

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1 OF 35 PAGES	
1. REQUEST NO. W91CRB-07-T-0128	2. DATE ISSUED 15-Jun-2007	3. REQUISITION/PURCHASE REQUEST NO. MIPR7J6NR7F119	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING DO		
5a. ISSUED BY US ARMY RDECOM ACQ CTR - W91CRB 4118 SUSQUEHANNA AVENUE ABERDEEN PROVING GROUND MD 21005-3013			6. DELIVER BY (Date) SEE SCHEDULE			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) KATHLEEN L. WISSLER 410-278-0891			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) SEE SCHEDULE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS. (Date) 25-Jun-2007						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0001	RDECOM - SOSI - Current Operations T&M Base Period	1	Lot		

The contractor, as an independent entity and not as an agent of the Government, shall provide management, engineering and technical support services in accordance with the Statement of Work (SOW) entitled "Management, Engineering and Technical Support for the RDECOM - Systems of Systems Integration (SOSI) - Current Operations" on a time-and-materials basis. Travel shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

FOB: Destination
PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0002 OPTION	RDECOM - SOSI - Current Operations T&M Option Year 1	1	Lot		

The contractor, as an independent entity and not as an agent of the Government, shall provide management, engineering and technical support services in accordance with the Statement of Work (SOW) entitled "Management, Engineering and Technical Support for the RDECOM - Systems of Systems Integration (SOSI) - Current Operations" on a time-and-materials basis. Travel shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

FOB: Destination
PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0003 OPTION	RDECOM - SOSI - Current Operations T&M Option Year 2	1	Lot		

The contractor, as an independent entity and not as an agent of the Government, shall provide management, engineering and technical support services in accordance with the Statement of Work (SOW) entitled "Management, Engineering and Technical Support for the RDECOM - Systems of Systems Integration (SOSI) - Current Operations" on a time-and-materials basis. Travel shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

FOB: Destination

PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0004 OPTION	RDECOM - SOSI - Current Operations T&M Option Year 3	1	Lot		

The contractor, as an independent entity and not as an agent of the Government, shall provide management, engineering and technical support services in accordance with the Statement of Work (SOW) entitled "Management, Engineering and Technical Support for the RDECOM - Systems of Systems Integration (SOSI) - Current Operations" on a time-and-materials basis. Travel shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

FOB: Destination

PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0005 OPTION	RDECOM - SOSI - Current Operations T&M Option Year 4	1	Lot		

The contractor, as an independent entity and not as an agent of the Government, shall provide management, engineering and technical support services in accordance with the Statement of Work (SOW) entitled "Management, Engineering and Technical Support for the RDECOM - Systems of Systems Integration (SOSI) - Current Operations" on a time-and-materials basis. Travel shall be reimbursed in accordance with the Joint Travel Regulations (JTR).

FOB: Destination

PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	EST. QUANTITY	UNIT	UNIT PRICE	EST. AMOUNT
0006	ACCOUNTING FOR CONTRACT SERVICES T&M				

The contractor shall provide accounting for contract services in accordance with the clause entitled "Accounting for Contract Services" in Section C.

FOB: Destination

PURCHASE REQUEST NUMBER: MIPR7J6NR7F119

TOT ESTIMATED PRICE
CEILING PRICE

SECTION B

B.1 TYPE OF CONTRACT

- a. This solicitation is issued on an Indefinite Quantity/Indefinite Delivery basis, in accordance with FAR 16.504.
- b. Individual delivery orders issued under the basic contract shall be on a time and materials basis.

B.2 CONTRACT MINIMUM AND MAXIMUM LIMITATIONS

- c. The government is obligated to place, with the contractor, a delivery order in the amount, which will total at least \$1,000,000.00.
- d. The government may place additional delivery orders with the contractor for a not-to-exceed maximum of \$11,500,000.00.
- e. The government reserves the right to award only the minimum.

