror to submit a proposal revision. The Government need not provide all Offerors with an opportunity to submit a proposal revision. Rather, the Government may, at its discretion, permit only some Offerors or only one Offeror to submit a proposal revision. If proposal revisions are allowed from more than one Offeror, the Government may, solely at its discretion, impose non-common due dates for the revisions. In other words, the Government may elect to have a proposal revision date for an Offeror that is different than a proposal revision date for another Offeror(s).

12. At any time prior to award, including upon receipt of proposals, the Government may exclude a proposal from further consideration for reasons such as (but not limited to) non-compliance with instructions related to this solicitation or if the proposal is not likely to be selected for award. The Government is not responsible for identifying any inconsistencies between the hard copies and electronic copies of the proposal, and the Government can rely on either version for purposes of evaluation and award.

- a. Trade-Off Analysis: The Government will perform a trade-off analysis of the non price factors against the stated price to determine the best value to the Government. The Government may reject any or all offers if such action is determined to be in the best interest of the Government.
- b. Relative Weight. The non-price factors, when combined, are significantly more important than price.
- c. Evaluation Factors. The rating for the evaluation factors will be based on the Government's determination of the degree to which the proposal satisfies the requirements of the factor. The highest possible rating is Outstanding, with the lowest possible rating being Unacceptable. The evaluation Factors listed below are ranked in descending order of importance. Factor 1 is significantly more important than Factor 2. When combined, Factors 1 and 2 are significantly more important than Price.
- d. If deemed necessary, publish a pre-solicitation notice or an RFI to all IDIQ awardees that provides a general description of the scope or purpose of the acquisition and invites potential Offerors to submit information that allows the Government to advise the Offerors about their potential to be viable competitors. The pre-solicitation notice or RFI will identify the information that must be submitted and the criteria that will be used in making the initial evaluation. Information sought may be limited to a statement of qualifications and other appropriate information (e.g., proposed technical concept and limited pricing information). At a minimum, the notice shall contain sufficient information to permit a potential Offeror to make an informed decision about whether to participate in the acquisition. The agency shall evaluate all responses in accordance with the criteria stated in the notice, and shall advise each respondent in writing either that it will be invited to participate in the resultant TO competition or, based on the information submitted, that it is unlikely to be a viable competitor. The agency shall advise respondents considered not to be viable competitors of the general basis for that opinion.

13. Non-Price Evaluation Factors/Subfactors and Price. Non-Price Factors and Sub factors: A Proposal that addresses all areas the Performance Work Statement (PWS) requirement consistent with Best Value Selection Criteria established below.

1. **Technical Factor.**

- a. **Sub factor 1** - Technical Approach: The Offeror must adequately describe their proposed approach for completing all services areas as listed in paragraph 3.0 of the PWS.
- b. **Sub factor 2** - Attachment XX represents the Government's level of effort and labor mix estimate needed to satisfy the requirements, not including any increase in service to account for unanticipated requirements. Offerors proposing an alternative labor mix or level of effort shall justify and explain their proposed approach. The Government will evaluate the Offeror's proposed labor mix and level of effort as it relates to the successful accomplishment of the tasks identified in the PWS.

2. **Small Business Participation Factor (does not apply to Small Businesses).**

The Offerors will be evaluated on the level of proposed participation of small businesses in the performance of this acquisition, relative to the objectives and goals established herein. The Government will evaluate:

1. The extent to which such firms, as defined in FAR Part 19, are specifically identified in proposals;
2. The extent of commitment to use such firms (and enforceable commitments will be considered more favorably than non-enforceable ones);
3. Identification of the complexity and variety of the work small firms are to perform;
4. Past performance in compliance with FAR 52.219-8 "Utilization of Small Business" and maximizing opportunities for U.S. Small Business Subcontractors;

The extent of participation of small business subcontractors in terms of the percentage of the value of the total acquisition. The Government will evaluate the extent to which the Offeror meets or

exceeds the Defense Intelligence Agency goals below. Goals for the Defense Intelligence Agency are expressed as percentages of total contract value as follows:

- Small Business: {36.7%}
- Small Disadvantaged Business (SDB): {5.0%}
- Woman-Owned Small Business (WOSB): {5.0%}
- Historically Underutilized Business Zone (HUBZone) Small Business: {3.0%}
- Service Disabled Veteran Owned Small Business (SDVOSB): {3.0%}

