

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
75

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. MDA220-02-A-0004		2. DELIVERY ORDER/ CALL NO.		3. DATE OF ORDER/CALL 2002Apr01		4. REQ./ PURCH. REQUEST NO.		5. PRIORITY	
6. ISSUED BY DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS-ASD CRYSTAL MALL #3 1931 JEFFERSON DAVIS HWY ARLINGTON VA 22240-5291			CODE MDA220	7. ADMINISTERED BY DCMC SAN DIEGO 7675 DAGGET STREET SUITE 200 SAN DIEGO CA 92111-2241			CODE S0514A	8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR SCIENCE APPLICATIONS INTERNATIONAL CORP () 10260 CAMPUS POINT DRIVE, BUILDING C SAN DIEGO CA 92121			CODE OT5L1	FACILITY		18. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO			CODE	15. PAYMENT WILL BE MADE BY DFAS PAYMENT OFFICES DFAS - COLUMBUS CENTER DFAS-CO/WEST ENTITLEMENT OPS PO BOX 182381 COLUMBUS OH 43218-2511			CODE HQ0339	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL		This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.					
		PURCHASE		Reference your quote dated			Furnish the following on terms specified herein.		
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:						1			
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	SEE SCHEDULE								
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle				24. UNITED STATES OF AMERICA				25. TOTAL	
				BY: RICHARDS, JAMES, T., JR.				CONTRACTING / ORDERING OFFICER	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED					27. SHIP NO.		28. DO VOUCHER NO.		30. INITIALS
DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____					<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____									35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

7

01/17/02

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C.1 SCOPE OF WORK

Statement of Work for DFAS Financial Integrated Systems Services II (DFISS-II)

C1.0 BACKGROUND:

The Defense Finance and Accounting Services (DFAS) was established to provide responsive, professional finance and accounting services to the Department of Defense. Initially, DFAS consolidated operations from 338 operating locations acquired from Defense components to seven primary locations located at Denver, Co; Indianapolis, IN; Columbus, OH; Cleveland, OH; Kansas City, MO; Pensacola, FL and Patuxent, MD. Recently, DFAS shifted from a geographical focus to a business line focus to better serve customers and to be more competitive. DFAS defined three major business lines: Accounting Services, Military and Civilian Pay Services, and Commercial Pay Services. Other business areas supported by DFAS include transportation, logistics, personnel and management. This reorganization, known as the DFAS Business Evolution (DBE), will affect which systems are organized under a given DFAS site.

DFAS activities are transitioning from maintaining mainframe-based COBOL applications to developing software systems operating in client/server and web-based environments. This has required the use of new life cycle models (e.g., incremental/prototyping versus waterfall) and development methods and techniques (graphical user interface design, relational data base design, etc.). Most new development efforts will comply with DFAS Corporate Information Infrastructure (DCII) standards while requiring the use of Computer Aided Software Engineering (CASE) tools, i.e., Oracle Designer/Developer in a centrally managed software engineering environment.

DFAS Technology Services Organization (TSO) provides software development and maintenance for finance and accounting systems sponsored by DFAS and the United States Marine Corps (USMC), and provides technical support services to the DFAS Locations and Headquarters. Currently, DFAS obtains support using the DFAS Financial Integrated Systems Services (DFISS) Indefinite Delivery Indefinite Quantity (ID/IQ) contracts. DFAS activities acquired a majority of contractor services for software development, maintenance of migratory and legacy

systems, and technical support through the DFISS Contracts which expire on September 30, 2001.

DFAS has adopted a migratory strategy towards a targeted finance and accounting architecture that will provide financial services for the entire agency. This incremental migration plan entails:

- Integrating finance and accounting with our business environment by obtaining from and sharing data with other non-DFAS business areas within the Defense Information Infrastructure Common Operating Environment (DII COE).
- At the heart of this migration strategy is the DCII, an architectural construct that establishes a standards-based mechanism whereby we can integrate our organizational components and provide capabilities required to fulfill our mission and business needs.
- DFAS has used expert technical and consulting services for Oracle database platform and the Designer/2000 CASE development tools in direct support of the DCII. Initial system design for the DFAS Corporate Applications and the shared data environment has entailed: gathering of user requirements, developing the DFAS Corporate Data and Process Models, standardizing these models, developing policies and procedures, and providing overall technical support for the DCII development effort.
- As the critical Corporate Models evolve into a concrete and usable state from which the critical components of the DCII can be generated and established, sustaining these technical and consulting services becomes even more important. Equally important is centrally managing, integrating, and coordinating all these support services.

C2.0 OBJECTIVES:

The objective of this Statement of Work (SOW) is to define the tasks necessary to obtain the technical contractual support services needed to develop, implement and maintain the Automated Information Systems (AIS) support the DFAS business areas.

Contractor support will be obtained with a multiple award Indefinite Delivery/Indefinite Quantity contract spanning a base

year plus four option years. Individual task orders will be placed for specific work. Task orders may be awarded as:

Firm Fixed Price

Time and Materials

C3.0 SCOPE:

The contractor shall provide all necessary personnel, management, materials, administrative and technical services, equipment, and software required, to meet the requirements and/or tasks outlined in the individual TO SOW. The software and non-software support services to be acquired fall within the general areas of:

- Software requirements definition
- Software design and analysis
- Software development, engineering and migration
- Software reuse support
- Hardware migration
- Software programming
- Software debugging
- Software testing
- Software maintenance
- Software installation/implementation
- Hardware installation/implementation
- Document conversion
- Risk management
- Economic analysis

- Software process improvement
- Functional and business process improvement
- Software quality assurance
- Software configuration management
- Project management
- Prototyping
- Systems documentation
- Technical training
- Technology infusion

The eligible contractor must be able to show evidence of its software process capability and commitment to Software Process Improvement (SPI) in a finance and accounting environment. Examples of such evidence might be attainment or demonstrated pursuit of ISO 9000 series certification, and/or usage of Software Engineering Institute's (SEI's) Capability Maturity Model (CMM) framework for the organization's software process improvements. Any determination of the CMM level should use the most current version of the CMM and be based on an assessment or evaluation that is compliant with the CMM Appraisal Framework (CAF).

Key indicators of software process capability and SPI commitment could include a continued affiliation with other SPI groups in the industry such as SEI or local SPI Network groups; having SEI-Certified Lead Assessors, internal to the organization; and have supporting corporate infrastructure to ensure process institutionalization (e.g. Software Quality Assurance, Software Metrics, Software Engineering Process groups, etc.).

In order to accomplish the tasks outlined in this SOW, it is essential that the Government and Contractor personnel develop a teaming relationship to satisfy the requirements for all phases of this project. If we are to benefit from contractor expertise and maintain the provided system, then we need to be an integral part of the whole process. If required

by a TO SOW, the Contractor shall provide fully trained and certified personnel in the selected tools and methodologies.

Additional labor categories may be added at a future date, depending on an affirmative determination of need and negotiation of a fair and reasonable hourly rate(s).

C4.0 TASKS:

Deliverables as stated below shall be as identified in individual task orders.

C4.1 Task 1 - CONTRACT PROGRAM MANAGEMENT.

The program manager shall oversee all of the activities outlined in the Statement of Work (SOW) and each individual Task Order (TO) Statement of Work.

- The program manager shall designate a single task/project manager (PM) for each TO SOW who will be responsible for determining the management, organization, authority, responsibility, control, and the extent they apply to this project in the areas of: cost, schedule, technical performance, quality improvement, delivery of products, software development, systems engineering management, and project administration.
- The tracking and updating of the above information shall be captured in a project plan and detailed in individual project milestone charts as stated in the SOW.

Currently, the Government is using Microsoft Project (MS Project) as the standardized tracking system. The Contractor's software shall be able to integrate with DFAS standard MS Project. Any deviations from MS Project will be stated in the individual TO SOW.

C4.1.1 Program Management Plan (PMP).

The Contractor shall develop a Management Plan (CDRL A044), depicting the Contractor's activities for managing the efforts of this contract to ensure that quality performance is delivered and all cost and scheduled objectives are met. The Management Plan shall include:

- Plans to replace key and non-key personnel who may leave the contract
- Offeror's ability to maintain a stable work force for the contracted period
- Offeror's plan to supervise, evaluate, and direct the performance of employees assigned to perform work under the contract
- Offeror's training plan for new technical personnel
- Offeror's internal management communication lines
- Offeror's subcontract integration in overall management approach
- Joint organizational chart (subcontractors) of teaming efforts as they apply to this contract.

C4.1.2 Performance and Cost Report.

The Contractor shall prepare and deliver a Performance and Cost Report (CDRL A003), and a Summary Project Status Report to the Technical Assistant (TA) and the Contracting Officer's Representative (COR) and the Procuring Contracting Officer (PCO) no later than the date specified in each individual TO SOW.

The Contractor shall maintain and report in accordance with the government approved Work Breakdown Structure (WBS), the following:

- The current status of the ongoing task/delivery orders
- Relevant information regarding problem areas and course of action taken in their resolution
- Potential problems anticipated
- Significant activities, work progress and contract costs
- Metrics and cost data
- Forecasts

- Analyses
- Software reuse progress metrics
- Data for the Computer Software Configuration Item (CSCI)
- System Change Request (SCR)
- Interim Change Package (ICP)
- Software Change Package (SCP) level as appropriate for the task being addressed
- Status and cost in accordance with the Government-approved WBS.

Additional deliverables may include:

Work Measurement Plan (CDRL A001)
Cost Breakdown Structure Summary (CDRL A005)

C4.1.3 Management Reviews (MRs).

If required by a TO SOW, the Contractor shall prepare and provide Management Reviews (MRs) (CDRL A042).

The Contractor shall identify all subcontractors and address progress, problems, and other pertinent, detailed information about these subcontractors at the MRs.

For large task orders, the Government may require a separate MR for each subcontractor or project, as required. The Contractor shall make responsible Key Personnel available for each significant area to be covered during the MR. The Contractor shall ensure the following general topics are available for discussion at each MR:

- Management
- Scheduling
- Costs

- Technical Status
- Other topics of the Contractor's or Government's choosing.

Other deliverables may include:

Contract Summary Report (CDRL A007)
Conference Agenda (CDRL A008)
Conference Minutes (CDRL A009)
Conference Report (CDRL A010)
Status Report (CDRL A043)
Program Progress Report (CDRL A046)

C4.2 Task 2 - TASK ORDER MANAGEMENT PLAN.

The Contractor shall develop and maintain a Task Order Management Plan (TOMP) for the TO SOW. Development and management of the TOMP (CDRL A040), is required to ensure quality performance as well as ensuring all cost and schedule objectives are met.