B.3 PERIOD OF PERFORMANCE

Base Year: 16 July 2007 – 15 July 2008
Option Year I: 16 July 2008 – 15 July 2009
Option Year II: 16 July 2009 – 15 July 2010
Option Year III: 16 July 2010 – 15 July 2011
Option Year IV: 16 July 2011 – 15 July 2012

Section C - Descriptions and Specifications

STATEMENT OF WORK**STATEMENT OF WORK****Management, Engineering and Technical Support
For the
RDECOM-Systems of Systems Integration (SOSI) - Current
Operations****1.0 PURPOSE:**

The purpose of the contract is to provide management, engineering, and technical support to the Director, U.S. Army Research, Development and Engineering Command (RDECOM) - Field Assistance in Science and Technology Activity (FAST) and the Director, Agile Development Center (ADC).

**2.0 APPLICABLE DOCUMENTS/SUMMARY OF CURRENT OPERATIONS
MISSION/BACKGROUND:**

The Research, Development & Engineering Command (RDECOM) was established by the Army Materiel Command Commanding General on 1 October 2003 with the objective of getting new technologies and capabilities into the hands of soldiers faster. Within this command, The Systems of Systems Integration (SOSI) was established. Within SOSI, the Field Assistance in Science and Technology (FAST) Directorate and the Agile Development Center (ADC) serve as expeditors for technology deliveries to Warfighters in current operations.

2.1 FAST MISSION

AMC-R 10-21 prescribes the mission and functions of the RDECOM-FAST Activity. The RDECOM-FAST Director and his headquarters staff are located in Building 374 at Fort Belvoir, VA. Approximately 34 RDECOM-FAST Science Advisors are located with Joint and Army Commanders of field forces worldwide.

2.1.1 The RDECOM-FAST Director is responsible for the disposition of the Activity's budget line for operation of the RDECOM-FAST Science Advisor projects. The director recruits, selects, supervises, trains, reviews, and rates the Science Advisors who serve two to four year tours. The Director provides a monthly newsletter highlighting project Activities and special events.

2.1.2 The Director maintains a communication infrastructure of all electronic mail, telephone, fax, and site visits among all Science Advisors and the supporting network of Army, Navy and Air Force technical facilities. The Director assists Science Advisors in their efforts to provide Commanders with quick reaction solutions to field problems. The Director supports RDECOM/SOSI special projects such as supporting Science and Technology special teams and Liaison Officers to include: team member selection, coordination, orientation and training, and overall general mission support. These areas of the Director's responsibility form the basis for contractor support.

2.2 ADC MISSION

The Agile Development Center works with various organizations within the Army as well as joint and interagency services to expedite the delivery of technical solutions from RDECOM's Army Research Laboratory (ARL) and Research, Development and Engineering Centers (RDECs) to meet the Warfighter's current operational requirements. ADC's mission includes:

- a. Providing direct support to the Army Asymmetric Warfare Office (AAWO). This is comprised of support to Rapid Equipping Force (REF); Army Asymmetric Warfare Group (AWG); and Army component of Joint Improvised Explosive Device Defeat Organization (JIEDDO).
- b. Serving as Chair and Administrator of the Current Operations Support Integrated Product Team (COS IPT).
- c. Directing, managing and allocating Agile Integration, Demonstration and Experimentation (AIDE) Program
- d. Supporting of the Army Materiel Command's Rapid Support Network (RSN)
- e. Developing and executing Current Operations Support (COS) Science and Technology (S&T) Common Operating Picture (COP).
- f. Technology transition and insertion through integration and experimentation.
- g. Conducting quick technology assessments.
- h. Dissemination of Information.
- i. Developing recommendations for decisions relating to current operational requirements.
- j. Managing day-to-day activities.

3.0 SCOPE/REQUIREMENT:

3.1 The contractor shall provide all labor, materials, services, supplies, travel, and equipment necessary to accomplish assignments within the specified timeframe and provide designated deliverables as stated in Paragraph 10.0 of this Statement of Work.

3.2 Contractor support services shall be provided in the areas of program planning and management, engineering, data analysis, technical documentation, training and operations support, and support of demonstrations and exhibits.

4.0 FAST TASKS:

4.1. General Support Engineering: Services shall include reviewing engineering output in the areas of systems level operation and maintenance procedures, system test and evaluation, performance improvements criteria, tools assessments, metrics management, quality assurance, configuration management, maintenance practices, and technical orders. Assist the Director, RDECOM-FAST with the design, development, review and analysis of scheduling and logistics activities. Monitor and review manuals, regulations, pamphlets, and various other Army Research, Development and Engineering (RDTE) and Acquisition documentation for applicability to the RDECOM-FAST Activity.