(Note, for example, that a participation plan that reflects {1%} of the contract value for WOSB would also count towards the overall Small Business Goal)

SMALL BUSINESS PARTICIPATION INSTRUCTIONS

a) The offeror must ensure that all aspects of the Evaluation Factors for Award, Small Business Participation Factor pertaining to the solicitation are addressed.

b) All Offerors submitting proposals are required to complete a Small Business Participation Proposal. Offerors should propose the level of participation of small businesses in the performance of the acquisition relative to the objectives/goals set forth in the evaluation of this area.

(i) Offerors must indicate the applicable size and categories for the PRIME offeror only -- Check all applicable boxes:

{ } Large Prime Or { } Small Business Prime

(ii) Submit the total combined percentage of work to be performed by both large and small businesses (include the percentage of work to be performed both by Prime and Subcontractors):

Example: If Prime proposes a price of \$1,000,000 (including all options), and small business(es) will provide \$250,000 in services/supplies as a prime or subcontractor, the% planned for small businesses is 25%; and 75%/or large business equaling 100%.

Total Percentage planned for Large Business(es) %

Total Percentage planned for Small Business(es) %

100% (NOTE: When combined, Large and Small Business totals must equal 100%)

(iii) Please indicate the total percentage of participation to be performed by each type of subcategory small business. The percentage of work performed by Small Businesses that qualify in multiple small business categories may be counted in each category:

Example: Victory Prop Mgt (WOSB and SDVOSB) performing 2%; and Williams Group (SDB, HubZ and WOSB) performing 3%. Results equate to: SDB 3%, Hub Zone 3%; WOSB 5%; SD VOSB 2%;). SD VOSBs are also VOSBs automatically.

Small Disadvantaged Business %

HUB Zone Small Business %

Woman Owned Small Business %

Service Disabled Veteran Owned SB %

(iv) List principle supplies/services to be performed by Small Businesses: Example: If a Small Business qualifies also as a WOSB and a SDVOSB, and you can add them to each category below in which they qualify.

Name of Company ·Identify Type of Service/Supply

Small Business (SB):

Small Disadvantaged Business (SDB):

Women-Owned Small Business (WOSB):

Historically Underutilized Business Zone (HUB Zone):

Service Disabled Veteran Owned Small Business (SDVO):

(v) Describe the extent of commitment to use small businesses (for example, what types of commitments if any are in place for this specific acquisition either small business prime, written contract, verbal, enforceable, non-enforceable, joint venturing, mentor-protégé, etc.)

(vi) Describe and provide evidence of your past performance in complying with FAR 52.219-8 "Utilization of Small Business" and maximizing opportunities for U.S. Small Business Subcontractors.

3. Section for Price or Cost Contracts

3.1 For Price Contracts:

The Government will evaluate the total price to determine price reasonableness of the proposed total evaluated price. Reasonableness will be determined by comparing each offeror's total price to the total price proposed by the other offerors and the Independent Government Estimate. The base period and option years will be totaled to determine the overall estimated price to be evaluated. Offerors are specifically advised that, under this evaluation method, the Government may determine that an offer is unacceptable if the prices are unbalanced between initial and each option year. By signing its offer, the Offeror certifies that each price stated on each CLIN includes an appropriate apportionment of all costs, direct and indirect, overhead and profit. Each proposal will be evaluated to determine whether the government considers the proposed price to be not unbalanced, and reasonable for the effort to be accomplished. Price Realism will not be evaluated.

The proposed labor rates will be compared to those ceiling rates in the IDIQ award using the Proposal Price Request. (PPR).

a) Go to www.siteidig.gov/SITE/reference.aspx (instructions are posted here until the E-SITE website is established).

b) Click on "SITE Transaction Formats"

c) Select the Proposal Price Report (PPR Template)

d) Please complete the form and submit it with the proposal in accordance with instructions above

1. The Proposal Price Report (PPR) shall be used to submit labor rate and ODC information. Prior to task order award, if negotiations result in any changes to the initial proposed pricing structure, a revised PPR shall be submitted for validation. The revised PPR shall become part of the awarded proposal.