The Task Order Management Plan Shall:

- Include resource requirements
- Address plans to replace contractor personnel who may leave the contract
- Address the Contractor's ability to maintain a stable work force for the contract period
- Contractor's plan to supervise, evaluate, and direct performance of employees assigned to perform work under the TO
- Contractor's training plan for new technical personnel
- Contractor's internal management communication lines
- Contractor's overall management approach for subcontract integration
- Joint organization chart (subcontractors) of teaming efforts as they apply to the TO

- Tracking and updating of the cost and schedule objectives as well as the technical performance
- Quality improvement
- Delivery of products
- Software development
- Systems engineering management
- Project administration shall be captured in a project plan and detailed in individual project milestone charts as stated in the TO SOW
- Include the Work Breakdown Structure (WBS), to include task start and completion dates for the duration of the task.

C4.2.1 Work Breakdown Schedule/Structure (WBS).

If required by a TO SOW, a Work Breakdown Structure (WBS) will be developed for each TO SOW to allow timely delivery of products.

The WBS shall be stated in terms of:

- Task description
- Approaches and effecting solutions
- Methods and tools to be used
- Workflow plans to illustrate logical and physical dependencies
- Detailed description and summation of the resources that will be used as each milestone evolves.

Each milestone description in the WBS shall state specific deliverables due at the completion of each milestone. The Contractor shall be required to submit project data in a format (CDRL A050) that can be loaded into the Labor Reporting System (LRS).

LRS is DFAS' standard labor reporting, tracking and billing system. All employees are required to enter their time in LRS

on an individual basis, and Contractors can enter their time individually, or as a group. The timeline required for posting in the LRS will be identified in the individual TO SOW. LRS currently runs in a local area network environment and is being re-engineered to run in a client/server configuration in a GUI/Windows environment on the client side and Oracle database on the server side.

C4.2.2 Information Technical Reviews.

If required by a TO SOW, the Contractor shall comply with a request for informal technical reviews at times other than MRs. Submission of agendas for the required technical reviews will be as prescribed in the individual TO SOW. The Contractor shall provide minutes (CDRL A009) of each conducted technical review. These reviews will be held at a place designated by the Government. Clarification of both these items will be provided by the Government as applicable.

C4.3 Task 3 - SOFTWARE DEVELOPMENT, ENGINEERING AND MIGRATION.

This task requires the development, maintenance, and migration of information systems and databases.

When required by a TO SOW, the Contractor shall evaluate information systems requirements using established engineering principles for examining the hardware, software, firmware, and human interfaces for life-cycle management.

C4.3.1 Project Planning.

When required by a TO SOW, the Contractor shall analyze software requirements to determine the development cost, time, and skill requirements. Schedule and cost estimation will employ the techniques designated in the TO SOW.

The Contractor shall:

- Develop a plan to support the development and integration of system components
- Develop a WBS
- Determine resource requirements and schedule for design, development, conversion, and testing activities

- Use automated project management tools as designated in the TO SOW to record schedule and resource information
- Participate in the integration and coordination of plans from multiple projects.

Deliverables from this task may include the Project Planning Chart (CDRL A044) and updated Software Development Plan (CDRL A026).

C4.3.2 Project Tracking and Oversight.

If required by a TO SOW, the Contractor shall:

- Analyze performance and recommend corrective actions as required during the project or release
- Track staffing, funding, and schedules and inform the Government of significant problems and issues uncovered
- Participate in regular technical and management reviews
- Evaluate procedure performance factors, such as execution time, resource requirements, skill requirements, and complexity
- Propose task and procedure, which improve process efficiency and quality.

Deliverables from this task may include updated project plans (CDRL A042), updated plans in automated project management tools, and action items documented for corrections or improvements.

C4.3.3 Software Quality Assurance.

If required by a TO SOW, the Contractor, through the system of assessment and measurement defined in the Software Quality Assurance Plan (SQAP) as defined in the Software Development Plan (CDRL A026) shall:

- Determine and report that quality requirements such as testability, supportability, flexibility, portability, transportability, and interoperability have been established

- Ensure the procedures, methodologies, and tools specified in DFAS standards are successfully implemented
- Ensure implemented Computer Software Configuration Items (CSCIs) meet the specified quality requirements
- Create, revise, update, and maintain the SQAP (as defined in the Software Development Plan, (CDRL A026)) as lessons learned and advancing technology warrant
- Apply the management and engineering procedures, methodologies, and tools specified in DFAS standards. Examples of procedures, methodologies, and tools include requirement specification languages; program design languages; program support libraries; internal audits, walk-throughs, and reviews; programming teams; and independent testing.
- Lead or participate in designated software quality assurance reviews.

Deliverables from this task may include SQAP, review reports, review defect reports, and review checklist.

C4.3.4 Software Configuration Management.

If required by a TO SOW, the Contractor shall develop configuration management (CM) controls and procedures (if they don't exist) (CDRL A028) and the specified systems procedures and standards manuals.

The Contractor shall perform CM roles such as:

- Configuration management
- Functional or technical change coordinators
- Follow Government-established CM controls and procedures
- Employ designated DFAS Standard CM Tools.

Deliverables from this task may include Software Version Description (CDRL A013), CM Plans (CDRL A028) and updated automated CM tools and databases.

C4.3.5 Requirements Managements.

If required by a TO SOW, the Contractor shall:

- Perform detailed evaluation of information systems requirements with the defined functional proponent
- Examine existing information system schematics and related supporting software documentation
- Examine the effects of a proposed software modification on system software reliability
- Verify operational effects on existing information systems
- Recommend alternative software solutions and provide the rational for the recommendation
- Provide products from the analysis process and the recommendations made
- Use CASE tools or other methods of software engineering acceptable to the Government in the performance of the aforementioned tasks
- Conduct and facilitate joint requirements planning (JRP) sessions with users to elicit and define software requirements
- Monitor changes to software requirement baselines and ensure the documentation of revisions
- Update traceability matrices to test cases and design and software configuration items
- Identify the impact
- Participate in reviews to determine the completeness and consistency of software requirements.

Deliverables from this task may include requirement specifications, update traceability matrices, review report, and review defects report

C4.3.6 Analysis.

If required by a TO SOW, the Contractor shall analyze, document, and communicate:

- Functional business requirements
- Information assurance/security requirements
- External interface data requirements
- Systems operations requirements
- Human factors requirements
- Environmental requirements
- External design constraints
- Internal data requirements
- System access requirements
- Software distribution and installation requirements
- Personnel and logistics requirements
- Quality requirements
- Business performance requirements
- User/customer organizations and locations.

The Contractor shall:

- Develop system-level and software-level requirements
- Develop or update into system requirements models identified in the TO SOW
- Develop software-level requirements and update into system requirements models identified in the TO SOW
- Participate in joint requirements work sessions with users and developers to capture and document requirements

- Participate in requirements prototyping with users and developers to validate requirements.

Deliverables from this task may include System Requirements Specification and Software Requirements Specifications (CDRL A022).

C4.3.7 Design.

If required by a TO SOW, the Contractor shall build and document data and process design to satisfy software requirements.

Data design will include databases, files, records, and documents.

Process designs will include structures of modules, user interfaces, interface processes, and conversion processes.

The Contractor shall:

- Prepare design in accordance with DFAS standards
- Maintain design documentation in designated repositories
- Participate in joint application development with users
- Prototype designs
- Validate and present designs for review
- Document user and operating procedures.

Deliverables from this task may include:

Software Technical Architecture Review Board (TARB)	
submission - Technical Report,	(CDRL A039)
Software Interface Design Description	(CDRL A024)
Database Design Description	(CDRL A030)
Software Design Description	(CDRL A025)
User's Manual	(CDRL A018)
Operator's Manual	(CDRL A017)
System/Subsystem Design Description	(CDRL A033)
System/Subsystem Specification	(CDRL A049)

C4.3.8 Coding.

If required by a TO SOW, the Contractor shall code designs for implementation and execution in tools and languages designated by DFAS standards.

- Code will be generated, where possible, from DFAS approved tools
- Coding shall be documented, unit tested, and placed in controlled libraries for further testing and implementation.

Deliverables from this task will include:

Source Code	(CDRL A052)
Computer Programming Manual	(CDRL A019)
Firmware Support Manual	(CDRL A020)
Software Product Specification	(CDRL A032)
Software Input/Output Manual	(CDRL A027).

C4.3.9 Testing.

When required by a TO SOW, the Contractor shall provide the following testing:

- Development, Test and Evaluation (DT&E) with module testing
- Perform and integration test of all program components in the development environment
- At the program level, the testing occurs on a production-like test environment and encompasses a full software acceptance test of the functionality by the user
- At the enterprise level, system integration acceptance testing of the release occurs in a production-like environment
- Operational Test and Evaluation (OT&E) at the initial operation site
- OT&E also occur in a production-like environment to test performance, although actual users will test the functionality as it's used. At the conclusion of the test, the release is considered deployed at its initial operational capability (IOC).

The Contractor shall perform the following in conjunction with DT&E and OT&E of the developed, modified, or converted system.

- Establish a test environment for DT&E
- Perform DT&E for each new software release
- Prepare and submit Software Test Description and cases (CDRL A015) and/or Test Procedures (CDRL A038) to DFAS before any testing begins and update the benchmark test files (BMTF) in accordance with direction to be provided by DFAS
- Develop or modify Software Test Plans (STP) (CDRL A014) or Test Plan (CDRL A037) to conduct Development Test Evaluation and Operational Test and Evaluation
- Use the DFAS approved test tools, including WinRunner and LoadRunner, where appropriate
- Develop and modify STPs (CDRL A014)
- Test Data in accordance with (IAW) DFAS standards for DT&E of each new release
- Design, convert, or modify system databases, system files or BMTF to test or execute the modules, processes, or programs
- Load and test existing physical system databases, system files, or BMTF to be used for testing
- Develop, analyze, and track Software Trouble Reports/System Problem Reports (CDRL A047)
- Perform re-testing and regression testing as required
- Develop Software Test Report (CDRL A016) upon completion of testing
- Observe and assist, as needed, in third party independent OT&E of each new release.

C4.3.10 Software Implementation.

If required by a TO SOW, the Contractor shall design or assist in developing Implementation Procedures (IP) (CDRL A034) and Site Preparation Requirements and Installation Plan (CDRL A041).

The Contractor shall install at a prototype site, transition from a source site to a target site, and/or extend to production site(s), all developed, modified, or converted applications for the system specified in the TO SOW. The exact locations will be designated in the TO SOW.

Deliverables from this task may include the Transition Plan (CDRL A021) and the Installation Plan (CDRL A034).

