

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING C9E	PAGE OF PAGES 1 36	
2. CONTRACT (Proc. Inst. Ident.) NO. W91CRB-05-D-0004		3. EFFECTIVE DATE 01 Mar 2005		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. W90C2J40141001		
5. ISSUED BY US ARMY ROBERT MORRIS ACQ CTR - W91CRB UNIQUE MISSIONS DIVISION ATTN: AMSRD-ACC-U 4118 SUSQUEHANNA AVENUE ABERDEEN PROVING GROUND MD 21005-5001		CODE W91CRB	6. ADMINISTERED BY (If other than Item 5) See Item 5		CODE	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, state and zip code) REEMA CONSULTING SERVICES INC. 8105 HALLMARK PL GAITHERSBURG MD 20879-4666				8. DELIVERY [] FOB ORIGIN [X] OTHER (See below)		
				9. DISCOUNT FOR PROMPT PAYMENT		
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:		ITEM
CODE 3LJG5		FACILITY CODE				
11. SHIP TO/MARK FOR See Schedule		CODE	12. PAYMENT WILL BE MADE BY DFAS ROCK ISLAND - HQ0303 BUILDING 68 ROCK ISLAND IL 61299		CODE	HQ0303
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)() [] 41 U.S.C. 253(c)()			14. ACCOUNTING AND APPROPRIATION DATA			
15A. ITEM NO.	15B. SUPPLIES/ SERVICES		15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
SEE SCHEDULE						
15G. TOTAL AMOUNT OF CONTRACT						\$1,676,637.05
16. TABLE OF CONTENTS						
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE						
17. [] CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return ___ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. [] AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number <u>W91CRB-04-R-0018-0008</u>		
				including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.		
19A. NAME AND TITLE OF SIGNER (Type or print)				20A. NAME AND TITLE OF CONTRACTING OFFICER KATHRYN J. BANKERD / CONTRACTING OFFICER TEL: 410-278-0864 EMAIL: Kathy.Bankerd@apg.army.mil		
19B. NAME OF CONTRACTOR		19C. DATE SIGNED	20B. UNITED STATES OF AMERICA <i>Kathryn J Bankerd</i> BY _____ (Signature of Contracting Officer)		20C. DATE SIGNED 10-Jan-2005	
BY _____ (Signature of person authorized to sign)						

Section A - Solicitation/Contract Form

IMPORTANT INFORMATION

1. The basic contract will be issued on an Indefinite Delivery /Indefinite Quantity (IDIQ) basis, in accordance with FAR 16.504. Individual delivery orders issued under the basic contract shall be on a time and materials basis.
2. The government is obligated to place with the contractor a delivery order(s) in the amount, which will total at least \$500,000. The government may place additional delivery orders with the contractor for a notto-exceed maximum of \$10,000,000 over the contract period of a base year and four option years.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1,676,637.05	Dollars, U.S.	\$1.00	\$1,676,637.05

Base Year
T&M

Contractor shall provide services in accordance with the Statement of Work. The period of performance will be 01 March 2005 through 28 February 2006.

Cost Breakout: Proposed costs are broken out on Attachment 1.
PURCHASE REQUEST NUMBER: W90C2J40141001

TOT ESTIMATED PRICE	\$1,676,637.05
CEILING PRICE	

Funded Amount	\$0.00
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FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101					
	Base Year Funding				
	T&M				
	Specified on individual delivery orders				
	PURCHASE REQUEST NUMBER: W90C2J40141001				

TOT ESTIMATED PRICE	\$0.00
CEILING PRICE	

Funded Amount	\$0.00
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FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1,678,690.38	Dollars, U.S.	\$1.00	\$1,678,690.38

OPTION Option One
T&M
Contractor shall provide services in accordance with the Statement of Work. The period of performance will be 01 March 2006 through 28 February 2007.

Cost Breakout: Proposed costs are broken out on Attachment 1.

TOT ESTIMATED PRICE \$1,678,690.38

CEILING PRICE

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201					

OPTION Option One Funding
T&M
Specified on individual delivery orders

TOT ESTIMATED PRICE \$0.00

CEILING PRICE

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1,680,795.05	Dollars, U.S.	\$1.00	\$1,680,795.05

OPTION Option Two
T&M
Contractor shall provide services in accordance with the Statement of Work. The period of performance will be 01 March 2007 through 29 February 2008.

Cost Breakout: Proposed costs are broken out on Attachment 1

TOT ESTIMATED PRICE \$1,680,795.05

CEILING PRICE

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301	Option Two Funding T&M Specified on individual delivery orders				
				TOT ESTIMATED PRICE	\$0.00
				CEILING PRICE	
	Funded Amount				\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Option Three T&M Contractor shall provide services in accordance with the Statement of Work. The period of performance will be 01 March 2008 through 28 February 2009.	1,682,952.32	Dollars, U.S.	\$1.00	\$1,682,952.32
				TOT ESTIMATED PRICE	\$1,682,952.32
				CEILING PRICE	
	Funded Amount				\$0.00
Cost Breakout: Proposed costs are broken out on Attachment I.					
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000401	Option Three Funding T&M Specified on individual delivery orders				
				TOT ESTIMATED PRICE	\$0.00
				CEILING PRICE	
	Funded Amount				\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1,685,163.54	Dollars, U.S.	\$1.00	\$1,685,163.54

OPTION Option Four
T&M
Contractor shall provide services in accordance with the Statement of Work. The period of performance will be 01 March 2009 through 28 February 2010.

Cost Breakout: Proposed costs are broken out on Attachment 1.

TOT ESTIMATED PRICE \$1,685,163.54

CEILING PRICE

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000501					
OPTION	Option Four Funding T&M Specified on individual delivery orders				

TOT ESTIMATED PRICE \$0.00

CEILING PRICE

Funded Amount \$0.00

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORKADMINISTRATIVE/CLERICAL AND BUDGET/FINANCIAL SUPPORT
FOR THE U.S. ARMY EVALUATION CENTER
AND
THE U.S. ARMY TEST AND EVALUATION COMMAND

SECTION C.1 GENERAL

C.1.1 OBJECTIVE The objective is to augment the U.S. Army Evaluation Center (AEC) and U.S. Army Test and Evaluation Command (ATEC) work force with contractor support for general administrative services to include: general clerical, office automation, and administrative support; budget financial support; processing security actions; computer programming support; editorial and clerical duties connected with editing, publishing, and distributing classified and unclassified technical documents; electronic and postal mail and distribution services; visitor/access control services; and reproduction services.

NOTE: The Contracting Officer's Representative for this contract is Judith A. Tredway, U.S. Army Evaluation Center, ATTN: CSTE-AEC, 4120 Susquehanna Ave, Aberdeen Proving Ground, MD 21005-3013; phone 410-306-0222; fax 410-306-1404. The alternate COR is Rachel L. Lewis, same address; phone 410-306-0439; fax 410-306-1404.

C.1.2 PERSONNELC.1.2.1 General:

a. The Contractor shall employ qualified and proficiently skilled personnel in the Microsoft Office Suite package to convert manually prepared or electronic information into typewritten documents, using both conventional typewriters, and word processing/computer systems. Contractor personnel shall have solid communication skills and maintain a professional image. Contractor personnel shall have the ability to comprehend, interpret, and apply guidance materials, operating manuals, regulations, and editorial markings in typing classified and unclassified technical documents. The contractor shall arrange graphical materials to complete assembly of documents for printing.

b. The contractor shall provide personnel to perform general administrative duties and produce a variety of documents using Microsoft Office to include Word, PowerPoint, Excel and preferably Access, and other automated systems. Documents to be produced include correspondence, memos, publications, forms, reports, spreadsheets, presentations (charts, tables, graphs, etc.) and other typing assignments as required. The personnel shall review and edit documents for proper spelling, punctuation, grammar, and correct government/military formats. The personnel shall proofread and recommend corrections prior to printing and distribution.