2. Offerors shall comply with the instructions in the "Guide to Preparation and Submission of STORMS Transaction formats" file located in the SITE Website's SharePoint (www.siteidiq.gov/SITE/reference.aspx), "SITE Transaction Formats."

NOTE:

- Enter the Solicitation Number (i.e., HHM402-14-R-0037) in the "Task Order" Column
- Do not enter information into both the hour's columns and the month's columns unless the sum of both columns equals the proposed price
- The "Markup" column in the labor sheet refers to offsite markup
- Offerors can delete or hide any rows that are not used in the proposal to reduce the volume of information, if desired. Empty rows will be ignored during the Government's price validation process

3.2 For Cost Contracts:

(a) General Requirements:

(i) Cost information submitted shall be for the prime contractor and each proposed subcontractor/team members. Detailed subcontractor/team member cost information containing proprietary rates and factors for individual cost elements may be submitted directly to the Government.

(ii) By submitting its proposal, the offeror grants the Contracting Officer or an authorized representative the right to examine records that formed the basis for the cost proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual information (regardless of form or whether the information is specifically referenced or included in the proposal as the basis for the cost estimate) that will permit an adequate evaluation of the proposed cost.

(iii) The prime offeror and all major subcontractors/team members shall propose on a Cost basis. Non-major subcontractors/team members may propose on other than a Cost basis; however, the type of contract proposed and the basis thereof shall be documented within the proposal.

(iv) The cost proposal, including all proposed rates and factors, shall be based on a 60 month ordering period and an assumed contract award date of XX Month XXXX. (Should this be deleted herein, but included in specific instructions in each TO?)

(b) Proposal Content: The content for the cost/price proposal shall be as follows:

Section 1 – Index

Section 2 – General Information and Executive Summary

Section 2a - Uncompensated Overtime Information

Section 2b - Status of Systems and Rates

Section 2c – Other Information

Section 3 – Exceptions to Terms and Conditions

Section 4 – Direct Labor Rates

Section 5 – Indirect Rates

Section 6 – Request for Rate Information

Section 7 – Pass Through Charges

Section 8 – Fixed Fee

Section 9 – Travel and ODCs

Section 10 – Cost Proposal Worksheet

(i) Section 1 – Index: Include an index showing section number, title, and proposal page number.

(ii) Section 2 – General Information and Executive Summary: This section sets the stage for the cost proposal submission; the offeror must include information under this tab to provide the evaluator a clear understanding of the cost proposal. Include the basis for proposed costs and any assumptions made in the development of the cost approach. Discuss any outstanding audits or other information that may have a bearing on the costs proposed. The offeror shall identify its cognizant DCAA auditor and DCAA contact information. Include an Executive Summary that introduces the proposed contractor team and cost proposal submission, to include a list of all subcontractors/team members, their

status as either major or non-major, and the service areas they have been designated to provide support under. The Executive Summary shall include a summary matrix depicting the planned level of support, by labor category and total price, for the prime and all subcontractors/team members. The planned level of support must be consistent with the Labor Mix presented in the Technical volume. This section of the proposal shall include the information described below for the prime offeror and each subcontractor/team member.

Section 2a – Uncompensated Overtime Information: The offer shall include supporting information per FAR 52.237-10 for the prime contractor and major subcontractors/team members. In addition to the information required by FAR 52.237-10, provide the following:

- The proposed uncompensated overtime percentage; example of computation follows, including number of hours per week which are proposed as uncompensated hours (e.g., 45 hours proposed on a 40 hour work week basis = $45/40 = 12.5\%$ uncompensated overtime percentage);
- Verification that proposed labor rates are effective rates, in that they have been adjusted to reflect proposed uncompensated overtime; and
- A discussion of the history regarding the offeror’s uncompensated overtime use, especially as related to similar contracts.

Section 2b – Status of Systems and Rates: Discuss the status of accounting, purchasing, estimating and material management systems, CAS Compliance, and related rate information necessary to understand the rates proposed herein. Disclose audit findings for audits conducted by independent parties to test the adequacy of the firm’s accounting system. For CAS covered contracts, include a copy of the offeror’s most recent approved Disclosure Statement. The offeror shall disclose any CAS violations and the status of the violation review/remediation. Offerors that do not have an approved purchasing system must comply with 52.244-2, Subcontracts.