C4.3.11 Systems Specific Training.

If required by a TO SOW, the Contractor shall design, document, and deliver training courses for users and operators of a system.

Training courses will employ tools identified in the TO SOW. Course materials will be presented for review and approval before delivery to users. User training will be scheduled, delivered, and evaluated.

Deliverables from this task may include:

Training Program Structure Document	(CDRL A035)
Training Conduct Support Document	(CDRL A036)
Course Conduct Information Package	(CDRL A045)
Training Materials	(CDRL A006)

C4.3.12 Porting Software.

If required by a TO SOW, the Contractor shall:

- Without functional change, convert or migrate specified computer programs, files, test data, databases and source code language to permit their use on automated platforms or

teleprocessing services for other than those they were originally developed

- Update any impacted system documentation resulting from the conversion to the new environment
- Perform the appropriate steps listed in the system analysis phase and produce items described in the TO SOW, e.g., a Software and File Inventory, Software Conversion Study, Conversion Project Plan, or Conversion Work Package Schedule
- Perform appropriate steps to convert and/or transition the items as stated in the system design phase.

Deliverables from this task may include a Technical Report on Software Portability (CDRL A039).

C4.3.13 Software Engineering (Development) Environment

Management and Administration. If required by a TO SOW the contractor shall provide:

C4.3.13.1 Environment Repository Administration.

If required by a TO SOW, the Contractor shall establish a repository or repositories for the following:

- System and software requirements
- Design specifications
- Software code as directed by DFAS standards
- Establish and control user access to repositories
- Monitor repository content for currency, consistency, and completeness
- Monitor and document repository component reuse
- Upgrade repository software releases
- Maintain metrics on repository content and usage
- Archive and delete obsolete components

- Provide training in repository use and document usage procedures.

C4.3.12.2 Environment Release Management.

If required by a TO SOW, the Contractor shall control the release of software and application documentation to ensure proper authorization and protection of baselines.

The Contractor shall provide configuration audits, release software and documentation for controlled tests and implementation, verify installation, and monitor initial performance to ensure operability.

The Contractor shall provide emergency release support, as specified in TO SOWs.

Deliverables from this task may include software and documentation releases, release schedules, and configuration audit reports (CDRL A039).

C4.3.13.3 Environment Database Administration.

If required by a TO SOW the Contractor shall provide database administration support to the development environment, including but not limited to the following:

- Establish corporate and application databases using the specified Data Base Management System (DBMS), architecture, and appropriate utilities
- Design schemas and/or tables
- Develop data reorganization programs using appropriate utilities and/or languages
- Create, test and execute data definition languages
- Create, test and execute data management languages, such as Structured Query Language (SQL)
- Create, test and implement application program interfaces to databases

- Determine database capacity requirements and performance requirements
- Monitor database performance
- Tune database designs for performance and storage efficiency
- Document database designs and present designs for review in accordance with DFAS standards.

Deliverables from this task may include Database Design Description (CDRL A030), Data Definition Language, Reorganization Package, Schemas and SQL.

C4.4 Task 4 - DATA CONVERSION & MIGRATION.

If required by a TO SOW, the Contractor shall provide support for conversion and migration of data residing in legacy files and data base schemas to the DCD/DCW or other specified target Data Base Management System (DBMS) architecture and/or schema. As required, this task will also include analysis and mapping of legacy data elements to target data elements and schema structures, development of conversion and load scripts using appropriate utilities, and execute and validation of the data migration process.

This process may include but are not limited to the following:

- Use the standard data extraction, cleansing, and transformation tool suite or the appropriate tools/utilities associated with the specified target DBMS, to design and generate code that extract source data for the DCD and the DCW, or the specified legacy environment
- Hand-code data extraction, cleansing, and transformation programs in the current DFAS 3rd Generation Language, i.e., COBOL, PL/SQL, C, C++
- Test the code extensively, addressing file transfer and load times and reporting performance issues
- Implement the code in the designated source platforms and configure the schedule and timeframes when these processes execute.

Deliverables may include:

Technical Report on Data Conversion and Migration	(CDRL A039)
Computer Software Product	(CDRL A052).

C4.5 Task 5 - DATA WAREHOUSE DEVELOPMENT AND MANAGEMENT.

The DFAS Corporate Data Warehouse (DCW) is one of three major components of the DFAS Corporate Information Infrastructure. It is a business area-oriented, consolidated, non-volatile, historical collection of shared data designed to support management analysis and decision-making at all DFAS Locations and DFAS customer levels.

If required by a TO SOW for data warehousing, the following may be required to support the DFAS Corporate Data Warehouse (DCW):

- Define technical architecture requirements in accordance with the Technical Architecture Review Board (TARB), via a Technical Report, (CDRL A039).
- Provide physical implementation plan (CDRL A051)
- Provide data staging plan (CDRL A023)
- Provide deployment plan
- Provide data warehouse maintenance plan.

C4.6 Task 6 - SOFTWARE PROCESS MANAGEMENT.

If required by a TO SOW, the Contractor shall support the Software Process Management program. If required by a TO SOW, the Contractor shall provide the following support:

C4.6.1 SEPG Support.

If required by a TO SOW, the Contractor shall assist the Software Engineering Process Group (SEPG) in the following activities:

- Coordinating software process development and improvement activities
- Support and assists the SEPGs in developing and maintaining standard software processes
- Identify strengths and weaknesses of the software process used related to the standard software process
- Support and assist SEPGs in planning organization-level processes development and improvement activities
- Support and assist the SEPGs in collecting, reviewing, and making available information related to the use of the organization's standard software process by software development and maintenance projects
- Assist the SEPGs on specific software process improvement activities that, when implemented, will demonstrate increased organization maturity and reliability as a provide of software development, assist with the implementation of the DFAS Software Process Improvement Program (SPI).

C4.6.2 Process Improvement Activities

If required by a TO SOW, the Contractor shall provide the following support for process improvement activities:

- Develop and conduct Government-specific training about each process identified in a TO SOW
- Develop coordination plans for the Government and software project activities for developing and improving their software processes
- Develop coordination plans for the use of the Government's software process databases
- Develop pilot and beta test plans as well as plans for institutionalization, to include resources, training, and use of measurement and verification
- Collect and analyze designated project/process measurement initiatives. The project/ process measurement information

will be acquired, in part, through monitoring and evaluating new processes, methods, and tools in pilot and beta tests.

- Assist in developing Return On Investment (ROI) estimates for improvements
- Assist the SEPGs in drafting a plan for developing and maintaining standard software processes and related process assets of the Government.

C4.6.3 Software Standards and Procedures.

It is the Department of Defense (DoD) policy to use commercial off-the shelf (COTS) software whenever it meets the requirements. However, when COTS software is not available to satisfy requirements and DOD must develop unique software to meet it needs, software must be written in accordance with applicable DoD and DFAS Standards.

If required by a TO SOW, the Contractor shall assist in developing software standards and procedures to define the software engineering environment for the following:

- Applications programmed in designated languages, with Data Base Management Systems (DBMS), Data Manipulation Language (DML), using Fourth Generation Languages (4GL), and other approved languages working within the requirements of the life cycle management guidance
- Provide support in migration of existing CASE tools, (i.e., ERwin and BPwin) to new CASE tools, (i.e., Designer/2000)
- Recommend those features which aid the production of more reliable, effective, easily maintained, and quickly produced software
- Assist in creating plans, policies and procedures in Configuration Management, Release Management, Repository Management, Quality Assurance, Testing, GUI design, Prototyping, and other software engineering areas as identified
- Use information technology standards that link all elements of DFAS business practices with state-of-the-art technology framework (operational, systems, and technical architectures)

- The Contractor shall consider relevant DoD and DFAS standards and guidelines in the development of reports
- Participate in the development of functional requirement documentation standards using DFAS standard tools
- Define object/module/function reuse procedures for DFAS standard tools
- Define process descriptions and procedures
- Adopt for Contractor use those proposed modified standards and procedures approved by the Government.

C4.6.4 Process Asset Library (PAL) Support

The Contractor shall submit project documentation, as specified in a TO SOW, to the PAL Administrator for review and consideration for publications on the DFAS InfoWeb's PAL. This documentation may be related to:

- Software development engineering and migration
- Data conversion and migration
- Data warehouse development and management
- Application execution environment engineering and management
- Software engineering environment management and administration
- Software process management
- Information and technology planning and policy support
- System operations support
- Hardware and system software support
- Data management
- Financial management and economic analysis

- Functional and business process improvement
- Customer support and/or user support
- Professional training.

C4.7 Task 7 - INFORMATION ASSURANCE (IA) SUPPORT.

Information Assurance (IA) is "Information Operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for the restoration of information systems by incorporating protection, detection, and reaction capabilities." (DoD Directive S-3600-1, "Information Operations (IO) (U)," December 6, 1996, NSTISSI No. 4009, "National Information Systems Security (INFOSEC) Glossary, "January 1999").

If required by a TO SOW, the Contractor shall:

- Provide support for Information Assurance including, but not limited to, planning, designing, programming, testing and evaluation of Information Assurance products and their certification, implementation and use in DFAS systems
- Assistance may be required in Public Key Infrastructure (PKI) technologies, Key Management, Certificate Management, cryptography, electronic signature, digital signature and other related technologies and IA areas.

Deliverables may include:

Engineering Change Proposal	(CDRL A004)
Presentation Materials	(CDRL A012)
Software Requirements Specification	(CDRL A022)
Software Design Description	(CDRL A025)
Technical Report	(CDRL A039)
Implementation Plan	(CDRL A051)

C4.8 Task 8 - COTS PRODUCT EVALUATION.

If required by a TO SOW, the Contractor shall analyze and evaluate Commercial Off-The-Shelf (COTS) products to assess the feasibility and usability of the product, considering the business areas, processes, activities and operations that are related to the project. As specified in the individual TO SOW, the Contractor shall develop and document a gap analysis, detail the functional capabilities satisfied by the COTS, identify strengths and weaknesses, and provide recommendations. The deliverable for this task shall be a technical report (CDRL A039).

C4.9 Task 9 - SYSTEM INTEGRATION SUPPORT.

If required by a TO SOW, the Contractor shall be involved in ensuring interoperability, simplifying interfacing, maximizing integration, and coordinating the implementation of the DFAS systems.

In support of their activities, the Contractor shall be required to:

- Participate in analyzing functional requirements with reference to current baselines, state of open system technologies, level of data standardization, DoD Finance and Accounting Data Model (DFADM) and the DFAS Finance and Accounting Process Model (DFAPM)
- Participate in planning for migration of corporate and legacy applications to achieve architectural targets
- Provide support in the technical implementation of the DFAS systems
- Provide technical support in other tools and methodologies as they are adopted and selected by DFAS, including hardware, software, and network communications
- Provide approaches in prototyping and testing development.