C.1.2.2 Program Management

a. The Contractor shall provide an on-site Program Manager (PM) who shall be responsible for overall management of the contract. The PM will be responsible for timely performance and coordination of services and shall act as the central point-of-contact (POC) with the COR. The PM will work through the COR to determine needs of various government technical POCs. The PM shall maintain a complete file for all jobs assigned by the COR and shall provide a summary report describing the type and time and material provided. This report shall be submitted in writing to the COR on a monthly basis in accordance with DD Form 1423, A004.

b. The PM shall have the authority to act or make decisions on matters pertaining to this contract. The PM will ensure that training, in coordination with the COR and appropriate government technical POC, is provided to new employees before full-time entrance on duty and that on-the-job training continues until the employees are

proficient in the specifics of the job assigned. The training should include as a minimum, knowledge and familiarity of the Staff Procedures Guide, Introduction to Government Formatting, Introduction to the AEC/ATEC organization layout, Roles and Responsibilities of key personnel with whom the contractors will interact (e.g., division chiefs, program specialists, staff offices, etc.)

C.1.2.3 Technical Requirements. The contractor shall provide support in a number of areas, including:

a. **Administrative Support:** The contractor shall provide general administrative support services, executive assistance, project support, report preparation and distribution, suspense tracking, and official travel support. The type, level and complexity of administrative support required can be expected to vary only slightly based upon the level of the organization (e.g., Directorate, Division, etc.) requiring the service. This administrative support will be provided to the AEC/ATEC offices, and will include assistance to government personnel and contractor personnel who work principally in the AEC/ATEC space. The support to personnel in AEC/ATEC shall also include support for authorized transient personnel attending meetings, working on projects related to the agencies, or otherwise making visits to AEC/ATEC offices. Specific administrative support will include, but not be limited to, the following:

- General word processing and spreadsheet development
- Preparing, formatting, editing, and proofreading documents in accordance with policies, procedures and Army Regulation 25-50
- Routing correspondence
- Logging and monitoring in and out-going documents
- Distributing mail
- Sending, receiving, and handling classified documents
- Greeting and escorting visitors
- Maintaining calendars and schedules for government personnel
- Preparing briefing charts and slides
- Coordinating conferences, meetings, luncheons, awards/retirement ceremonies and office functions to include signing out projector/AV equipment for meetings
- Maintaining databases, files, and records in accordance with AEC policies/procedures and Army filing regulations
- Conducting end of day security checks and other spot checks as required
- Processing training requests
- Processing travel requests
- Placing trouble calls regarding equipment and facility services
- Ordering/obtaining supplies from AEC Supply Room or Supply Store
- Maintain a clean and presentable work environment
- Preparing award packages
- Recording timekeeping records in government timekeeping system
- Maintaining a current/accurate continuity book for the position assigned
- Submitting Service Orders for minor building/utility repairs
- Supply room maintenance
- Supply Inventory Control
- Supply Distribution

b. **Visitor/Access Control:** Visitor Control and security coordination duties and functions will include:

- Managing visitor control via access badging to include controlling pedestrian and vehicular access to and from controlled areas
- Inspecting packages, briefcases, suitcases, etc. that are carried into and out of controlled areas
- Notifying proper authorities in the event of an emergency
- Helping visitors by answering questions and providing directions
- Conducting inventories and ensuring accountability of security identification badges
- Screening and validating all visit requests and maintaining visit request files/database

- Maintaining conference room calendars and scheduling meetings
- Maintaining inventories of conference room equipment
- Receiving and processing incoming and outgoing classified and unclassified mail
- Insuring daily close-of-business checking of conference rooms, mailroom, restrooms, security containers (safes) and open storage areas as directed by AEC
- Organizing security-related files/databases
- Maintaining pertinent directorate information (phone numbers/addresses)
- Adhering to the policy guidance of the government Security Manager
- Maintaining a clean and presentable work environment.
- Ensuring Lobby television is turned on at 0700 hours and turned-off at 1700 hours Monday through Friday. Television to be set on APG Channel 3 or as otherwise directed by Security.
- Maintaining a current/accurate continuity book for position assigned.
- Submitting Service Orders for minor building/utility repairs
- Maintaining and updating various reports/files for the Security Office (i.e., Courier Card Inventory, Permanent PROX card inventory, AR library, etc.).
- Preparing Visit Requests for AEC personnel for signature of Security personnel. Faxing signed requests to applicable addresses.
- Conducting quarterly inventories of equipment issued by Visitor/Access Control and Property Book Officer.
- Issuing equipment/conference rooms via DD Form 3161
- As-required, issuing door keys to authorized AEC personnel.

c. Budget/Financial/Travel Support: Contractor personnel shall perform budget, financial, and travel support services to include the following:

- Maintaining various financial and budgetary journals or ledgers
- Reviewing invoices and statements resolving issues/errors
- Analyzing and reconciling computer printouts with unit reports
- Modifying existing work packages to reflect changes in funding levels, fund transfers, reallocation of funds, changes to task descriptions and changes in task deliverables
- Preparing funds transfers
- Maintaining office financial files in accordance with the Army Information Management System
- Entering data into the appropriate Army financial database
- Developing and maintaining spreadsheets or other instruments to present summary of financial status showing expenditures, balances, and anticipated changes
- Ensuring work is in compliance with the provisions of the Army Financial regulations
- Gathering travel requests from email or voice mail
- Making travel arrangements with travel agency, or providing travelers with flight information as required by specific Directorate policy
- Processing paper travel authorizations and local vouchers as necessary
- Processing travel authorizations and local vouchers in the electronic Defense Travel System (DTS)
- Faxing travel authorizations and local vouchers to managerial accounting
- Sending (FedEx) vouchers, local vouchers, and Electronic File Transfer forms to Defense Finance and Accounting Service offices
- Reviewing un-liquidated travel authorizations from budget report
- Sending copies of travel authorizations to be ticketed
- Attending DTS meetings with various organizations as required
- Attending weekly conference calls for DTS and relaying information as appropriate
- Establishing and maintaining user list and permission levels in DTS
- Answering DTS questions, filing and distributing the questions and solutions
- Maintaining and updating DTS with changes that occur in AEC
- Serving as DTS, Tier II Support

- Acting as liaison between travelers, management, and other agencies as required with regards to DTS

d. Editorial: Contractor personnel shall perform editorial services to include the following:

- Reviewing classified and unclassified memorandums and technical documents for consistency of text and conformation to established format IA W AR 25-50
- Maintaining in/out logs of all documents
- Coordinating the timing and sequence of editorial and word processing projects to meet proposed deadlines
- Providing technical advice and assistance to authors and administrative support relative to format and procedures
- Preparing covers for camera-ready documents
- Reviewing camera-ready documents for compliance with established Army regulations, amending or rejecting documents not meeting established standards
- Preparing documents to be sent to the Defense Printing Service

e. Personnel Security: Contractor personnel shall perform personnel security services to include:

- Conducting OPSEC reviews of a wide variety of documents and identifying deviations based on the Installation EEFI list
- Processing routine personnel security actions such as transmitting clearance actions through the use of the EPSQ
- Conducting record checks and annotating databases
- Presenting level 1 force protection training as required using established lesson plans
- Assisting in maintenance of Division's technical library and procedures
- Performing routine clerical tasks such as operating copiers, filing, answering telephones and sorting and distributing mail
- Seeking further instructions for assignments requiring deviations from established procedures

C.1.3 DUTIES AND QUALIFICATIONS OF CONTRACTOR PERSONNEL

C.1.3.1 Program Manager. The contractor shall provide an on-site PM at Aberdeen Proving Ground who has responsibility for managing the daily operation of the contract, personnel time/attendance and performance, program goals and objectives, and issues related to contract administration. The other sites must have a Team Leader (Word Processor III level) who will work directly with the Program Manager.

a. Duties:

- Coordinate with the COR concerning matters of work accomplishments, priorities, and procedures.
- Ensures temporary help is provided for absences of contract employees of more than 3-work days.
- Instruct employees on overall tasks and job techniques ensuring procedures are according to established guidelines and in agreement with the government administrative POC. The training should include as a minimum, the Staff Procedures Guide, Introduction to Government Format, Introduction to AEC organization layout, Roles and Responsibilities of key personnel with whom the contractors will interact (e.g., division chiefs, program specialists, staff offices, etc)
- Instruct and ensure employees are in compliance with established contractor procedures as supplemented by government requirements identified in this contract.
- Maintain familiarity with the latest formats, specifications, and quality requirements.
- Answer questions on procedures, policies, measures, and directives ensuring concurrence with the government administrative POC.

- Prepare workload and production reports regarding costs and assigned personnel.
- Ensure classified and other privileged information is organized and protected by Department of Defense (DoD) and Army regulations.

b. **Minimum Qualifications:** The PM must possess a Bachelor's degree in business administration, business management, or human resources. In addition, the PM must have a minimum of five (5) years experience in managing multiple-site service support contracts, with specific responsibility for overseeing daily affairs in a technical environment. The PM must have extensive knowledge of the hardware, software, and peripherals identified in this contract, and possess (or have the ability to obtain) a Secret or higher security clearance.

C.1.3.2 Word Processor III. The Word Processor III shall provide principal administrative support in an assigned office, usually to a manager, and, in some cases, also to the subordinate staff of that manager. The Word Processor III shall maintain a thorough knowledge and understanding of the day-to-day activities of the office; work independently (i.e., receive a minimum of general guidance); and perform varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of his/her assigned office. The Word Processor III shall manage various challenges in the work of the office according to general instructions, priorities, duties, policies, and program goals. The Word Processor III may assist with special assignments. The contractor shall provide a Word Processor III team leader at each site with additional duties as listed below.

a. **Duties:**

- Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests the manager, appropriate staff member or other offices should handle; prepare and sign non-technical correspondence, if authorized.
- Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials, as required. May attend meetings and record/report on the proceedings.
- Review (proofread) outgoing materials and correspondence to ensure accuracy in spelling and grammar, and consistency and compliance with AR 25-50 and other pertinent regulations. Assure that proper clearances have been obtained, when needed.
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports. Refer non-routine requests to manager or staff.
- Explain office requirements to subordinate and other administrative staff or directorate/division personnel as required. Coordinate personnel and administrative actions for the office with the appropriate Program Specialist or Director and forward for processing.

and/or:

- Provide document control to include review (proofread) of all documents before submitting to the agency director or higher headquarters ensuring accuracy in spelling and grammar, and consistency and compliance with AR 25-50 and other pertinent regulations and policies.
- Maintain document control and suspense log.
- Ensure appropriate coordination is obtained on all documents.
- Track process of document staffing.
- Coordinate changes in policy or procedures with the agency administrative officer or representative.

Team Leader Duties:

- Monitors daily attendance of assigned subordinate contractor personnel
- Coordinates with Program Manager concerning matters of work accomplishments, priorities, and procedures.
- Provides training for new contract employees on overall tasks and job techniques.
- Ensures compliance with established contractor procedures and instructions as supplemented by Government standards as identified in this contract.

- Coordinates staff meetings with Program Manager.
- Maintains familiarity with latest formats, specifications, and quality requirements.
- Answers questions on procedures, policies, and directives.
- Prepares monthly time and attendance reports to Program Manager.
- Ensures classified and other privileged information is organized and protected by Department of Defense (DoD) and Army regulations.

b. **Minimum Qualifications:** In addition to meeting the requirements at lower levels, the Word Processor III must have an AA degree in office administration or a related field; two years supervisory experience; expert knowledge of hardware, software, and peripherals identified in this contract; and possess a Secret or higher security clearance.

C.1.3.3 Word Processor II. The Word Processor II shall provide principal administrative support in an assigned office, usually to a manager, and, in some cases, also to the subordinate staff of that manager. The Word Processor II shall maintain a thorough knowledge and understanding of the day-to-day activities of the office; work fairly independently (i.e., receive a minimum of detailed guidance); and perform varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of his/her assigned office. The Word Processor II shall manage various challenges in the work of the office according to general instructions, priorities, duties, policies, and program goals. The Word Processor II may assist with special assignments.

a. **Duties:**

- Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests the manager, appropriate staff member or other offices should handle; prepare and sign non-technical correspondence, if authorized.
- Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials, as directed. May attend meetings and record/report on the proceedings.
- Review (proofread) outgoing materials and correspondence to ensure accuracy in spelling and grammar, and consistency and compliance with AR 25-50 and other pertinent regulations. Assure that proper clearances have been obtained, when needed.
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports. Refer non-routine requests to manager or staff.
- Explain to other administrative staff requirements concerning office procedures. Coordinate personnel and administrative actions for the office with the appropriate Program Specialist or Director and forward for processing

b. **Minimum Qualifications:** In addition to meeting the requirements at lower levels, the Word Processor II must have a high school diploma and three years of general office experience; be able to demonstrate the ability to type at least 50 wpm (with no errors) by presenting a certificate signed by an accredited educational institution or state employment office attesting to the applicant's typing proficiency; possess the skills of an experienced word processor familiar with advanced features of Microsoft Office to include Microsoft Word, Excel, Access and Power Point such as columns, table and equation creation, merges, footnotes, etc.; and have sufficient knowledge of grammar, spelling, capitalization, and punctuation to identify errors and make corrections.

C.1.3.4 Word Processor I. The Word Processor I shall provide principal administrative support in an assigned office, usually to a manager, and, in some cases, also to the subordinate staff of that manager. The Word Processor I shall maintain a thorough knowledge and understanding of the day-to-day activities of the office; work with very limited independence (i.e., receive detailed guidance, as necessary); and perform varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of his/her assigned office. The Word Processor I shall have proficient knowledge of Microsoft Word, Excel, and Power Point. The Word Processor I shall manage various challenges in the work of the office

according to specific instructions, priorities, duties, policies, and program goals. The Word Processor I may assist with special assignments.

a. Duties:

- Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests the manager, appropriate staff member or other offices should handle.
- Schedule tentative appointments with prior clearance. Make arrangements for conferences and meetings and assemble established background materials, as directed. May attend meetings and record/report on the proceedings.
- Review (proofread) outgoing materials and correspondence for consistency and compliance with AR 25-50 and other pertinent regulations. Assure that proper clearances have been obtained, when needed.
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports. Refer non-routine requests to manager or staff.
- Coordinate personnel and administrative actions for the office with the appropriate Program Specialist or Director and forward for processing

b. Minimum Qualifications: The Word Processor I must have a high school diploma and two years of general office experience; be able to demonstrate the ability to type at least 50 wpm (with no errors) by presenting a certificate signed by an accredited educational institution or state employment office attesting to the applicant's typing proficiency; possess a working familiarity with advanced features of Microsoft Office products such as columns, table and equation creation, merges, footnotes, etc.; and have sufficient knowledge of grammar, spelling, capitalization, and punctuation to identify errors and make corrections.