4.1.1 Level of Effort

Full time management and engineering services. 1/2 Engineering Management Full Time Equivalent (FTE) per year.

4.1.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of the Office Secretary of Defense (OSD), Department of the Army (DA), and AMC (Army Material Command) organizations

4.1.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance

- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with Assistant Secretary of the Army, Acquisition, Logistics and Technology (ASAALT) funding processes

4.2 Technical Investigations or Analyses: The Contractor shall provide services to include feasibility investigations, engineering and Integrated Logistics Support, Basis of Issue Plan for items, cost analyses, and analyses and evaluation of equipment, systems, Commercial Off the Shelf or Government Off the Shelf software products, and market investigations.

4.2.1 Level of Effort

Full time management and engineering services. 1/2 Engineering Management FTE per year.

4.2.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.2.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

4.3 Engineering Analyses and Support: The Contractor shall be required to support the technical projects of RDECOM-FAST Science Advisors by researching and analyzing potential technical solutions, conducting required military operations research assessments to clarify operational needs, evaluating the merit of technical proposals, and establish conditions of use and provide insight into comparative military worth of competing alternatives. The Contractor shall maintain project data files (in electronic and hard copy form) to allow for rapid retrieval. The Contractor

shall develop and maintain a suitable website, with appropriate security measures, for access by field commanders that details current internal FAST projects. Contractor shall explore current Army Automation tools such as Army Knowledge Online (AKO) and Science and Technology Enterprise Management (STEM) for suitability for this effort.

4.3.1 The Contractor shall conduct required military operations assessments to clarify operational needs, establish conditions of use and to provide insight into comparative military worth of competing alternatives. Methodology, database, findings, results, conclusions and recommendations of assessments shall be documented.

4.3.2 The Contractor shall provide compatible data communication capabilities for RDECOM-FAST offices and supported agencies as needed in conjunction with RDECOM-FAST data management and information systems.

4.3.3 Level of Effort

Part time management and engineering services. 1/2 Engineering Management FTE per year. 1 Graphics/Analyst FTE per year

4.3.3.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.3.3.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

4.4 Administrative Support: The Contractor shall provide clerical, mail, message, facsimile processing, data entry, update project and program files maintained in existing data bases, reproduction services, graphic support, establish and maintain a technical data library, and maintain a current

telephone listing for all RDECOM-FAST Science Advisors, Quick Reaction Coordinators and RDECOM R&D Centers/Labs POCs. Additionally, in a facility coordinator role, the Contractor shall provide assistance with physical security, clearance verification, receptionist duties, and visitor control. Supervision and direction of the individual shall remain the responsibility of the Contractor. The individual shall not perform any of the typical secretarial functions in support of any specific government worker.

4.4.1 Level of Effort

Full Time administrative services. 1/2 FTE per year.

4.4.1.1 Required Knowledge/Skills/Abilities

- Minimum 5 years experience with Army programs
- Secret clearance
- Knowledge of Acquisition processes
- Knowledge of RDECOM organizations
- Knowledge of Microsoft Suite and information systems

4.4.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 10 years experience with Army RDECOM R&D programs
- Top Secret Clearance
- Bachelor's Degree or equivalent experience
- Experience in Acquisition processes
- Experience with RDECOM organizations
- Proficient in Microsoft Suite and some information systems
- Knowledge of AMC/RDECOM mission processes

4.5 Program Planning and Management: The Contractor shall plan, coordinate, manage and execute complex technical programs, meetings, S&T operational orientation, and symposiums to address advanced technology for participants from throughout the DoD community. The Contractor shall coordinate, plan, execute, prepare resource handbooks for participants, and prepare after action reports for two additional meeting a year. These meetings consist of: (1) An annual one to two week training program for current and newly assigned Science Advisors; and (2) An annual one week meeting for all Science Advisors, Headquarters (HQ) FAST personnel, and invited guests to conduct a review of all on-going and planned projects. This work may require contractor Continental United States (CONUS) and Outside

Continental United States (OCONUS) travel. Additionally the contractor shall, during periods of U.S. Army troop deployments, be required to coordinate, plan, prepare, resource handbooks for participants and prepare after action reports for training and orientations for RDECOM-FAST Team being deployed in support of U.S. Army operations overseas.