The deliverable for this task shall be a technical report (CDRL A039).

C4.10 Task 10 - FINANCIAL MANAGEMENT AND ECONOMIC ANALYSIS.

The upgrade and standardization of systems are important to the mission of the Department of Defense (DoD); however, risk must be considered and the impact on systems must be identified to determine what is feasible and what is not when implementing new technology.

If required by a TO SOW, the following techniques will be used by the Government to determine the feasibility of acquiring a system or systems:

- Cost analysis and resource estimating techniques, whether in-house or COTS
- Life cycle cost benefits estimation
- Integrated computer-aided manufacturing definition (IDEF) analysis
- Risk analysis
- Software development cost estimates for hardware and software (tools, processes, and architecture).

Government approved cost estimation and analysis tools will be identified in individual TO SOWs. When required by a TO SOW, the Contractor shall conduct performance audits in accordance with the Government Accounting Office auditing standards.

Deliverables for this task may include:

Progress Report (Studies)	(CDRL A011)
Presentation Materials	(CDRL A012)
Operational Concept Description	(CDRL A029)
Technical Report	(CDRL A039).

C4.11 Task 11 - FUNCTIONAL AND BUSINESS PROCESS IMPROVEMENT.

Functional and Business Process Improvement are an integral part of the DFAS goals. If required by a TO SOW, the Contractor shall:

- Analyze and evaluate current processes against the DFAS Financial and Accounting Process Model (DFAPM) identifying the best method for meeting requirements, and providing documentation to support the findings

- Conduct and participate in strategic planning efforts to document AS-IS Data and Process models describing business functions, interfaces, and data using the DFAS Standard Modeling Tools
- Perform analysis of current business processes, identify opportunities for business process reengineering, and develop a TO-BE Model with recommended business improvement initiatives
- Assess and document alternative technical concepts, when appropriate, that could satisfy the required mission needs, including reuse of existing software assets and their related risks, costs and benefits
- Examine current and emerging technologies for their effectiveness and/or potential to support customer requirements.

Deliverables for this task will include Progress Reports (Studies), (CDRL A011), and Presentation Materials (A012) and a technical report (CRDL A039).

C4.12 Task 12 - CUSTOMER SUPPORT AND/OR USER SUPPORT.

The Contractor is required to comply with all security requirements; policies and procedures concerning dial-in/remote access connectivity.

When required by a TO SOW, the Contractor will be required to provide the following services:

- Establish a liaison with the specified Government representative or activity to assist in the resolution/analysis/input of problem trouble reports (PTRs) (CDRL A047)
- Provide customer assistance via telephonic and/or electronic media to resolve customer inquiries
- Use all available resources to solve system software problems reported by user installations up to 24-hours/seven-days a week basis
- Maintain a help desk and a help desk log (CDRL A039)

- Provide remote, off-site support on a limited basis, including the hardware, software, and connectivity charges required for that support.

C4.13 Task 13 - HARDWARE AND SYSTEM SOFTWARE SUPPORT.

If required by a TO SOW, the Contractor shall acquire, in accordance with DFAS Standards, incidental hardware and/or software to support re-engineering software development requirements for migratory systems, and incidental hardware and/or software to support new development.

If required by a TO SOW, the Contractor shall be required to analyze and evaluate proposed hardware or system software changes or to procure "just-in-time" hardware for new system development as stated in a TO SOW. The deliverable for this task may be a technical report (CDRL A039).

C4.14 Task 14 - PROFESSIONAL TRAINING.

If required by a TO SOW, the Contractor shall be required to develop course materials (CDRL A006), conduct training, and provide training sessions of a professional nature for DFAS Government and/or contract staff. Such professional training may include orientations, technical classes, refresher courses, workshops, Computer-Based Training (CBT) or other delivery means for area including, but not limited to:

- Initial Capability Maturity Model (CMM)
- Configuration Management
- Quality Assurance
- Technical classes (COBOL, Oracle, C, etc.)
- New Technology
- New Staff Orientations
- Testing Procedures

- Life Cycle Management
- Other Professional Training.

Training may be performed on-site (Government facilities) or off-site. The exact details and documentation requirements will be identified in the TO SOW.

Deliverables for this task may also include:

Training Program Structure Document (CDRL A035)
Training Conduct Support Document (CDRL A036).

C4.15 Task 15 - CONSULTANT AND ASSESSMENT REQUIREMENT.

If required by a TO SOW, the Contractor shall perform the following requirements:

- Analyze and evaluate current Government processes against private sector achievements
- Identify the best method for meeting requirements, and provide documentation to support the findings. A technical assessment may be required
- Use information technology standards that link all elements of DFAS-TSO business practices with state-of-the-art technology framework (infrastructure, application and information architectures)
- Collect data on software engineering performance during the appropriate phases of development
- Provide Certified Public Accountants (CPAs) with a background in Government accounting to provide accounting support for financial systems.

In support of their activities, the Contractor shall be required to:

- Participate in the development and modification of the DFAS operational, technical, and systems architectures
- Participate in management meetings

- Provide briefings and reports
- Provide overall support, guidance, and assistance to these management groups and their members.

Deliverable for this task may include:

Progress Report (Studies)	(CDRL A011)
Technical Report	(CDRL A039)

C4.16 Task 16 - SYSTEMS OPERATIONS SUPPORT

If required by a TO SOW, the Contractor shall:

- Develop and implement operations schedules and procedures
- Monitor the successful completion of jobs
- Perform backup and recovery procedures of production abends, including the analysis of problems up to the point of providing programming support
- Provide production database administration support, including but not limited to analysis and resolution of performance problems, restoration and forward recovery of corrupted databases, data area expansions and reorganizations, and data correction using appropriate utilities
- Manage the receipt/distribution of interface files
- Monitor and track system and software performance and make recommendations and implement improvement initiatives
- Install, configure and test software upgrades
- Develop and maintain job control language
- Provide second-level support in facilitation of customer testing requirements
- Develop and maintain a Computer Operator's Manual (CDRL A017) and/or a Software Center Operation Manual (CDRL A031), production library update requests, procedures, and other production support documentation

- Perform back-up and recovery procedures
- Develop, track and maintain metrics for management reporting
- Train other shift personnel as appropriate.

C4.17 Task 17 - DATA MANAGEMENT.

If required by a TO SOW, the Contractor shall provide the following support for technical data administration including, but not limited to:

- Planning
- Data architecture administration
- Data standardization
- Database design
- Database administration using the specified DMBs, architecture, and appropriate utilities
- Data security and control procedures
- Assist in the technical review of prime object names, data elements, and other objects resident in DoD and DFAS data repositories
- Assist in establishing TSO-level and AIS-level repositories for use in technical systems development throughout the TSO, including training, modeling, facilitation, integration and evaluation of products.

Deliverables for this task may include:

Transition Plan	(CDRL A002)
Database Design Description	(CDRL A030)
System Engineering Management Plan (SEMP)	(CDRL A048)

C4.18 Task 18 - TECHNOLOGY INFUSION.

If required by a TO SOW, the Contractor shall assess, analyze and make recommendations for the incorporation of new

hardware and software products and procedures into the DFAS information technology environment

Examine current and emerging technologies for their effectiveness and/or potential to support customer requirements. The technologies/systems/services to be examined may include legacy, migration, DoD infrastructure, non-DoD Government, and/or commercial. The deliverable for this task will be a technical report (CDRL A039).

C5.0 DELIVERABLES.

Deliverables are required in accordance with the Contract Data Requirements List (CDRL), DD Form 1423 identified in each Task Order Statement of Work. All deliverables shall be submitted in the formats required by the CDRL and applicable Data Item Description (DID) identified in Section J.

C6.0 GOVERNMENT FURNISHED INFORMATION, EQUIPMENT, SPACE OR FACILITIES.

The Government will provide information to the Contractor regarding TSO mission/structure and the functions necessary to assist the Contractor in completion of tasks under this contract.

Government furnished equipment, space, and facilities will be outlined in each individual TO SOW.

C7.0 SECURITY.

All Contractor personnel who require access to sensitive government information shall have a security investigation commensurate with the level of classified information accessed. This will be specified in each individual TO SOW. Contractor personnel involved with systems that process sensitive unclassified or classified information should have a security suitability determination commensurate with the highest level of sensitive priority information and most restrictive category of information processed or contained in the system. Special accesses may be required as outlined in the TO SOW. The Contractor shall ensure the National Agency Check (NAC) request for Contractor personnel are processed through the DFAS location Security Office. The Contractor shall ensure a copy of the paper work submitted for a NAC is submitted within two weeks of submission for processing. The Contractor shall ensure copies

of approved security clearances are provided to the Contracting Officer within two weeks after receipt.

A prior investigation may be acceptable for contractor personnel who worked for the Government or contractor personnel who have worked on prior Government contracts, who have a security clearance and have not had a break of 24 months or more. Contractors will check with the local DFAS Location Security Office.

The Contractor shall comply with all security requirements, including DFAS Regulation 8000.1-R Information System Security Policy, TSO, and Defense Information Systems Agency (DISA) and Defense Mega-Center (DMC) policies and procedures concerning dial-in/remote access connectivity.

As per the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22, January 1995, the Contractor shall limit request (security) to the minimal number of employees necessary for operational efficiency, consistent with contractual obligations and other requirements of this manual.

A waiver for background investigations must be granted prior to Contractor employee appointment.

Non-US Citizen Employee Requirement. Non-US citizens will not be allowed to perform work on any task orders or subcontracts involving access (or possible access) to sensitive data, software, or equipment without prior approval in accordance with DFAS Security Policy DoD 5200.2R, DoD Personnel Security Program and DFAS Memorandum of March 5, 2000, "Waiving Pre-appointment Investigation and/or U.S. Citizenship Requirement for a Non-U.S. Citizen Contractor Employee Appointed to a sensitive position." Non-U.S. Citizens will not be allowed to work in AIS I positions.

All security requirements are set forth on the DD Form 254, contained in Section J of the contract and apply to all task order issued under this contract.

The Contractor will be responsible for bearing the costs of security background checks for their employees.

C8.0 STANDARDS.

All documentation shall comply with applicable standards as stated in individual task order issued under this contract.

C9.0 REIMBURSEMENT (TIME-AND-MATERIAL, LABOR HOURS, AND CPFF IDIQ CONTRACTS).

Invitational Travel Orders are no longer allowed, per Memo from Director, Finance, dated June 29, 1999, subject: Change to Contractor use of Invitational Travel Order Effective Date.