OR:

C.1.3.5 Word Processor I. The Word Processor I shall provide principal administrative support in an assigned office, usually to a manager, and, in some cases, also to the subordinate staff of that manager. The Word Processor I shall maintain a knowledge and understanding of the day-to-day activities of the office; work with very limited independence (i.e., receive detailed guidance, as necessary); and perform varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of his/her assigned office. The Word Processor I may assist with special assignments.

a. Duties:

- Screen telephone calls, visitors, and incoming correspondence; respond to requests for information concerning office procedures, once verified with the appropriate Program Specialist; determine which requests the manager, appropriate staff member or other offices should handle.
- Schedule tentative appointments with prior clearance. Make arrangements for conferences and meetings and assemble established background materials, as directed. May attend meetings and record/report on the proceedings.
- Review (proofread) outgoing materials and correspondence for consistency and compliance with AR 25-50 and other pertinent regulations. Assure that proper clearances have been obtained, when needed.
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports. Refer requests to manager or staff.
- Coordinate personnel and administrative actions with the appropriate Program Specialist or manager for the office and forward for processing
- Conduct OPSEC reviews of a wide variety of documents and identify deviations based on the Installation EEFI list. Process routine personnel security actions such as transmitting clearance actions through the use of the EPSQ. Conduct record checks and annotate databases. Present level 1 force protection training as required using established lesson plans. Assist in the maintenance of Division's technical library and procedures. May also perform

routine clerical tasks such as operating copiers, filing, and sorting and distributing mail. Seek instruction and guidance for assignments requiring deviations from established procedures.

b. **Minimum Qualifications:** The Word Processor I must have a high school diploma and 2 years of general office experience; be able to demonstrate the ability to type at least 50 wpm (with no errors) by presenting a certificate signed by an accredited educational institution or state employment office attesting to the applicant's typing proficiency; understand word processing software and word processing equipment; and have knowledge of grammar, spelling, capitalization, and punctuation to identify errors and make corrections.

C.1.3.6 Secretary III (Editorial Assistant II). The Editorial Assistant II shall have responsibility for managing all phases of editorial and word processing projects according to established standards and within set time frames.

a. **Duties:**

- Receive initial and/or final drafts of technical documents. Each document will be logged in on receipt and logged out upon completion.
- Maintain necessary logs.
- Coordinate timing and sequence of editorial and word processing projects and maintain close control in order to meet proposed deadlines.
- Provide technical advice and assistance to authors and administrative staff personnel relative to format and procedures.
- Review camera-ready documents for compliance with established Army regulations, amending or rejecting documents not meeting established standards.
- Prepare covers for camera-ready documents and notify designated Government personnel to review documents.
- Give on-the-job training to new contractor employees in accordance with established procedures and policies.
- Operate word processing and other technical information equipment.
- Ensure security markings are affixed as directed by Army Regulations and DoD Directives.
- Prepare documents to be sent to the Defense Printing Service and maintain liaison with the Defense Printing Service.

b. **Minimum Qualifications:** The Editorial Assistant II must have a high school diploma and three years of progressively responsible general office clerical experience which involves guidance and training to new employees and coordinating and integrating the work of others into a completed work product. Highly qualified word processor skills (at least 50 wpm with no errors), with knowledge of advance word processing features including macro command language. Experience and knowledge of software, hardware, and peripherals required to complete publishing and data processing requests.

C.1.3.7 Secretary II (Editorial Assistant I). The Editorial Assistant I shall be responsible for performing a full range of editorial tasks prior to publication.

a. **Duties:**

- Review technical documents for consistency of text and conformance to established format and Army regulations.
- Assure that there is a logical arrangement of parts and clarity of expression through grammatical construction. Shall be able to detect obvious errors, misstatements, spelling, and lack of completeness.
- Make minor corrections and refer major discrepancies or omissions in technical content to the Editor and/or author.
- Coordinate any proposed substantive changes or inconsistencies directly with the author.
- Ensure security markings are affixed as directed by Army regulations and DoD Directives.
- Compare illustrations, photographs, tables, and charts with text to assure proper placement.
- Verify all listed references are cited in text and vice versa.
- Assemble documents in final form.

- Provide technical advice and assistance to authors and administrative personnel relative to format and procedure.

b. Minimum Qualifications: The Editorial Assistant I must have a high school diploma and two years experience preparing material for publication using English grammar rules and procedures.

C.1.3.8 General Clerk III. In addition to duties at the General Clerk II level, the General Clerk III shall perform routine and higher level clerk duties under minor supervision, and with a high degree of proficiency and accuracy.

a. Duties:

- Create and subsequently maintain various databases and spreadsheets using Microsoft Access and Microsoft Excel for areas such as security, personnel, training, travel, and operational tasks.
- Give on-the-job training in coordination with the COR and technical POC to new contractor employees in the clerk functions before entrance on duty.

b. Minimum Qualifications: The General Clerk III must have a high school diploma, at least three years of general office experience, and the ability to follow established filing and distribution procedures. In addition, the General Clerk III must be able to demonstrate the ability to type at least 50 wpm (with no errors) by presenting a certificate signed by an accredited educational institution or state employment office attesting to the applicant's typing proficiency; understand work processing software and word processing equipment. The General Clerk III must have the ability to be the successful subject of an SSBI investigation and hold a secret clearance

C.1.3.9 General Clerk II. The General Clerk II shall perform routine-level clerk duties such as operating copiers, filing, greeting and directing customers, and sorting and distributing mail

a. Duties:

- Process security actions under the general supervision of an intelligence specialist or security manager/specialist.
- Prepare forms and simple correspondence related to the completion of security actions to include reviewing related forms for accuracy and completeness.
- Request and summarize the results of record checks.
- Prepare and submit completed security clearance requests/updates through the use of an electronic system.
- Set up new files and maintain established files IAW Army regulations.
- Affix security markings as directed by Army regulations.
- Maintain an accurate record of work performed in accordance with established office procedures and/or through the use of an electronic journal and related databases.

b. Minimum Qualifications: The General Clerk II shall possess a high school diploma and 1.5 years of general office experience. The General Clerk II must be able to follow established filing and distribution procedures; understand grammar, spelling, capitalization, and punctuation rules; and perform light typing duties. In addition, the General Clerk II must have the ability to be the successful subject of an SSBI investigation and hold a secret clearance.

C.1.3.10 General Clerk I. The General Clerk I shall perform a variety of general receptionist and routine-level clerk duties in a professional and courteous manner.

a. Duties:

- Ensure validity of security badges.
- Issue and receive security badges.
- Inspect packages, briefcases, suitcases, etc. carried into and out of controlled areas.
- Notify proper authorities in the event of an emergency.
- Help visitors by answering questions and giving directions.