The following table shall be completed and will provide the Government with a ready reference. Completion of this table does not substitute for the information required above.

Type of System	Date of Approval,	Government Point of Contact with Approval Information	Comments
Accounting System			
Cost Accounting Standards			

Disclosure Statement			
Purchasing System			
Estimating System			
Material Management Accounting System			

Section 2c – Other Information. The offeror shall provide the following:

- Place(s) of performance;
- Contractor Fiscal Year (e.g. Jan through Dec or Oct through Sep, etc.); and
- Labor Mix assumed for this proposal. Specify how they were computed (e.g. 2080 less vacation hours, holiday hours, etc.).

Section 3 – Exception to Terms and Conditions. The offeror shall identify any exceptions to the cost terms and conditions set forth in this solicitation, the remedy sought and the impact if the Government does not concur with the exceptions. The prime offeror shall advise of any exceptions filed by their subcontractors and the prime offeror’s resolution of the exceptions.

Section 4 – Direct Labor Rates. The offeror and each subcontractor/team member shall provide the information described below for proposed direct labor rates for the solicitation specified labor categories. (Note: The Government has prescribed the labor categories to be used under this contract, and provided the definition and minimum qualification requirements for each category elsewhere in the solicitation. **NO DEVIATIONS ARE AUTHORIZED UNLESS APPROVED IN ADVANCE BY THE E-SITE PROCURING CONTRACTING OFFICER (PCO).**) The level of detail and clarity of the information provided will have a direct reflection on the evaluator’s ability to adequately understand and assess the offeror’s proposal.

Basis of Estimate: The offeror shall specify the basis of estimated direct labor rates for the labor categories it is proposed to perform. The discussion shall include the following:

- The assumptions made in developing the cost estimate;
- The rationale for the assumptions and impacts of the assumptions;
- The rationale employed for development of the rates. In other words, how were the rates developed? Did the buildup of rates consider a particular index or other information – if so why?;

- Identification and relevance of any labor/wage surveys or indices used; and
- The basis of any conclusions (and convincing information to support such conclusions/assertions) that the labor rates proposed are sufficient to attract and retain the caliber of personnel required to successfully satisfy the requirements of the PWS (and resulting task orders). Include reference to the experience and education delineated in the E-SITE IDIQ labor category definitions.
- Basis of Price/Rate build-up information: The offeror shall provide sufficient information for the Government to fully understand how the rates proposed were compiled.
- Provide rate build-up information for all proposed direct labor rates. If derivative rates/factors were utilized in the development of rates, discuss how they were developed and applied.
- Disclose whether the rates are based on a Forward Pricing Rate Agreement (FPRA) or Forward Pricing Rate Recommendation (FPRR). If not, identify what the rates are based on and if the rates have been audited by DCAA. Identify the allocation of the accounting year(s) to the rates proposed and provide the computational data (via spreadsheet) that illustrates this allocation.
- Identify the escalation applied to direct labor rates throughout the ordering period and discuss the basis for the selected escalation factor(s). Describe the method by which the escalation factor(s) were applied to proposed labor rates.

(v) Section 5 – Indirect Rates. The offeror and each subcontractor/team member shall provide the following information on proposed indirect rates applied to direct labor, travel, and other direct costs. The level of detail and clarity of the information provided will have a direct reflection on the evaluator’s ability to adequately understand and assess the offeror’s proposal. The offeror shall clearly explain the basis and application of the proposed rates, as well as discuss the basis for any changes in rates from year-to-year or between on-site and off-site locations.

- Disclose whether the rates are based on a FPRA or FPRR. If so, include a copy of the agreement or recommendation in your proposal.
- If rates are not based on forward pricing agreements or recommendations, discuss the current and/or historical cost data (including projected expenses and expense pools) upon which the proposed rates are based as well as the detailed computation for

each indirect rate proposed. Specify if the rates have been audited by DCAA.