(a) TRAVEL

(1) Area of Travel. Performance under this contract may require travel by Contractor personnel. If travel, domestic or overseas, is required, the Contractor is responsible for making all needed arrangements for their personnel. This includes but is not limited to the following: Medical Examinations, Immunization, Passports, VISAs, Security Clearances, etc.

(2) Travel Policy. The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions: Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in the Department of Defense Joint Travel Regulations (JTR).

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized for travel beyond a 50-mile radius of the local office, whenever a task assignment requires work to be accomplished at a temporary alternate work site. No travel, subsistence or associated labor charges for travel time shall be charged for work performed within a 50-mile radius of the Contractor's local office, normal work site, or temporary work site unless approved in advance by the Technical Assistant (TA). Under no circumstances will costs be reimbursed for travel performed for personal convenience and daily travel to and from the normal work site, and to include parking expenses.

(4) Per Diem. Per Diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the Contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DoD JTR.

(6) Air/Rail Travel. In rendering the services, the Contractor shall be reimbursed for actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the ordering officer. Such authorization by the ordering officer shall be indicated in the order or in some other suitable written form. **NOTE:** To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the Contractor at the mileage rate allowed by the JTR. Authorization for the use of privately owned conveyance shall be indicated on the order. Distance traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The Contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the Contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(9) Relocation costs and travel costs incident to relocation are not allowable and will not be reimbursed hereunder.

(b) General Operational Expenses. The cost of general purpose items required for the conduct of the Contractor's normal business operations will normally be considered allowable Other Direct Costs (ODCs) in the performance of this contract. This

includes, but is not limited to, the cost of items such as: telephones and telephones charges; typewriter; reproduction machines; word processing equipment; personal computers; and other office equipment.

Any material remaining after completion of the contract, the cost of which has been reimbursed by the Government, will remain Government property and the Contractor must request disposition instructions from the Contracting Officer. Materials considered to be a normal cost of doing business shall be considered overhead, which is included in the Labor Rates shown in Section B of the contract and shall not be billed separately as a material cost.

(c) Other Material. Material, other than expendable material, shall be furnished pursuant to specific authorization in the Task Order/Delivery Order. The Contractor will be required to support all material costs claimed by submission of paid Subcontractor invoices. The Contractor will be reimbursed in accordance with FAR 52.232-7(b) if this is a time and materials contract.

(d) Subcontracts:

(1) Time and Materials. Subcontracts, if any, shall be reimbursed in accordance with FAR 52.232-7(b), and shall not include any subcontracts for Direct Labor included under FAR 52.232-7(a). Any such subcontracting not included under FAR 52.232-7(a) shall be limited to incidental, one-time requirements.

(e) Limitations. Normally, the amount of "Other Direct Costs", if any (excluding travel and per diem), should not exceed one percent (1%) of the total amount of any Task Order/Delivery Order.

(f) Relocation of Place of Performance. If the place of performance of this contract is changed pursuant to the "Changes" clause of the contract, the cost of relocating the Contractor's facility, if any, are not allowable as a direct cost and will not be reimbursed. See also (a)(9) above which disallows (either as a direct or indirect cost) reimbursement or personnel relocation costs and travel costs incident to relocation.

C10.0 PLACE OF PERFORMANCE AND DELIVERY.

Each individual TO SOW will outline the place of contract performance, location where deliverables will be delivered, and the Task Order Technical Assistant (TO TA). Alternate work site(s) may be designated in the individual site's Continuity of Operations Plan, and if necessary, the Contractor shall work at an alternate site.

The Contractor shall provide on-call and after-hours operation support as specified in the individual TO SOW. Unless otherwise specified, the Contractor shall provide the hardware, software, cell phone, pages and connectivity charges required for after-hours support. The Contractor shall install and maintain the latest version of government furnished anti-virus software on all home or Contractor provided PCs used for after-hours support.

C11.0 INSPECTION AND ACCEPTANCE CRITERIA.

The inspection and acceptance criteria will be outlined in the individual TO SOW.

C12.0 GLOSSARY OF TERMS

4GL	Fourth Generation Language
AIS	Automated Information System
ASSET	Asset Source for Software Engineering Technology
BMTF	Benchmark Test Files
CA	Customer Assistance
CARDS	Comprehensive Approach to Reusable Defense Software
CASE	Computer Aided Systems Engineering
CBT	Computer-based Training
CCB	Configuration Control Board
CDR	Critical Design Review
CDRL	Contract Data Requirement List
CLCD	Contemporary Life Cycle Development
CM	Configuration Management
CMM	Capability Maturity Model
CMP	Configuration Management Plan
COE	Common Operating Environment
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-The-Shelf
CPA	Certified Public Accountant
CSCI	Computer Software Configuration Item
DBE	DFAS Business Evolution
DML	Data Manipulation Language
DBMS	Data Base Management System
DCII	DFAS Corporate Information Infrastructure
DCII COE	DCII Common Operating Environment
DCW	DFAS Corporate Data Warehouse
DCD	DFAS Corporate Database
DFADM	DoD Finance and Accounting Data Model
DFAPM	DFAS Finance and Accounting Process Model
DFAS	Defense Finance and Accounting Service
DFAS-CL	DFAS-Cleveland
DFAS-CO	DFAS-Columbus
DFAS-DE	DFAS-Denver
DFAS-HQ	DFAS-Headquarters
DFAS-IN	DFAS-Indianapolis
DFAS-KC	DFAS-Kansas City
DFAS-ISO	DFAS-Infrastructure Services Organization
DFAS-TSO-PE	DFAS-Technology Services Organization, Pensacola
DFAS-TSO-PX	DFAS-Technology Services Organization,

Patuxent River

DFAS-TSO	DFAS-Technology Services Organization
DFISS	DFAS Financial Integrated Systems Services
DID	Data Item Description
DISA	Defense Information Systems Agency
DMC	Defense Mega-Center
DML	Data Manipulation Language
DoD	Department of Defense
DRD	Data Requirement Document
DS	Database Specifications
DT&E	Development Test and Evaluation
FAR	Federal Acquisition Regulation
GUI	Graphical User Interface
IA	Information Assurance
IAW	In Accordance With
ICP	Interim Change Package
IDEF	Integrated Definition
ID/IQ	Indefinite Delivery/Indefinite Quantity
IO	Information Operations
IOC	Initial Operational Capability
INFOSEC	Information System Security
IP	Implementation Procedures
IPO	Input-Process-Output
ISO	International Standards Organization
JCL	Job Control Language
JRP	Joint Requirements Plan
JTR	Joint Travel Regulation
LRS	Labor Reporting System
MIL-STD	Military Standard
MR	Management Review
MS	Microsoft
NAC	National Agency Check
NISPOM	National Industrial Security Program Operating Manual
NSDIR	National Software Data and Information Repository
ODC	Other Direct Cost
Off-Site	Work performed in support of a task order at a non-government (i.e., contractor) facility.
On-Site	Work performed in direct support of a task order at a government facility.
OT&E	Operational Test and Evaluation
PAL	Process Asset Library
PCO	Procuring Contract Officer
PDL	Program Decision Language

PDR	Preliminary Design Review
PKI	Public Key Infrastructure
PM	Project Manager
PME	Performance Measurement and Evaluation
PMP	Project Management Plan
PS	Program Specifications
PR	Problem Report
PTR	Problem Trouble Report
QA	Quality Assurance
RC	Reuse Center
ReuseIC	Reuse Information Clearinghouse
ROI	Return-On-Investment
SCL	System Control Language
SCP	Software Change Package
SCR	Software Change Request
SDD	Software Design Description
SDP	Software Development Plan
SDT	Software Development Test
SEI	Software Engineering Institute
SEPG	Software Engineering Process Group
SME	Subject Matter Expert
SOW	Statement of Work
SPI	Software Process Improvement
SQAP	Software Quality Assurance Plan
SQEP	Software Quality Evaluation Plan
SQL	Structured Query Language
SSS	Systems/Subsystems Specifications
STP	Software Test Plan
STARS	Software Technology for Adaptable Reliable Systems
SUM	Software Users Manual
TA	Technical Assistant
TARB	Technical Architecture Review Board
TCR	Test Condition Requirements
TDY	Temporary Duty
TO	Task Order
TOMP	Task Order Management Plan
TP	Test Plan
TSO	Technology Services Organization
UM	User Manual
USMC	United States Marines Corps
WBS	Work Breakdown Structure

C13.0 CLINS FOR DFISS II CONTRACT

C13.1 - Education Substitution

Education Substitution	General Experience	Specialized Experience
PhD Degree	3 Years	2 Years
Masters Degree	3 Years	1 Year
Bachelors Degree	3 Years	No Specialized
Associate Degree	1.5 Years	No Specialized

C13.2 - Labor Descriptions

C13.2.1 - Program Manager - KEY

General Experience: Must have twelve (12) years of ADP experience to include at least eight years of ADP software management experience.

Specialized Experience: At least seven (7) years of direct supervision of ADP software development and/or maintenance projects. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals that have been involved in analysis, design, integration, testing, documenting, converting, extending and implementing automated information systems. Must have proven skills that are specified in the delivery order to be managed.

Duties/Functions: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates writing and oral communications skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

C13.2.2 - Project/Task Order Manager - KEY

General Experience: Must have ten (10) years of ADP experience to include at least five years of ADP software management experience.

Specialized Experience: At least five (5) years of direct supervision of ADP software development and/or maintenance projects. Must have a general knowledge of governmental regulations, regarding contractual matters, and fiscal reporting.

Duties/Functions: Performs day-to-day management of assigned delivery orders projects that involve teams of data processing and other information systems/management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending and implementing automated information systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs and coordinates planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communications skills.

C13.2.3 - Secretary/Tech Typist

General Experience: A minimum of three (3) years of work experience of an administrative/clerical nature, one of which demonstrates experience in the operation of word processing and other office equipment.

Specialized Experience: At least one (1) year of demonstrated experience within the last year in the operation of word processing and other office equipment. General knowledge of governmental regulations regarding contractual matters, fiscal reporting and correspondence standards.

Duties/Functions: Must be able to type at least 60 words per minute with less than one percent error rate. Performs general secretarial duties to include, correspondence control, word processing, dictation, filing, and report preparation. Uses automated office equipment. Proofreads finished documents. Responsible for spelling, grammar, punctuation, and proper format of correspondence. Must be familiar with ADP terminology and be able to use various PC word processing software products (e.g., Word for Windows, Excel, etc.). Must be capable of

preparing final form technical documents. Provides conferencing and visual aide support. Maintains any technical information systems library.