- Type and perform other routine clerical duties.
- Prepare forms and simple correspondence.
- Receive packages and mail delivered to the area.

b. **Minimum Qualifications:** The General Clerk I must possess a high school diploma. The General Clerk I must be able to follow established filing and distribution procedures; understand grammar, spelling, capitalization, and punctuation rules; and perform light typing duties.

C.1.3.11 Accounting Clerk III. The Accounting Clerk III shall complete the tasks of an Accounting Clerk II in an exceptionally proficient and accurate manner including the following additional duties.

a. Duties:

- List incoming customer funds into proper funding categories.
- Insure consistency between planning and execution of databases for purposes of periodic roll ups.
- Select and apply established procedures and techniques on routine assignments.
- Resolve problems in recurring assignments according to training and experience.
- Follow supervisor's suggestions for handling unusual or nonrecurring transactions.

b. **Minimum Qualifications:** The Accounting Clerk III must have a high school diploma and 2 years of specialized experience (college-level course work in accounting can be substituted for specialized experience); three years of general office experience; and knowledge of standardized bookkeeping and accounting procedures used in an accounting system

C.1.3.12 Accounting Clerk II. The Accounting Clerk II shall complete the tasks of an Accounting Clerk I in an exceptionally proficient and accurate manner and include the following duties.

a. Duties:

- Maintain journals or subsidiary ledgers of an accounting system.
- Balance and reconcile accounts.
- Review invoices and statements (verifying information, ensuring sufficient funds have been obligated. If questionable, resolve issues with the submitting unit, determine accounts involved, code transactions, and process material through data processing for application into the accounting system).
- Analyze and reconcile computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance).
- Identify subsidiary accounts affected, debit and credit entries, and assign proper codes.
- Provide job orders for procurement actions, travel orders or vouchers, training, and labor.
- Detect and correct erroneous entries.
- Prepare documents to adjust accounting classifications and other data.
- Determine reasons for data rejections and prepare correcting materials.
- Create and maintain office databases.
- Create new work packages in execution and planning databases.
- Modify existing work packages to reflect changes in funding levels, fund transfers, reallocation of funds, changes to task descriptions, and changes in task deliverable.
- Divide incoming customer funds into proper funding categories.
- Prepare fund transfers.
- Insure consistency between planning and execution of databases for purpose of periodic roll ups.
- Develop and maintain spreadsheet or other instrument to present summary of financial status showing expenditures, balances, and anticipated changes for each work package.

b. **Minimum Qualifications:** The Accounting Clerk II must have a high school diploma and 1 year of specialized experience (college-level course work in accounting can be substituted for specialized experience); two

years of general office experience; and basic knowledge of standardized bookkeeping and accounting procedures used in an accounting system.

C.1.3.13 Accounting Clerk I. The Accounting Clerk I shall complete the following tasks.

a. Duties:

- Posts actions to journals or subsidiary ledgers of an accounting system.
- Reviews computer printouts against journals.
- Prepares fund transfers.
- Files office paper work.
- Completes light typing and word processing

b. Minimum Qualifications: The Accounting Clerk I must have a high school diploma and 1 year of specialized experience (college-level course work in accounting can be substituted for specialized experience); one year of general office experience; and basic knowledge of standardized bookkeeping and accounting procedures used in an accounting system.

C.1.3.14 Order/Supply Clerk I. The Order/Supply Clerk I shall complete the following tasks.

a. Duties:

- Organize, operate, and maintain central office supply room. (Supply room will be open for personnel for 2-3 hours a day, 3 days a week.)
- Collect supply requisition forms from persons receiving supplies.
- Summarize supplies issued by Directorate/Division
- Maintain records for inventory replenishment.
- Provide replenishment request to IMPAC credit cardholder.
- Accompany credit card holder to the Eagle store (APG) to replenish and restock supplies at least once a month.
- Accept requests for special office supplies (those not normally stocked in supply rooms); maintain lists and forward special requests to the IMPAC cardholder for action.
- Distribute shipments of office paper to various Directorate offices and copier locations within the 3 AEC buildings. (Shipments vary but on average consist of 80 cases of paper every 3-4 months).
- Responsible for copier and printer consumable supply inventory management (to include toner cartridges, ink jet cartridges, user replaceable modules (copy/print ctg., fuser assemblies, waste ink containers, etc.)
- Compile and provide inventory replenishment requirements to the IMPAC credit card holder for procurement.
- Maintain office supplies to include computer blank media including CDRs, floppy disks, ZIP disks. Office Supplies do not include any item requiring property control.

b. Minimum Qualifications: The Order/Supply Clerk I shall possess a high school diploma and 1.5 years of general office experience. The Order/Supply Clerk I must be able to follow established filing, inventory and distribution procedures. The Order/Supply Clerk I must be capable of lifting loads of 50 lbs (case of office paper reams) on and off wheeled cart for delivery to various locations in the 3 AEC Northbuildings. The Order/Supply Clerk I must be able to use a personal computer and MS Office software required for record keeping, inventory, and reporting.

C.1.4. SECURITY REQUIREMENTS

a. The contractor shall employ on this contract only personnel with the ability to obtain a SECRET or higher level clearance and shall provide such clearances to the Security Manager at time of contract award. In order to access databases or handle sensitive documents, certain employees under the contract (as determined by the COR)

will be required to obtain an SSBI investigation in addition to the secret clearance requirements. Prior to the initiation of performance on each delivery order, the contractor shall provide a list of assigned personnel and report any personnel changes to the COR before initiation of such changes. Contractors are cautioned that any delays experienced after contract award, due to a contract employee's failure to qualify for a SECRET level clearance, are not considered excusable and may be cause for a termination for default action.

b. The contractor is authorized to perform end-of-day security container checks, to include signing off on the SF Forms 701/702, etc. as directed by the government. Contractor personnel with a minimum of SECRET clearance will perform this duty.

c. Facility Clearance. The contractor shall possess or be capable of obtaining a facility security clearance as prescribed by the DOD Form 254, Contract Security Classification Specification (Attachment I).

d. Verification of US Citizenship. All personnel hired through this contract must be US citizens. The contractor will require each applicant to produce evidence of US citizenship. At any time, the contractor may be asked to produce evidence of US citizenship of their personnel to the US Government COR and/or their authorized representative.

e. Installation Access.

(1) Aberdeen Proving Ground (APG) is a closed post. Contractor personnel shall request from the COR the issuance of a DOD Identification Card in order to gain access onto the Installation. All vehicles and personnel are subject to search and seizure of contraband and/or unauthorized Government property in accordance with AR 190-13. All contractor personnel will comply with the requirements of APGR 1904, Movement Control within the Installation, for entry, exit, and internal control of personnel, material, and vehicles on APG.