- Identify any DCAA approved provisional billing rates for the current year and for the past three contractor fiscal years, if applicable. State whether award of this contract will materially affect any current approved provisional billing rates and, if so, show calculations demonstrating the differences between the current provisional billing rates and the rates proposed for this effort. Ensure the cognizant DCAA office has a copy of the proposed rates.
- Provide final year end indirect rates or audited final indirect rates for the past three contractor fiscal years.
- If a comparison of this procurement's proposed rates to prior year rates is not applicable, so state and state reason for differences. If the difference between former year and current year rates might appear excessive to evaluators, provide rationale for difference.

In addition, the prime offeror and each major subcontractor/team member shall propose indirect rate ceilings, as a rate per contract year, for each category of indirect expense (e.g., overhead, general and administrative, material handling, etc.), to be applied to applicable base costs of labor, travel, and other direct costs (ODC) at the task order level and above which the offeror will not bill and the Government will not pay.

(vi) Section 6 – Request for Rate Information: Complete the following Request for Rate Information Form for the prime offeror, each interdivisional, and each subcontractor/team member. (Note: Ensure the correct cognizant DCAA and DCMA and correct addresses and phone numbers are provided.)

Request for Rate Information

DCAA Address

Voice Phone Number

E-Mail Address

Fax Phone Number:

DCMA Address

Voice Phone Number

E-Mail Address

Fax Phone Number:

Type of Contract: CPFF () CPFF LOE () CPAF () CPAF LOE ()
CPIF () CPIF LOE () FPI () FPI LOE () FFP () FFP
LOE () OTHER ()

Proposed \$ Amount:_____ (Note to Contractor: If this is not a straight addition to a contract or new contract, provide explanation, i.e.: \$_____ Deleted from contract; \$_____ Added to contract; \$ Net change to contract_____.)

Proposal Identifying Numbers:

(Note to Contractor: Such as RFP number, Contractor Proposal No. - Explain type of identifier.)

Contractor Name:

Contractor Address: (Note to Contractor: include division and zip code)

Prime Contractor () Subcontractor () If Subcontractor, provide Prime Contractor name:

Small Business () Large Business () 8a Contractor ()

Title of Effort: (Note to Contractor: Include any applicable contract modification numbers here.)

Point of Contact at Contractor's Facility:

POC's phone number:

POC's E-Mail Address:

POC's Fax number:

Section 7 – Pass Through Charges: For the prime offeror only, discuss the proposed pass through costs and effective rate applied to fully-burdened subcontractor/team member labor rates and the basis thereof. For the purpose of this solicitation and resultant contract performance, “pass

through charges” refers to charges to the Government by the prime contractor that is for indirect costs and/or profit on labor work performed by a subcontractor/team member (other than charges for the direct costs of managing subcontracts and applicable indirect costs and profit based on such costs). The Government recognizes the necessity for prime contractors to recoup costs associated with the indirect processing, oversight and management of subcontract efforts; however, such charges must provide added value (i.e., benefit) to the Government and must not be excessive. For this acquisition, an excessive pass-through charge is defined as a charge that exceeds more than a single-digit percentage of total subcontract value. In this section, the offeror shall identify its pass-through rate to be applied to all subcontract effort in task orders issued under the resultant contract. The offeror shall further disclose the specific elements/factors that form the basis for the proposed pass-through rate. An offeror’s proposal of a pass-through rate exceeding single digits may be deemed unreasonable.

Section 8 – Fixed Fee: Identify the overall fixed fee proposed, both as a percentage of the total cost and expressed in monetary terms, and discuss the basis thereof. Discuss how the proposed fixed fee or fixed fee rate was applied to labor category rates, and how fee is allocated to subcontractor/team member costs/rates. If fee-on-fee is proposed, discuss the rationale for and method of proposing such. Offerors are advised that per the FAR, fee limitations will apply. An offeror’s proposal of a fixed fee exceeding the applicable limitations stated in the FAR may render the offeror ineligible for award.

Section 9 – Travel and ODCs: The Government contemplates that non-labor resources may be required to successfully satisfy the requirements of task orders awarded. As such, a travel and other direct cost (ODC) Contract Line Item Number (CLIN) have been included for each in Section B. For proposal evaluation purposes, the prime offeror shall apply the applicable indirect rates described in Section 5 to the following travel and ODC factors to calculate the total amounts proposed for these non-labor cost elements: (Note: The offeror is advised that profit/fee will not be authorized for either travel or ODCs under the resultant contract.)