C13.2.4 - Jr. Financial Analyst

General Experience: Must have three (3) years of financial management experience.

Specialized Experience: At least one (1) years of experience in Government financial fee-for-service environment that incorporate financial processes into automated systems.

Must be able to determine the feasibility of automating Government financial business practices. Incumbent must be able to define Governmental financial business practices, Electronic Commerce/Electronic Data Interchange (EC/EDI) opportunities, and incorporate the defined processes into an automated solution which includes relational data bases and distributed systems. Must be able to recommend functional requirements for applications to be developed or justifies the non-development based on either cost or technology non-availability. Must be able to communicate with both ADP and financial oriented individuals to document the flow, to recommend opportunities, to impact recommendations and to serve as the liaison between the financial specialist and automation specialist that do not have both disciplines. Must be able to apply sound accounting and data processing principals while developing automated processes to fit an existing financial application.

C13.2.5 - Financial Analyst

General Experience: Must have six (6) years of financial management experience.

Specialized Experience: At least two (2) years of experience in financial management with demonstrated ability in analyzing, designing, developing automated applications for unique business practices in a fee-for-service environment.

Duties/Functions: Must be able to clearly define Government financial business practices for integration into the Government financial business system. Identifies potential problems and solutions through analysis identifying recommended solutions. Incumbent must be able to work with functional specialists, automation specialists, contractors, vendors, and Customers to

effectively automate the Customer's requirements into an automated application. Acts as a focal point to coordinate all disciplines in the recommended solution. Must be able to apply state-of-the-art applications that will effectively automate financial applications in the most effective manner while adhering to the established Accounting Principals and Practices.

C13.2.6 - Sr. Financial Analyst

General Experience: Must have ten (10) years of financial management experience.

Specialized Experience: At least five (5) years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

Duties/Functions: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time-frame specified by the Customer and that all of the requirements are met. Must be able to assess product and procedures for compliance with Government standards, as well as compliance with accounting principals and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment, and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.

C13.2.7 - Accountant (CPA)

Education: Must be a Certified Public Accountant (CPA). Masters = 3 General/1 Specialized.

General Experience: Must have ten (10) years of experience in generally accepted accounting principles and standards, Government-wide accounting policy and practices, or financial management at the Federal level.

Specialized Experience: At least five (5) years of experience in Federal accounting systems, procedures or regulations.

Duties/Functions: Provides technical expertise and guidance in reviewing agency accounting systems policies, regulations, and operations. Develops processing and system improvements. Prepares requirements analyses and assists in system design related to agency accounting functions. Serves as technical advisor in resolving complex issues relating to accounting operations. Analyzes and evaluates agency accounting systems, plans, procedures, and requirements relating to the implementation of financial systems. Evaluates technical proposals for conformance with sound Federal accounting, reporting, and financial management practices.

C13.2.8 - Training Specialist/Instructor

General Experience: Must have four (4) years of experience in information systems development, training or related fields.

Specialized Experience: At least two (2) years of experience developing and providing ADP and end-user training on computer hardware and application software.

Duties/Functions: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

C13.2.9 - Sr. Training Specialist/Instructor

General Experience: Must have six (6) years of experience in information systems development, training, or related fields.

Specialized Experience: At least three (3) years of experience developing and providing ADP and end-user training on computer hardware and application software.

Duties/Functions: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by

conducting formal classroom courses, workshops, and seminars. Provides daily supervision and direction to staff.

C13.2.10 - Technical Writer/Editor

General Experience: A minimum of five (5) years of experience in this area.

Specialized Experience: At least two (2) year of experience in editing documents, including technical documents.

Duties/Functions: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other Customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

C13.2.11 - Internship Programmer

General Experience: None.

Specialized Experience: None

Duties/Functions: Works as a college intern with guidance and instruction from a Senior Computer Programmer. Must be currently enrolled in an accredited college program with an overall 3.0 GPS in Computer Science, Mathematics, Information Systems, Engineering, or other related scientific or technical discipline.

C13.2.12 - Jr. Computer Specialist/Analyst

General Experience: Must have three (3) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis

Specialized Experience: At least one (1) year of experience in evaluating state-of-the-art computer hardware and software and its ability to support specific requirements, or at least one (1) year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a

minimum of one year of design and programming of moderately complex ADP systems.

Duties/Functions: Participates in the evaluation of state-of-the-art computer hardware and software and assessment of its ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks; proposes recommendations for their elimination; and makes recommendations for systems improvements that will result in optimization of development and/or maintenance efforts. Must be capable of translating detail program flow charts into program coded instructions used by third/fourth generation computers. Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system. Assists senior computer systems/analyst in performing production support duties, systems integration testing, and software quality assurance. Must be capable of assisting the senior computer systems/analyst in designing and executing ADP software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Review test results and evaluates for conformance to design. Assist senior computer specialist/analyst in performing computer operations support, quality assurance, or testing.

C13.2.13 - Computer Specialist/Analyst

General Experience: Must have five (5) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis.

Specialized Experience: At least three (3) years of experience as either a computer hardware and/or systems software specialist, or as a systems analyst with duties relating to the evaluation of third and fourth generation or state-of-the-art computer hardware and software and its ability to support specific requirements for systems management or large-scale system development and maintenance.

Duties/Functions: Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency. Incumbent must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks; propose recommendations for their elimination and make recommendations for systems improvements that will result in optimal hardware and software usage. Must be capable of preparing input and test data for the proposed system. Must be capable of performing production support duties, systems integration testing, and software quality assurance. Must be capable of designing and executing ADP software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Review test results and evaluates for conformance to design. Duties may include computer operations support, quality assurance, or testing.

C13.2.14 - Sr. Computer Specialist/Analyst

General Experience: Must have eight (8) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, or equipment analysis.

Specialized Experience: At least five (5) years of experience as either a computer hardware and/or systems software specialist, or as a systems analyst with duties relating to the evaluation of third and fourth generation of current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software, evaluation, systems management or large-scale system development and maintenance.

Duties/Functions: Must be able to determine costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency. Candidate must be able to develop, manage, maintain, and

evaluate current state-of-the-art computer hardware, software and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks; propose recommendations for their elimination and make recommendations for systems improvements that will result in optimal hardware and software usage. Must be capable of preparing input and test data for the proposed system. Must be capable of performing production support duties, systems integration testing, and software quality assurance. Must be capable of designing and executing ADP software tests and evaluating results to ensure compliance with applicable regulations. Must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Analyzes internal security within systems. Review test results and evaluates for conformance to design. Duties may include computer operations support, quality assurance, or testing.

C13.2.15 - Operations Research Analyst

General Experience: Must have five (5) years of experience in defining and formulating models.

Specialized Experience: At least three (3) years of experience in operations research related directly to economic analysis, cost modeling, and modeling ADP problems.

Duties/Functions: Must be able to apply appropriate operations research modeling techniques to problems that model input, output, and logical flow in sufficient detail for programming. Must be capable of monitoring the mathematical and programming aspects of a project for adherence to the objectives of the model. Must be capable of developing models that can utilize simulation. Incumbent must be capable of applying operations research methodology to define and formulate economic analysis and related benefit, cost, and risk studies. Must have knowledge of principles, theories, procedures, and techniques of cost analysis, including statistical concepts (standard deviation, confidence limits, expected value), financial analysis concepts (present value analysis, Return On Investment (RIO), discounting, inflation), and cost accounting concepts (depreciation, amortization, overhead identification and distribution). Must have knowledge of principles of cost modeling.

C13.2.16 - Interdisciplinary Engineer

General Experience: Must have five (5) years of experience in technical work in the areas of system management and system integration.

Specialized Experience: At least three (3) years experience in ADP disciplines involving operating systems software; electronics communications analysis and design; networking; mechanical engineering, or civil engineering.

Duties/Functions: Must be capable of translating mission requirements and information problems into solutions employing current state-of-the-art information system equipment and software. Must be able to define interaction/interface between different categories of requirements, and develop appropriate design to support the requirements while employing ADP methodologies. Must be able to serve as a liaison to interpret and translate various disciplines represented on the task team, and serve as a point of contact for evaluation of problems arising from the interdisciplinary nature of the task.

C13.2.17 - Sr. Interdisciplinary Engineer

General Experience: Must have eight (8) years of experience in technical work in the major areas of system management and system integration.

Specialized Experience: At least five (5) years experience in specialized ADP disciplines involving system interfaces, system integration and network development and/or integration involving a wide range of hardware and software solutions. At least three years in operating systems software, electronic communications analysis and design, networking, mechanical engineering or civil engineering.

Duties/Functions: Must have demonstrated ability to perform senior level engineering and/or ADP tasks in the disparate areas of software, electronics communications, networking, mechanical or civil engineering. Must be capable of translating mission requirements and information problems into solutions employing current state-of-the-art information system equipment and software. Must be able to define interaction and/or interface between these different categories of requirements, and to develop the appropriate design to support these requirements while employing methodologies from any of the above disciplines

as required. Must be able to serve as a liaison to interpret and translate among the various disciplines represented on the task team, and serve as a point of contact for evaluation of problems arising from the interdisciplinary nature of the task.

C13.2.18 - Jr. New Technology Specialist

C13.2.19 - New Technology Specialist

C13.2.20 - Sr. New Technology Specialist

The use of modern technologies is becoming increasingly critical to the successful completion of many government computer projects, and these three labor categories have been established to assist the government in obtaining qualified technical support in these areas.

NOTE: Labor categories 18-20 will be required **only when specifically requested in a TO SOW**. When required, to qualify as a new technology, one of the following two conditions must apply:

1) The technology must have recently emerged in the marketplace and is specific to the job in question. A current example of such a technology is web-based application development.

2) ~~2)~~—The technology must have been adopted by DFAS as the preferred technology for new development. A current example is Oracle's Designer 2000 tool.

There are three factors that are weighted to determine which specific NTS category (if any) for which an individual is qualified. These factors are:

<u>Factor</u>	<u>Weight</u>
Education	15%
Experience	70%
Specialized Training	15%

Points will be awarded in each factor, based upon the candidate's qualifications. The following criteria will be used to award points in each factor:

Factor:

Education

- 15 Points Advanced degree in Computer Technology
- 10 Points Bachelor's degree in Computer Technology
- 5 Points Any Bachelor's degree
- 2 Points Associate degree

Experience

The score for experience is based upon multiplying two factors - the number of months spent using the technology times the percent of time spent using the technology.

Formal Specialized Training

- 20 Points Accreditation in the requested field.
- 15 Points Four or more courses in the requested field
- 10 Points Three courses in the requested field
- 7 Points Two courses in the requested field
- 3 Points One course in the requested field

This category would not typically include Computer-based Training (CBT).