(2) 4501 Ford Avenue is a secured facility. Contractor personnel shall request from the COR the issuance of a DOD Identification Card in order to gain access into the building. All contractor personnel will comply with ATEC regulations governing access into ATEC/AEC controlled space.

f. Unescorted Access into Restricted Areas. Unescorted access into the APG restricted areas shall be granted to contractor personnel who possess a security clearance or were the subject of a favorably adjudicated National Agency Check (NAC) or FBI Fingerprint Check. Unescorted access shall be authorized provided no more than 24 months have lapsed since the date of the termination of the security clearance or break of service and there is no known adverse information. Contractor personnel shall visibly wear the Restricted Area badge at all times when in the restricted areas of APG.

g. FBI requests. The contractor shall have completed applicable forms for applying for Civilian ID Card and Security Badges and FD 258 (Application Fingerprint Card) for each employee requiring unescorted access and does not meet one of the requirements in the "Unescorted Access into Restricted Areas" paragraph above. Upon contract award, the contractor shall obtain required forms from the COR and return the completed forms to the COR within 10 working days. Until a favorably adjudicated FBI Fingerprint Check is obtained, contractor personnel shall be continually escorted, into, out of, and within the restricted areas by other personnel who possess an unescorted Restricted Area badge. Processing time for the FBI Fingerprint Check is approximately 45-60 days. The contractor shall advise employees that the FBI Fingerprint Check shall be used to review criminal history records and that adverse information may result in an employee being denied access into the restricted areas.

h. Magnetic Security Entry Cards. Magnetic security entry cards or facility keys will only be issued to contractor personnel after an appropriate investigation or security clearance has been verified by the COR or AEC Security Manager. Contractor personnel shall be responsible for the items issued and should report any loss of such items as soon as possible to the AEC Security Manager.

i. Loss or Possible Compromise of Classified Information. The contractor shall immediately report the loss or possible compromise of classified information or material to the AEC Security Manager.

j. **Security Training.** The contractor shall develop and implement a security education program to ensure contractor personnel understand and are familiar with security requirements. The contractor shall conduct security training for all new employees preferably before their arrival or report date to the AEC. At a minimum, contractor personnel will receive security training within 30 days after their arrival, and refresher sessions annually thereafter. This training will include:

- Information Security (IAW Army Regulation 380-5)
- Operations Security (IAW AR 530)
- Subversion and Espionage Directed Against the Army (IAW AR 381-12)
- Antiterrorism (IAW AR 525-13)
- Information Assurance (IAW AR 25-2)
- Crime Prevention

Such training will include, but not be limited to the following subjects: an overview of security classification management, employee reporting obligations and requirements and security procedures and duties applicable to the employee's job.

Contractor personnel traveling outside of the United States are encouraged to complete AT training IAW AR 525-13. Contractor person should request an Area of Responsibility briefing from either the FSO or AEC Security Manager.

k. **Departing Employees.** The contractor shall ensure all contractor employees return security identification badges, DoD identification cards, magnetic entry security cards and keys to the Government after the completion of their employment. In addition, contractor personnel briefed on Special Access Programs shall contact AEC security personnel to complete a termination briefing prior to termination of employment.

C.1.5 OPERATING HOURS

a. The contract services outlined in this solicitation shall be provided five (5) days per week, Monday through Friday, excluding holidays, during normal duty hours between 7:00 am and 5:00 pm (depending on site and duty location) with a one-half (1/2) hour lunch break. Government core working hours are from 6:00 am to 6:00 pm.

b. The Government has the option to permanently change the hours and days of operation. Contractor employees shall not work overtime or on Federal holidays unless preapproved by the COR.

C.1.6 TRAINING: Contractor personnel may be required to attend training sessions that may include new word processing or database software unique to the government and updated computer instructions for periods of one to five days. Reimbursement to the contractor by the government, for travel and per diem expenses for training off site, will be for actual and reasonable costs incurred in accordance with the Joint Travel Regulations (JTR).

C.1.7 TRAVEL: There may be infrequent, but occasional travel under the contract. An example would be travel by one or more persons under the contract to provide administrative support to an AEC/ATEC-sponsored conference lasting less than a week. The contractor shall be reimbursed, according to FAR 31.205-46, and the Joint Travel Regulations. The government will give the contractor as much advance notice as possible for TDY requirements. The contractor shall be compensated for travel time to and from a TDY location or a place of abode when the travel time falls within the individual's normal working hours.

C.1.8 INCLEMENT WEATHER POLICY: In the event of an emergency or adverse weather conditions, announcements of federal agency curtailed operations and closure will be made over the local news media and may also be available on the Internet before the start of a workday. The Government will pay for hours worked during an eight-hour shift when there is an announcement of early closing or delayed opening if their employees reported to

work. The Government will not pay for hours when the shut down occurred prior to normal duty hours pursuant to public announcement that the agency is shut down for one complete shift.

C.1.9 IDENTIFICATION:

a. All contractor employees shall complete a DA Form 1199, Application for Identification Card, FD258, Application Fingerprint Card or DD 1172-2, Application for Department of Defense Common Access Card DEERS Enrollment to obtain a picture identification card and to have fingerprints processed within 2 days of employment with the agency.

b. Contractor personnel shall display a contractor identification badge clearly identifying the contractor as non-government personnel while in the work area; shall wear and display his/her name and the name of the company at all times, and include the company's name in his/her email display. The appropriate security office will provide identification badges. This badge shall be visible at all times when inside the AEC/ATEC buildings or any secure area. The badge shall be out of view when not in a secured area. Contractor personnel shall identify themselves as a contractor when attending meetings, Video Teleconferences, and when answering the telephone.

c. Prior to contract performance, the contractor shall submit a list of all employees to the COR and the Contracting Officer. This list shall be updated as employee status changes. Prior to addition of new employees, the contractor shall submit proposed personnel's resume to the COR for review and approval certifying that new employees meet all qualification requirements.

C.1.10 PROPRIETARY DATA: Where applicable, contract services identified in this solicitation shall be governed by DD Form 254 (Department of Defense Contract Security Classification Specification) and all contract employees shall be required to obtain a SECRET level security clearance, and where required, be the successful subject of an SSBI investigation, and sign a DD Form 312 (Classified Information Non-Disclosure Agreement).

C.2 GOVERNMENT-FURNISHED EQUIPMENT/SERVICE

C.2.1 EQUIPMENT: Contractor personnel shall utilize Government-owned word processing equipment, computer terminals, or other similar-purpose equipment in connection with clerical, financial, and editorial duties. The Government will furnish information management systems required to support this contract. The contractor shall use these systems inclusive of changes, modifications, or replacement of the systems, in whole or in part, throughout the period of performance. Use of information management systems will be subject to the standard monitoring requirements of the Government Information Management System. The contractor shall not use any Government-owned facility, equipment, or material for any other purpose than the fulfillment of the contract.

C.2.2 TELEPHONE SERVICE: The Government will provide telephone services for the transaction of official business only. The Government will not be responsible for long distance telephone charges made by or accepted by contractor personnel that are not required in the performance of this contract. Telephone service will be subject to the standard monitoring requirements of the Government telephone network. The Government-furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring. The Contractor shall ensure DD Form 2056, Do Not Discuss Classified Information, is affixed to each Government telephone.

C.2.3 OFFICE SUPPLIES: The Government will provide the contractor supplies necessary for performance of the contract.

C.2.4 VEHICLE OPERATION AND LICENSES: Contractor personnel operating a government motor vehicle shall have a valid DC or Virginia or Maryland State Operator's License for the category vehicle being operated. In addition, personnel must successfully complete a Defensive Driver's Course. Contractor personnel shall at all times operate the government vehicle in a manner that reflects safe driving to avoid injuring others or damaging equipment and property.

C.2.5 WORKSITE FOR CONTRACTOR'S WORKFORCE

a. An office will be provided for the contractor at one of the following locations. Contractor shall confine employee activities to these locations unless specific deviation is authorized by the Contracting Officer.

b. Central Work Area:

(1) U.S. Army Evaluation Center, 4120 Susquehanna Ave, Aberdeen Proving Ground, MD 21005-3013 - Buildings 4118, 4119, 4120 or 4727, Aberdeen Proving Ground, Maryland.