Contract Year	Estimated Travel	Estimated Non Travel ODC
1	\$XXX	\$XXX
2	\$XXX	\$XXX
3	\$XXX	\$XXX
4	\$XXX	\$XXX

5	\$XXX	\$XXX
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Section 10 – Cost Proposal Worksheet: The offeror shall input its proposed direct and indirect rates and factors, fixed fee rates, and other cost information into the Cost Proposal Overview Worksheet (Excel spreadsheet) and instructions are located at www.siteidiq.gov/SITE/reference.aspx (instructions are posted here until the E-SITE website is established). The worksheet shall be utilized to develop estimated cost-plus-fixed-fee labor rates for each labor category and for each contract year, and to calculate the total notional contract CPFF. The worksheet shall require data related to the offeror’s costing methods including the distribution of labor hours, the mapping and build-up of estimated labor category base rates and fully-burdened rates (including direct labor, indirect labor, and prime offeror pass-through costs as applicable), the application of fixed fee to labor, and the application of indirect rates to the solicitation specified travel and ODC factors.

Completion of the worksheet will produce the following matrices/tables that will be incorporated into the awarded contract document: (1) Labor Category Rate Tables and (2) Indirect Rate Ceiling Tables. The tables will be delineated by contract year and by on-site/off-site designation for the prime offeror, each major subcontractor/team member, and a composite of all non-major subcontractors/team members. The Labor Category Rate Tables will separately reflect the fully-burdened labor rates (inclusive of all estimated direct and indirect labor costs), fixed fee, and total CPFF for each labor category. The fully-burdened labor rates computed for all subcontractors/team members shall include prime offeror pass-through costs. The fully-burdened labor rates for non-major subcontractors/team members shall be computed as a composite of the estimated labor costs (including prime offeror pass-through) of all such firms based on their allocation of labor hours by the prime offeror. The estimated labor cost rates, fixed fee rates, and total CPFF rates established in the Labor Category Rate Tables shall be utilized by the offeror, if selected for award, in proposing estimated costs and fixed fee for the performance of individual task orders (see Section H-1 – Task Order Procedures). The Indirect Rate Ceiling Tables will contain the applicable indirect rate ceilings that will be applied to anticipated labor, travel and ODC costs in performance of individual task orders. Major subcontractor/team member Indirect Rate Ceiling Tables will be incorporated into the contract by reference only.

Completion of the Cost Proposal Worksheet will also produce a Total Notional Contract CPFF, to be utilized for evaluation purposes only. The offeror is required to distribute the solicitation’s total estimated DPPH, by labor category, among the prime offeror and all subcontractors/team

members pursuant to the planned level of support identified in the Technical/Management volume and Section 1 of this volume. Total labor category allocation, inclusive of prime offeror and all subcontract/team member hours, shall be in accordance with the Government's estimated labor hour allocation set forth in the worksheet. Based on the offeror's team labor category distribution, the worksheet will apply the applicable rates from the Labor Category Rate Tables to calculate total estimated labor (fully burdened with all direct costs, indirect costs, and prime offeror pass-through costs as applicable) and fixed fee on labor for the prime offeror and each proposed subcontractor/team member, by contract year and in total. The worksheet will further apply the prime offeror's proposed indirect rates to the solicitation specified travel and ODC factors to calculate the total estimated costs for those elements. For evaluation purposes only, the total calculated labor CPFF for all contract years, coupled with the total burdened travel and ODC costs, will represent the offeror's Total Notional Contract cost plus fixed fee (to include the base and optional ordering periods).

4. Rating Definitions: For the Technical/Risk Factor and the Small Business Participation Factor

Combined Technical/Risk Ratings		
Color	Rating	Description
Blue	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract

		performance. Risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The Proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

Proposal Guidelines

Proposal Item	Pages	Due Date	Hard Copy	CD Copy
(Volume 1) Technical	XX		1	1
(Volume 2) Small Business Participation	XX		1	1
(Volume 3) Price or Cost	X + spreadsheet		1	1
Price Proposal Report (PPR)	As required		1	1