The following table relates the score as calculated by summing the scores for the three factors to the specific New Technology Specialist level.

<u>Range</u>	<u>New Technology Specialist Level</u>
0-63	Not Qualified as a New Technology Specialist
47-12	Junior New Technology Specialist
13-19	New Technology Specialist
20+	Senior New Technology Specialist

A spreadsheet follows that can be used to evaluate the qualifications of a candidate New Technology Specialist. The categories of "General Experience" and "Specialized Experience" do not apply to these labor categories. Notwithstanding the established BPA rates for these New Technology Specialist categories, but for consideration for market conditions and individual qualifications, the government reserves the right to negotiate individual resumes for these positions.

C.13.2.21 Any Specialty - Intern/Trainee

Education: College graduate - any field; minimum GPA 3 (on a 4.0 scale)

General Experience: None

Specialized Experience: None

Duties/Functions: Works as an intern/trainee with guidance and instruction from the Project Manager or other senior specialist.

Retention Requirements: Individuals selected for these positions must show good aptitude for the particular work and good initiative. Retention decisions will be based on the positive outcomes of required monthly performance reviews for the first year (probationary period) between the government Technical Assistant and the contractor Project Manager to ensure performance is not hindering the project and that the employee is staying on track with required training.

C13.3 - New Technology Specialist - Worksheet

New Technology Specialist - Worksheet

Field Information			
Information	Calculated	Entered	Table / Contract Information

Weighting	Factor	Points	Earned by:
15%	Specialized Training	20	Acreditation or certification in specified new technology category
		15	Four or more Courses in specific, job related "New Technology" category
		10	Three Courses in specific, job related "New Technology" category
		7	Two Courses in specific, job related "New Technology" category
		3	One Course in specific, job related "New Technology" category
		0	No formal training in the specific, job related "New Technology" category
15%	Degree	15	Advanced Degree in Computer Technology
		10	Bachelor's Degree in Computer Technology
		5	Any Bachelor's degree
		2	Associate Degree
		0	No relevant degree
70%	Experience Factor	Months (using the Technology) x (Percent of Time) x (Technology Factor) = Score	
Experience Factor Worksheet			
Score	0	Months	0 0 0 0 0 0
		% of Time	100% 0% 0% 0% 0% 0%
		Total	0 0 0 0 0 0

Awarded	Point Calculation	Weighting	Total	Assessment
0	Specialized Training	15%	0	Not Qualified
	Education	15%	0	
	Experience	70%	0	
			0	

Tables

Points	Rating
0	Not Qualified
4	Junior New Technology Specialist
13	New Technology Specialist
20	Senior New Technology Specialist

SECTION H Special Contract Requirements

**DEFENSE FINANCE AND ACCOUNTING SERVICES
Blanket Purchase Agreement (BPA)**

Pursuant to GSA Federal Supply Schedule (FSS), contract number GS-35F-4461G, the Contractor (SAIC) agrees to the following terms of a Blanket Purchase Agreement (BPA) exclusively with the Defense Finance and Accounting Service (DFAS). The following is a list of teaming partners and their respective GSA Schedule Contracts:

<u>Team Member</u>	<u>Schedule No.</u>
American Management Systems	GS-35F-4797H
Booz-Allen & Hamilton	GS-35F-0306J
Diverse Technology Corp	GS-35F-4986H
Gradkell Systems, Inc	GS-35F-5391H
Grant Thornton	GS-35F-5461H
Oracle Corp	GS-35F-0108J
Tecolote Research Corp	GS-35F-5115H
Triton Services Inc	GS-35F-0611J
Unisys Corp	GS-35F-0343J

Terms and Conditions**1. Scope of Blanket Purchase Agreement.**

This BPA is entered into in order to support the Defense Financial Integrated Systems Services (DFISS). The contractor shall provide all necessary personnel, management, materials, administrative and technical services, equipment, and software required to meet the requirements and/or tasks outlined in the individual task order statement of work (SOW). The software and non-software support services to be acquired include, but are not limited to, software requirements definition, software design and analysis, software development, engineering and migration software process improvement, economic analysis and technical training. Reference Section C3 of the SOW for further support service areas. It is the intent of this BPA to acquire the above services as well as other services and incidental supplies that are available under the above listed FSS Schedules. The Statement of Work issued under Request for Quotation (RFQ) MDA220-01-T-0011 is provided in Section C of this BPA.

2. Volume of Purchases.

The Government estimates, but does not guarantee, that the volume of purchases (across multiple awards) will be approximately \$95 million a year. If the actual amount ordered is less than the estimate, the Government will not be held liable.

3 Obligation of Funds.

This BPA does not obligate any funds.

4. Duration of BPA.

This BPA will be for a period of five (5) years, or upon expiration of the FSS Schedule. In the event the FSS Schedule expires before the five year period of the BPA, the BPA will remain in effect for the full five (5) years if the vendor's GSA Schedule is renewed or extended.

5. Pricing/Discount Structure. Reference Section B for labor categories and corresponding rates. Prices shall remain in effect for the duration of this BPA. In the event that the Contractor's FSS Schedule rate(s) become less than the BPA rates, the lower rate(s) shall remain in effect.

The prices/ discounts listed in Section B do not preclude the Contractor from offering, or the Government for asking for further price reductions in accordance with commercial practices, market forces, and economies of scale, and volume purchasing considerations at the time of placing orders.

6. Delivery. To be specified on each delivery order.

7. Delivery tickets. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information:

- a) **Name of Contractor**
- b) **GSA Contract number**
- c) **BPA number**
- d) **Task Order number**
- e) **Monthly Period Of Performance/Date of Shipment**
- f) **Hours Expended by CLIN (Quantity, unit price, and extension of each item)**

Instructions for invoicing are specified in the BPA SOW and will have specific data/details requirements identified in each task order.

8. Payment. The payment office shall be identified on each task order issued against this BPA.

9. Placement of orders. The following office(s) are authorized to place orders under this BPA:

Any DFAS Contracting Officer

10. Points of Contact.

James T. Richards, Contracting Officer (703) 607-3733
 DFAS-ASD/QOI
 Acquisition Service Directorate
 Crystal Mall #3, Room 905
 1931 Jefferson Davis Hwy
 Arlington, VA 22240-5291

DFAS- TSO
 8899 East 56th St, Column 239P
 Indianapolis, IN 46249-4550

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 8899 East 56th St, Column 239P
 Indianapolis, IN 46249-4550

11. Subcontracting Goals

In accordance with FAR 52.219-9 and DFARS 252.219-7003 the terms and conditions of this RFQ, include a requirement for developing a plan for subcontracting with small and small disadvantaged business concerns. As a specific element of responsibility all plans submitted in accordance with these requirements shall include the following minimum subcontracting goals:

Minimum of 20% of the BPA value for subcontracting with Small Business Concerns.

Minimum of 10% of the BPA value, must be subcontracted to Small Disadvantaged Business Concerns

12. Clauses Incorporated by Reference

52.232-7	Payments under Time-and-Materials and Labor Hour Contracts MAR 2000
52.232-28	Electronic Funds Transfer Payment Method
<u>52.246.23</u>	<u>Limitation of Liability FEB 1997</u>
<u>52.246-24</u>	<u>Limitation of Liability – High Value Items FEB 1997</u>
<u>52.227-1</u>	<u>Authorization and Consent JUL 1995</u>
<u>52.227-7013</u>	<u>Rights in Technical Data- Noncommercial Items NOV 1995</u>
<u>252.227-7015</u>	<u>Technical Data – Commercial Items NOV 1995</u>
<u>252.227-7016</u>	<u>Rights in Bid or Proposal Information</u>
<u>252.227-7027</u>	<u>Deferred Ordering of Technical Data or Computer Software APR 1988</u>

252.227-7030 Technical Data – Withholding of Payment MAR 2000

252.227-7036 Declaration of Technical Data Conformity JAN 1997

252.227-7037 Validation of Restrictive Markings on Technical Data SEP 1999

252.227-7028 Technical Data or computer software previously delivered to the Government JUN 1995

CLAUSES INCORPORATED BY FULL TEXT

DFAR 252.227-7019 VALIDATION OF ASSERTED RESTRICTIONS--COMPUTER SOFTWARE. (JUN 1995)

(a) Definitions.

(1) As used in this clause, unless otherwise specifically indicated, the term "Contractor" means the Contractor and its subcontractors or suppliers.

(2) Other terms used in this clause are defined in the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause of this contract.

(a) Justification. The Contractor shall maintain records sufficient to justify the validity of any markings that assert restrictions on the Government's rights to use, modify, reproduce, perform, display, release, or disclose computer software delivered or required to be delivered under this contract and shall be prepared to furnish to the Contracting Officer a written justification for such restrictive markings in response to a request for information under paragraph (d) or a challenge under paragraph (f) of this clause.

(b) Direct contact with subcontractors or suppliers. The Contractor agrees that the Contracting Officer may transact matters under this clause directly with subcontractors or suppliers at any tier who assert restrictions on the Government's right to use, modify, reproduce, release, perform, display, or disclose computer software. Neither this clause, nor any action taken by the Government under this clause, creates or implies privity of contract between the Government and the Contractor's subcontractors or suppliers.

(c) Requests for information.

(1) The Contracting Officer may request the Contractor to provide sufficient information to enable the Contracting Officer to evaluate the Contractor's asserted restrictions. Such information shall be based upon the records required by this clause or other information reasonably available to the Contractor.