(2) U.S. Army Test and Evaluation Command/U.S. Army Evaluation Center, 4501 Ford Avenue, Alexandria, Virginia 22302-1458.

C.3 DEFINITIONS and RESPONSIBILITIES

C.3.1 CONTRACTING OFFICER: The Contracting Officer is the person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

C.3.2 CONTRACTING OFFICER'S REPRESENTATIVE: The Contracting Officer's Representative (COR) and alternate COR are the individuals designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations of the contract. The COR is responsible for interface with the contractor and performance of duties such as those set forth in this contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government.

C.3.3 CONTRACT SURVEILLANCE: The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when the COR goes beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

C.4. TRANSITION

C.4.1 PHASE-IN PERIOD. The Phase-In will begin 3 days after contract award and will last until the contract effective date. During Phase-In the contractor shall perform all administrative duties to include hiring personnel and transferring security clearances. Also during Phase-In, the Government will provide all applicable governing directives, provide a briefing of the technical requirements of the SOW, provide a tour of the facilities, and explain procedures for day-to-day operations. On the effective date of the contract, the contractor shall be expected to perform without Government involvement except when new task assignments require supplemental training which will be provided as appropriate.

C.4.2. PHASE-OUT PERIOD. During 15 calendar days immediately prior to the end of the contract, the current contractor shall permit the succeeding contractor and designated employees to observe any and all functions, procedures, and operations under this contract. The contractor shall complete ongoing work and otherwise prepare for an orderly transition to his successor. The contractor shall assemble all working papers in an orderly and logical manner and deliver them to the successor, including information of an administrative nature that the successor may require. The contractor shall fully cooperate with his successor and the Government so as not to interfere with their work or duties. The contractor shall ensure that any contractor-owned items or personal property of his employees are removed from APG upon contract completion.

CLAUSES INCORPORATED BY FULL TEXT

AMCAC 52.0204-4001, IDENTIFICATION OF OZONE DEPLETING SUBSTANCES (OCT 1999)

a. The following required Class I Ozone Depleting Substances (ODS) have been identified and approved for use under performance of any resultant contract.

None.

(List any approved ODS requirements): _____

b. If during performance of the contract, an approved Class I ODS is discovered, the contractor is encouraged to notify the contracting officer immediately.

c. The ODS restrictions apply to subcontracts as well.

AMCAC 52.0204-4002, CLASS I OZONE DEPLETING SUBSTANCES (OCT 1999)

a. Per Section 326 of Public Law 102-484, effective 1 Jun 93, specifications and standards cannot require the use of Class I ozone depleting substances (ODS) without approval. There are some cases where a specification or standard allows the use of an ODS, but does not specifically require its use. A situation of this type does not require substitution under the law.

b. If this requirement allows, but does not require, the use of a Class I ODS, although it is not mandatory for the contractor to use a non-ODS substance, the contractor is encouraged to give preference to using the non-ODS choice.

AMCAC 52.0223-4001, OSHA STANDARDS (OCT 1999)

Contractor must comply with all applicable OSHA standards.

AMCAC 52.0237-4004, IDENTIFICATION OF CONTRACTOR EMPLOYEES (OCT 2000)

a. All contractor employees shall be identified as such by wearing badges at all times while performing work at this Government facility and when performing work for the Government under the scope of this contract at other installations or non-government sites to include attendance at meetings, seminars, etc. The badges may be either affixed to clothing or be displayed from a chain or other mechanism worn around the neck. Badges must include contractor's company name and employee's name. The badges shall be colored white with black lettering and a minimum badge size of 1.5 inches tall by 3 inches long. A company logo may be placed on the badge, at the company's discretion. No other items may be placed on the badge.

b. Contractor workspace (office, laboratory, desk) shall contain a sign signifying the space is occupied by "contractor employee(s)" to ensure that Federal employees and the public know that they are not Federal employees. Coordinate location with the COR.

c. Contractor employees shall initially identify themselves by name and company affiliation when answering the telephone, presenting briefings, conducting or attending meetings/seminars.

d. All contractor correspondence (written, facsimile, and email display) shall include their company name.

APG 52.0204-4100, LONG TERM VISITOR (AUG 1999)

Long term visitors are those contractors from offpost, U.S. cleared facilities working on Aberdeen Proving Ground (APG) for a period specified by a classified contract. Long term visitors occupy Government furnished space on a quasi-permanent basis at APG, and perform all or part of contractual duties in an independent manner. Therefore, the contractor's security procedures shall be integrated with those of APG. The Contractor shall abide by the Long Term Visitor Instructions as set forth in APG Regulation 380-6. These instructions specify (a) those security actions which will be performed for the contractor by the installation, such as providing storage and classified reproduction facilities, guard service, security forms, control, investigation of security incidents, etc., and (b) those security actions for which joint action may be required, such as packaging and addressing classified transmittals, performing security checks, and implementing internal security controls and emergency procedures to protect classified material. The Long Term Visitor Instructions shall not be construed as cause and are not authorization for the commitment of funds.

APG 52.0204-4101, SECURITY AREA BADGE REQUIREMENTS (AUG 1999)

a. Contractors/contractor employees who will require unescorted access to a security area of Aberdeen Proving Ground (APG), MD, as defined by APG Regulation 190-4, Movement Control Within the Installation, while performing contractual work and/or to dispose of waste material at the disposal/salvage area(s) shall be required to present and display Government-issued security area identification badges in order to gain and exercise unescorted entry into the security area(s).

b. The Contractor shall only submit the minimum number of employees for each badging required for the performance of the contract. Individual contractor employees shall not be submitted for badges when the nature of the contract requires the presence of a badged supervisor or foreman. In these situations, escort required badges will be utilized for these personnel.

c. The Contractor shall submit to the COR, for each employee requiring access, a completed:

(1) EAP Form 1199, Application for Civilian ID Card/Security Badge. U. S. citizenship shall be verified by the Contractor.

(2) FD Form 258, Applicant Fingerprint Card, unless proof of possession of a Personal Security Clearance is provided by the contractor's Facility Security Officer (FSO).

(3) DD Form 398-2, Department of Defense National Agency questionnaire.

All forms shall be submitted back to the COR no later than three weeks before the beginning of the contract or within five days after receiving the forms if less than three weeks remain before the beginning date of the contract.

d. Contractor shall advise employees that this information, along with local file checks, will be used to review criminal history records. Adverse information may result in an individual being denied access to the security area(s).

e. Contractor personnel authorized access to a security area will be issued photographic or non-photographic security area badges as required. Upon termination/completion of the contract or individual's

employment, whichever is first, the contractor shall collect the badge(s) and effect turnin to the issuing Government officer. In situations when the performance of a contract is held in abeyance or an employee will not be accessing a restricted area for a period of 60 days or more, the badge shall be returned to the custody of the issuing government officer until it is required at which time it will be reissued.

f. The Contractor shall be responsible for ensuring that employees who are issued badges properly safeguard them and that they are only utilized in the performance of contract related actions. Any badge that is stolen or lost shall be immediately reported to the issuing Government officer.

g. FOREIGN NATIONALS/IMMIGRANT ALIENS SHALL NOT BE GRANTED UNESCORTED ACCESS TO THE SECURITY AREAS OF APG, MD. Since unescorted access is essential for the performance of this contract, these individuals shall not be scheduled for work under this contract.

h. CAUTION: The Contractor shall be responsible for delays caused by his untimely submission of required forms or denial of security area access due to his employee's disqualification for a security badge.