Hard copies and CDs shall be hand carried to:
Insert Address

APPENDIX H

COR Nomination Letter

To: <Contracting Officer Name>

Subject: Nomination of Contracting Officer's Representative

1. I hereby nominate <COR Name>, <Office Symbol>, to serve as Contracting Officer's Representative (COR) for <Contract Description>.
2. <Description of COR qualification>
3. I understand, support, and approve my employee's duties and responsibilities as a COR. I understand that the COR may be assigned to:
 - Oversee the technical effort and serve as the primary interface between the contractor and the Government on matters pertaining to technical performance.
 - Assist the contractor in interpreting technical aspects of the contract specifications or statement of work. Differences of opinion and interpretations which could affect the terms and conditions of the contract will be referred to the CO.
 - Provide technical approvals/disapprovals as provided for by the contract.
 - Assess, coordinate, and provide recommended actions to the CO for any contractor requests for changes, deviations or waivers. Inform the CO of any needed change to the contract so that a contract modification may be issued as appropriate.
 - Observe, monitor, and assess the contractor's performance under the terms of the contract. Document contractor activity and maintain a record of key communications with the contractor, reporting promptly to the CO: failures, delays, or significant deviations of performance, quality, costs, or other actions which might jeopardize contract performance, affect contract terms and conditions, or give rise to contract disputes.
 - Perform quality assurance and accept or reject contract services and deliverables in accordance with contract acceptance criteria. Provide contract performance status to the CO and others as applicable.
 - Monitor contract funding and expenditures and review and approve or disapprove the contractor's invoices for payment.
 - Administer the Government property provisions of the contract and account for and arrange the disposition of all Government property under the contract, coordinating with the CO and Agency property specialists as required.
 - Coordinate security requirements of the contract with the Contractor and the Agency's security office to facilitate required access to Government facilities and/or networks. Expediently coordinate cancellation of contractor accesses when no longer needed.

- Establish and maintain a comprehensive COR file of relevant contract records and supporting documentation to include the contract, formal and informal correspondence and e-mail, receiving and acceptance reports/forms, technical evaluations, trip reports, meeting notes, status reports, past performance reports, Government property reports, and records supporting contract closeout.
 - Coordinate logistical and administrative requirements for contractor's employees who are required to work on Government premises (e.g., badges, space, system accesses, and entries in Agency's eZHR or other designated workforce databases.)
 - The nominee and I understand the importance of performance of these duties and I will ensure the nominee is afforded the necessary resources (to include time, supplies, and opportunity) to perform the delegated functions.
4. In accordance with applicable DIA policy, I will ensure that these duties and responsibilities are addressed in the employee's performance objectives. I recognize that I may receive performance appraisal input from the contracting officer regarding my employee's performance for consideration in my assessment of that performance.
 5. I recognize that it is my duty to nominate a qualified replacement in the event that the COR is reassigned or his/her employment with the Agency is terminated.

<Supervisor's Signature Block>

APPENDIX I

COR Contract Completion Statement

COR Contract Completion Statement			
Name and Address of Contractor	Contract No.:		
	Last Modification No.:		
	Last Order No.		
Name and Address of Contracting Office	Dollar Amount of Excess Funds:		
	Last Voucher No.:		
	Date of Final Payment, if made:		
<u>Closeout Checklist Review</u>		Yes	No
Check appropriate response			
1. File contains evidence that the Government has received, inspected, and accepted all required contract deliverables or services.			
2. Final DD 254 is completed and disposition of classified material has been accomplished.			
3. Security badge procedures have been completed or a statement of badge retention has been turned in to CO.			
4. All actions relating to the final disposition of Government property have been taken.			
5. Contractor's final invoice has been submitted.			
6. Contractor's closing statement has been submitted including contractor's release and contractor's assignment of refunds, rebates, credits and other amounts.			
7. Vendor past performance has been completed.			
8. The COR contract file has been turned over to the CO.			
9. Final COR and supervisor forwarding contact information is provided to the CO.			
10. Final Key Contractor contact information is provided to the CO.			

CERTIFICATION

I certify that the above contract administration actions have been fully and satisfactorily accomplished.