(2) Based upon the information provided, if the--

(i) Contractor agrees that an asserted restriction is not valid, the Contracting Officer may--

- (A) Strike or correct the unjustified marking at the Contractor's expense; or
- (B) Return the computer software to the Contractor for correction at the Contractor's expense. If the Contractor fails to correct or strike the unjustified restrictions and return the corrected software to the Contracting Officer within sixty (60) days following receipt of the software, the Contracting Officer may correct the strike thru markings at the Contractor's expense.
- (i) Contracting Officer concludes that the asserted restriction is appropriate for this contract, the Contracting Officer shall so notify the Contractor in writing.
- (1) The Contractor's failure to provide a timely response to a Contracting Officer's request for information or failure to provide sufficient information to enable the Contracting Officer to evaluate an asserted restriction shall constitute reasonable grounds for questioning the validity of an asserted restriction.
- (e) Government right to challenge and validate asserted restrictions.
- (1) The Government, when there are reasonable grounds to do so, has the right to review and challenge the validity of any restrictions asserted by the Contractor on the Government's rights to use, modify, reproduce, release, perform, display, or disclose computer software delivered, to be delivered under this contract, or otherwise provided to the Government in the performance of this contract. Except for software that is publicly available, has been furnished to the Government without restrictions, or has been otherwise made available without restrictions, the Government may exercise this right only within three years after the date(s) the software is delivered or otherwise furnished to the Government, or three years following final payment under this contract, whichever is later.
- (2) The absence of a challenge to an asserted restriction shall not constitute validation under this clause. Only a Contracting Officer's final decision or actions of an agency Board of Contract Appeals or a court of competent jurisdiction that sustain the validity of an asserted restriction constitute validation of the restriction.
- (e) Challenge procedures.
- (1) A challenge must be in writing and shall--
- (i) State the specific grounds for challenging the asserted restriction;
- (ii) Require the Contractor to respond within sixty (60) days;
- (iii) Require the Contractor to provide justification for the assertion based upon records kept in accordance with paragraph (b) of this clause and such other documentation that are reasonably available to the Contractor, in sufficient detail to enable the Contracting Officer to determine the validity of the asserted restrictions; and

- (iv) State that a Contracting Officer's final decision, during the three-year period preceding this challenge, or action of a court of competent jurisdiction or Board of Contract Appeals that sustained the validity of an identical assertion made by the Contractor (or a licensee) shall serve as justification for the asserted restriction.
- (2) The Contracting Officer shall extend the time for response if the Contractor submits a written request showing the need for additional time to prepare a response.
- (3) The Contracting Officer may request additional supporting documentation if, in the Contracting Officer's opinion, the Contractor's explanation does not provide sufficient evidence to justify the validity of the asserted restrictions. The Contractor agrees to promptly respond to the Contracting Officer's request for additional supporting documentation.
- (4) Notwithstanding challenge by the Contracting Officer, the parties may agree on the disposition of an asserted restriction at any time prior to a Contracting Officer's final decision or, if the Contractor has appealed that decision, filed suit, or provided notice of an intent to file suit, at any time prior to a decision by a court of competent jurisdiction or Board of Contract Appeals.
- (5) If the Contractor fails to respond to the Contracting Officer's request for information or additional information under paragraph (f)(1) of this clause, the Contracting Officer shall issue a final decision, in accordance with the Disputes clause of this contract, pertaining to the validity of the asserted restriction.
- (6) If the Contracting Officer, after reviewing the written explanation furnished pursuant to paragraph (f)(1) of this clause, or any other available information pertaining to the validity of an asserted restriction, determines that the asserted restriction has--
- (i) Not been justified, the Contracting Officer shall issue promptly a final decision, in accordance with the Disputes clause of this contract, denying the validity of the asserted restriction; or
- (ii) Been justified, the Contracting Officer shall issue promptly a final decision, in accordance with the Disputes clause of this contract, validating the asserted restriction.
- (7) A Contractor receiving challenges to the same asserted restriction(s) from more than one Contracting Officer shall notify each Contracting Officer of the other challenges. The notice shall also state which Contracting Officer initiated the first in time unanswered challenge. The Contracting Officer who initiated the first in time unanswered challenge, after consultation with the other Contracting Officers who have challenged the restrictions and the Contractor, shall formulate and distribute a schedule that provides the contractor a reasonable opportunity for responding to each challenge.
- (e) Contractor appeal--Government obligation.

- (1) The Government agrees that, notwithstanding a Contracting Officer's final decision denying the validity of an asserted restriction and except as provided in paragraph (g)(3) of this clause, it will honor the asserted restriction--
- (i) For a period of ninety (90) days from the date of the Contracting Officer's final decision to allow the Contractor to appeal to the appropriate Board of Contract Appeals or to file suit in an appropriate court;
 - (ii) For a period of one year from the date of the Contracting Officer's final decision if, within the first ninety (90) days following the Contracting Officer's final decision, the Contractor has provided notice of an intent to file suit in an appropriate court; or
 - (iii) Until final disposition by the appropriate Board of Contract Appeals or court of competent jurisdiction, if the Contractor has: (A) appealed to the Board of Contract Appeals or filed suit in an appropriate court within ninety (90) days; or (B) submitted, within ninety (90) days, a notice of intent to file suit in an appropriate court and filed suit within one year.
- (2) The Contractor agrees that the Government may strike, correct, or ignore the restrictive markings if the Contractor fails to--
- (i) Appeal to a Board of Contract Appeals within ninety (90) days from the date of the Contracting Officer's final decision;
 - (ii) File suit in an appropriate court within ninety (90) days from such date; or
 - (iii) File suit within one year after the date of the Contracting Officer's final decision if the Contractor had provided notice of intent to file suit within ninety (90) days following the date of the Contracting Officer's final decision.
- (3) The agency head, on a non-delegable basis, may determine that urgent or compelling circumstances do not permit awaiting the filing of suit in an appropriate court, or the rendering of a decision by a court of competent jurisdiction or Board of Contract Appeals. In that event, the agency head shall notify the Contractor of the urgent or compelling circumstances. Notwithstanding paragraph (g)(1) of this clause, the Contractor agrees that the agency may use, modify, reproduce, release, perform, display, or disclose computer software marked with (i) government purpose legends for any purpose, and authorize others to do so; or (ii) restricted or special license rights for government purposes only. The Government agrees not to release or disclose such software unless, prior to release or disclosure, the intended recipient is subject to the use and non-disclosure agreement at 227.7103-7 of the Defense Federal Acquisition Regulation Supplement (DFARS), or is a Government contractor receiving access to the software for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends. The agency head's determination may be made at any time after the date of the Contracting

Officer's final decision and shall not affect the Contractor's right to damages against the United States, or other relief provided by law, if its asserted restrictions are ultimately upheld.

(h) Final disposition of appeal or suit. If the Contractor appeals or files suit and if, upon final disposition of the appeal or suit, the Contracting Officer's decision is:

(1) Sustained--

- (i) Any restrictive marking on such computer software shall be struck or corrected at the contractor's expense or ignored; and
- (ii) If the asserted restriction is found not to be substantially justified, the Contractor shall be liable to the Government for payment of the cost to the Government of reviewing the asserted restriction and the fees and other expenses (as defined in 28 U.S.C. 2412(d)(2)(A)) incurred by the Government in challenging the restriction, unless special circumstances would make such payment unjust.

(2) Not sustained--

- (i) The Government shall be bound by the asserted restriction; and
- (ii) If the challenge by the Government is found not to have been made in good faith, the Government shall be liable to the Contractor for payment of fees and other expenses (as defined in 28 U.S.C. 2412(d)(2)(A)) incurred by the Contractor in defending the restriction.
- (iii) Flow down. The Contractor shall insert this clause in all contracts, purchase orders, and other similar instruments with its subcontractors or suppliers, at any tier, who will be furnishing computer software to the Government in the performance of this contract. The clause may not be altered other than to identify the appropriate parties.

13. Organizational Conflict of Interest

DFISS program acquisitions may give rise to actual or potential organizational conflicts of interest. In order to prevent or mitigate potential organizational conflicts of interest, the Government may develop and include appropriate organizational conflict of interest provisions in calls and orders placed under the DFISS BPA. In addition to and unless modified by such order-specific organizational conflict of interest provisions, the following restrictions and definitions apply to all orders placed against the DFISS BPA and are established to prevent conflicting roles which may bias the Contractor's judgment or objectivity, or to preclude the Contractor from obtaining an unfair competitive advantage in concurrent or future acquisitions. Also, this clause provides examples of certain organizational conflicts of interest which are proscribed by Federal Acquisition Regulation Subpart 9.5. The following subsections prescribe certain limitations on contracting as the means of avoiding, neutralizing or mitigating organizational conflicts of interest.

(a) If, under this BPA, the Contractor is tasked to provide systems engineering and technical direction for a system, but does not have overall contractual responsibility for its development, integration, assembly, checkout or production, the Contractor shall not be awarded a subsequent contract, BPA call, or order to supply the system or any of its major components, or to act as consultant to a supplier of any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and technical direction. The term of this prohibition shall endure for the entire period of the applicable task order and for two (2) years thereafter.

(b) If, under this BPA, the Contractor is tasked to prepare and furnish complete specifications covering non-developmental items, to be used in a competitive acquisition, the Contractor shall not be permitted to furnish these items, either as a Prime Contractor or Subcontractor. The term of this prohibition shall endure for the entire period of the applicable task order and for two (2) years thereafter. This rule shall not apply to Contractors that furnish specifications or data at Government request or the situations in which contractors act as Government representatives to help Government agencies prepare, refine or coordinate specifications, provided this assistance is supervised and controlled by Government representatives.

(c) If, under this BPA, the Contractor is tasked to prepare or assist in preparing a work statement to be used in competitively acquiring a system or services, the Contractor shall not supply the system, its major components, or the service unless the Contractor is the sole source, the Contractor has participated in the development and design work, or more than one Contractor has been involved in preparing the work statement. The term of this prohibition shall endure for the entire period of the applicable task order and for two (2) years thereafter.

(d) If, under this BPA, the Contractor is tasked to provide technical evaluation of products or advisory and assistance services, the Contractor shall not provide such services if the services relate to the Contractor's own or a competitor's products or services unless proper safeguards are established to ensure objectivity.

(e) If, under this BPA, the Contractor gains access to proprietary or source selection information of other companies while performing Contract Advisory Assistance Services (CAAS) for the Government, the Contractor agrees to protect this information from unauthorized use or disclosure and to refrain from using the information for any purpose other than that for which it was

furnished. A separate agreement shall be entered into between the Contractor and the company whose proprietary information is the subject of this restriction. A copy of this agreement shall be provided to the Contracting Officer.

(f) The contractor agrees to accept and to complete all calls, provided that none organizational conflicts of interest are created by the acceptance of that order, and not to contract with Government prime contractors or first tier subcontractors in such a way as to create an organizational conflict of interest. The contractor may review and discuss calls or orders with the Government prior to acceptance of the order. The Contracting Officer will identify the organizational conflict of interest in each call placed against the BPA.

(g) The above restrictions shall be included in all subcontracts, teaming arrangements, and other agreements calling for performance of work which is subject to the organizational conflict of interest restrictions identified in this clause, unless excused in writing by the Contracting Officer.

14. No OCONUS travel will be allowed by contractor personnel before the request is approved by the Director or Deputy Director, Technology Services Organization, through the Technical Assistant.

15 Contractor's proposal dated August 10, 2001, along with subsequent clarifications/pricing changes, is hereby incorporated by reference.

16. Request for Quotation MDA220-01-T-0001 together with all amendments are hereby incorporated by reference.

17. The terms and conditions of this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

18. Based on performance, the Government may issue logical follow-on task orders non-competitively.