Section E - Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE

52.246-6	Inspection--Time-And-Material And Labor-Hour	MAY 2001
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Section F - Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE

52.242-15

Stop-Work Order

AUG 1989

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

AMCAC 52.0242-4001, INSTRUCTIONS TO PAYING OFFICE AND ADMINISTRATIVE CONTRACTING OFFICE (AUG 1999)

a. The Contracting Office representative is:

Name: Tara Obenstine
Organization Code: AMSRD-ACC-U
Telephone Area Code and Number: 410-278-0863
DSN: 298-0863
FAX: 410-278-0904
Email: tara.obenstine@us.army.mil

b. Payment to the contractor shall be made in accordance with FAR Subpart 32.11, Electronic Funds Transfer.

c. Paying Office Information: DFAS Rock Island

Telephone Inquiries: 309-782-9165
FAX: 309-782-9991

Section H - Special Contract Requirements

CLAUSES INCORPORATED BY FULL TEXT

AMCAC 52.0216-4008, PREPARATION OF COST PROPOSALS FOR TASK ORDERS (JAN 2000):

The Contractor shall submit his written cost proposal based upon the task to be performed. He shall provide the following, as appropriate:

- a. Number of hours by category of labor.
- b. Hourly rate of each labor category.
- c. List of materials/equipment with copy of supplier quotes
- d. Travel requirements to include number of trips, locations, means of transportation, per diem, etc.

AMCAC 52.0222-4001, CONFORMANCE OF LABOR CATEGORIES (JUL 1999)

Labor categories not listed on a Department of Labor (DOL) wage determination must be conformed in accordance with applicable DOL regulations and subject to DOL review and acceptance. Risks associated with the incorrect conformance are borne by the contractor. If DOL determines that the conformed rate is incorrect and requires a higher rate to be paid, the contractor will not be entitled to compensation for the base year or the option years. Application of FAR 52.222-43 at the time of option exercise is limited to increases in labor categories initially included on the wage determination or increases in the conformed rate approved by DOL. For example, a labor category is conformed at \$6.00 an hour and the DOL review establishes \$8.00 an hour as the correct rate. No increase in entitlement is due for the base year. At the time of option exercise, the new wage determination provides for \$8.40 for that labor category. Entitlement at the time of option exercise would be the increase of \$.40 required by the wage determination or \$6.40. The contingency of an incorrect conformance is not a contingency within the meaning of FAR 52.222-43.

AMCAC 52.0242-4003, GOVERNMENT-CONTRACTOR RELATIONSHIPS (SEP 1999)

a. The Government and the contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the Government and the contractor and/or between the Government and the contractor's employees. It is therefore, in the best interest of the Government to afford the parties a full and complete understanding of their respective obligations.

b. Contractor personnel under this contract shall not:

(1) be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, Military or Civilian.

(2) be placed in a staff or policymaking position.

(3) be placed in a position of command, supervision, administration or control over DA Military or Civilian Personnel, or personnel of other contractors, or become a part of the Government organization.

(4) be used for the purpose of avoiding manpower ceilings or other personnel rules and regulations of DA or the Civil Service Commission.

(5) be used in administration or supervision of military procurement activities.

c. Employee Relationship:

(1) The services to be performed under this contract do not require the contractor or its employees to exercise personal judgment and discretion on behalf of the Government, but rather the contractor's employees will act and exercise personal judgment and discretion on behalf of the contractor.

(2) Rules, regulations, directions, and requirements that are issued by command authorities under their responsibility for good order, administration, and security are applicable to all personnel who enter the installation, or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2003
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	OCT 2003
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.216-7	Allowable Cost And Payment	DEC 2002
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	AUG 2003
52.223-5 Alt I	Pollution Prevention and Right-to-Know Information (Aug 2003) Alternate I	AUG 2003
52.223-6	Drug-Free Workplace	MAY 2001
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	DEC 2003
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.227-3	Patent Indemnity	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-7 Alt II	Payments Under Time-And-Materials And Labor Hour Contracts (Dec 2002) - Alternate II	FEB 2002
52.232-8	Discounts For Prompt Payment	FEB 2002

52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-23	Assignment Of Claims	JAN 1986
52.232-23 Alt I	Assignment of Claims (Jan 1986)- Alternate I	APR 1984
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-13	Bankruptcy	JUL 1995
52.243-3	Changes--Time-And-Material Or Labor-Hours	SEP 2000
52.244-2	Subcontracts	AUG 1998
52.244-6	Subcontracts for Commercial Items	APR 2003
52.245-4	Government-Furnished Property (Short Form)	JUN 2003
52.245-5 Alt I	Government Property (Cost-Reimbursement, Time-and- Material, Or Labor-Hour Contracts) (Jun 2003) Alternate I	JUN 2003
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-6 Alt IV	Termination (Cost Reimbursement) (Sep 1996) - Alternate IV	SEP 1996
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense- Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.219-7010	Alternate A	JUN 1998
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.232-7003	Electronic Submission of Payment Requests	JAN 2004
252.242-7000	Postaward Conference	DEC 1991
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.245-7001	Reports Of Government Property	MAY 1994

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through end of performance period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$50,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$2,000,000.00;

(2) Any order for a combination of items in excess of \$10,000,000.00; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the Contractor's intent not to ship the item(or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in

the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after end of performance period.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.

52.219-11 SPECIAL 8(a) CONTRACT CONDITIONS (FEB 1990)

The Small Business Administration (SBA) agrees to the following:

(a) To furnish the supplies or services set forth in this contract according to the specifications and the terms and conditions hereof by subcontracting with an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(b) That in the event SBA does not award a subcontract for all or a part of the work hereunder, this contract may be terminated either in whole or in part without cost to either party.

(c) Except for novation agreements and advance payments, delegates to the U.S. Army Robert Morris Acquisition Center the responsibility for administering the subcontract to be awarded hereunder with complete authority to take

any action on behalf of the Government under the terms and conditions of the subcontract; provided, however, that the U.S. Army Robert Morris Acquisition Center shall give advance notice to the SBA before it issues a final notice terminating the right of a subcontractor to proceed with further performance, either in whole or in part, under the subcontract for default or for the convenience of the Government.

(d) That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by the U.S. Army Robert Morris Acquisition Center.

(e) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer cognizable under the "Disputes" clause of said subcontract.

(f) To notify the U.S. Army Robert Morris Acquisition Center Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

52.219-17 SECTION 8(a) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the U.S. Army Robert Morris Acquisition Center the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the U.S. Army Robert Morris Acquisition Center Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the U.S. Army Robert Morris Acquisition Center.

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUN 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration

(SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

- (1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and
- (2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The **Error! Reference source not found.** will notify the U.S. Army Robert Morris Acquisition Center **Error! Reference source not found.** Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

Word Processor I	GS-05	\$14.11
Word Processor II	GS-06	\$15.72
Word Processor III	GS-07	\$17.47
Secretary II	GS-06	\$15.72
Secretary V	GS-08	\$19.35
General Clerk II	GS-04	\$12.61
Accounting Clerk III	GS-05	\$14.11

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENT LIST

Attachment 1	Cost Spreadsheet	1 page
Attachment 2	Wage Determination – Maryland	9 pages
Attachment 3	Wage Determination – Virginia	9 pages
Attachment 4	DD 254 Security Form	2 pages