COR Signature

Date

APPENDIX J

Documentation Accomplished

The following documentation and coordination was accomplished on the basic E-SITE contract, and is not required for subsequent Task Orders:

- Contractor Responsibility Documentation
- Equal Employment Opportunity (EEO) Compliance – EEO clearance was obtained for prime contractors. However, EEO clearance is necessary for any first tier subcontractors when their portion of a proposed Task Order exceeds \$10M
- Acquisition Plan
- Past Performance Evaluation
- Management Evaluation
- Supply Chain Risk Management (SCRM) Plan Evaluations
- Facility Security Clearances (prime contractors)
- Synopsis (pre/post)
- Announcement of Contract Award (1279 Report) per DFARS 205.303

Although overall responsibility has been determined for each E-SITE contractor, in accordance with FAR 9.405-1 and the Office of Federal Procurement Policy Memorandum, “Contractor Responsibility Determinations and Indefinite-Delivery Contracts,” dated 16 Apr 2002, ordering contracting officers should complete and document an Excluded Parties List review on contractors they intend to award Task Orders prior to making each Task Order award. This policy is also consistent with DFARS 209.405-1

APPENDIX K

ACRONYMS

ACAT	Acquisition Category
BPM	Business Planning and Management
BPN	Business Partner Network
C2	Command and Control
CBA	Cost Benefit Analysis
CDRL	Contract Data Requirement Listing
CFC	Combined Federal Campaign
CLIN	Contract Line Item Number
CMS	Contract Management System
COCOM	Combatant Command
CONUS	Continental United States
COR	Contracting Officer's Representative
CP	Cost Plus
CPAF	Cost Plus, Award Fee
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost Plus, Fixed Fee
CPIF	Cost Plus, Incentive Fee
D&F	Determination and Findings
DBA	Defense Base Act
DCAA	Defense Contract Audit Agency
DCO	Decentralized Contracting Office
DD Form	Department of Defense Form
DD Form 1155	Orders for Supplies and Services
DD Form 254	Contract Security Classification Specifications
DFARS	Defense FAR Supplement
DIA	Defense Intelligence Agency
DID	Data Item Description
DOAL	Decentralized Ordering Authority Letter
DoDIIS	Department of Defense Information System
DUNS	Data Universal Numbering System (id issued by Dun and Bradstreet)
EEO	Equal Employment Opportunity
E-SITE	Enhanced-Solutions for the Information Technology Enterprise
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIPS	Federal Information Processing Standard
FOB	Freight On Board
FOE	Fair Opportunity Exception
FP	Fixed Price
FPAF	Fixed Price, Award Fee
FPFF	Fixed Price, Fixed Fee
FPIF	Fixed Price, Incentive Fee
FPLOE	Fixed Price, Level of Effort
G&A	General and Administrative Costs
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
GOV	Government Owned Vehicle
GPP	Green Procurement Program
IA	Interagency Agreement
IAW	In Accordance With

IC	Intelligence Community
IC ITE	Intelligence Community's Information Technology Enterprise
ICPD	Intelligence Community Policy Directive
ID	Identification
IDIQ	Indefinite Delivery/Indefinite Quantity
IGCE	Independent Government Cost Estimate
ISO	International Standards Organization
ISP	Intelligence Support Panel
ISR	Intelligence, Surveillance and Reconnaissance
IT	Information Technology
JIE	Joint Intelligence Environment
LAN	Local Area Network
LH	Labor Hour
MAIS	Major Automated Information System
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOU	Memorandum of Understanding
NACI	National Agency Checks and Inquires
OCONUS	Outside CONUS
ODC	Other Direct Cost
ODS	Ozone Depleting Substances
OEM	Other Equipment Manufacture
OSD	Office of the Secretary of Defense
PBA	Performance-based Assessment
PBSA	Performance-based Service Acquisition
PCO	Procuring Contracting Office
PM	Program Manager
PNM	Price Negotiation Memorandum
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PPR	Proposal Price Report
PR	Procurement Request
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
SATCOM	Satellite Communications
SCRM	Supply Chain Risk Management
SER	STORMS Expense Report
SOFA	Status of Forces Agreement
SOO	Statement of Objectives
SOW	Statement of Work
T&M	Time and Material
TESA	Technical Expert Status Accreditation
TORP	Task Order Requirements Package
U.S.C.	United States Code
VoIP	Voice over IP
WBS	Work Breakdown Structure