4.5.1 Level of Effort

Full time management and engineering services. 1/4 Engineering Management FTE per year.

4.5.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.5.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

4.6 Technical Documentation: The Contractor shall provide quality technical reports, brochures, articles, letters and papers describing the activities, projects and accomplishments of the RDECOM-FAST Activity. This work shall require setup, reproduction, and distribution of small quantities of high quality documentation. The Contractor shall prepare a technical report to cover a six-month period and to prepare a monthly newsletter describing project and activity accomplishments. Reproduction shall be on Government equipment, and the Government will pay postage for all reports that are mailed.

4.6.1 Level of Effort

Full time management and engineering services. 1/4 Engineering Management FTE per year.

4.6.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.6.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance

- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

4.7 Support of Demonstration and Exhibits: The Contractor shall plan, design, organize, coordinate, ship and execute demonstrations of material to soldiers and civilians or to set up static exhibits with pictures, text, and material related to the RDECOM-FAST Activity.

4.7.1 Level of Effort

Full time management and engineering services. 1/4 Engineering Management FTE per year.

4.7.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.7.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

4.8 Operations Support Services: The contractor shall provide daily current operations support to all assigned Science Advisors, Uniformed Army Scientists and Engineers, and deployed special S&T teams and RDECOM Liaison Officers (LNOs). This includes interaction via telephone, email (both Non-secure (NIPR) and secure (SIPR)), teleconferences, and face to face. Activities and efforts include: Receiving and processing Requests for Information (RFI), Project Summary Statements (PSS), and feedback reports. Support provided includes: research and analysis of incoming information, formulation of recommendations, processing and monitoring/tracking of all operational issues, and summarizing/reporting through applicable

channels including preparation of presentation material and briefings.

4.8.1 Level of Effort

Full time management and engineering services. 1/4 Engineering Management FTE per year.

4.8.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Engineer/scientist/program management education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

4.8.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's Degree or equivalent experience
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

5.0 ADC TASKS:

5.1 The contractor shall provide the support services required by the ADC for engineering, program analyses, program management, and other technical and administrative support services for direct support to REF; direct support to AWG; direct support to JIEDDO; support to COS IPT; support to the AIDE Program; support to the RSN; and other program requirements supporting these six mission areas. Most, but not necessarily all, of these support services shall be provided at the ADC/REF/AWG/JIEDDO site and facilities.

5.2 Each of the tasks defined below (Para 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, and 5.9) will be separately funded and have separate and distinct Task Execution Plans.

5.3 Engineering Services for Support to Rapid Equipping Force (REF) and Army Asymmetric Warfare Group (AWG). Contractor shall recommend and facilitate technology opportunities for transition by partnering with the REF and AWG to include:

a. Supporting the RDECOM S&T Rotational Assignment Program.

- b. Requesting assessments from RDECOM in response to REF/AWG requests for technology.
- c. Articulating REF/AWG technologies and systems for vetting and evaluation.
- d. Managing requests and results of vetting for REF/AWG technologies and systems.
- e. Supporting membership in the COS IPT.
- f. Providing, tracking, and maintaining a Current Operating Picture (COP) information system for the status and results of all technology assessments and vetting at both the classified and unclassified level.
- g. Supporting REF/AWG requirements by the use of and access to the COS S&T COP tool.
- h. Facilitating REF/AWG senior leadership visits with DoD RDECs and laboratories to foster mutual understanding and support.
- i. Interfacing with outside sources as RDECOM/REF/AWG technology Subject Matter Experts.

5.3.1 Level of Effort

Full Time engineering services. 1 FTE per year.

5.3.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Experience with different types of Army science and technology policies, procedures and projects.
- Engineer/scientist education
- Knowledge of RDECOM organizations

5.3.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Certified acquisition principal
- Knowledge of OSD, DA, and AMC organizations
- Work experience at OSD/DA/AMC/RDECOM
- Experience in information systems design and usage

5.4 Engineering Services for Support to Joint Improvised Explosive Device Defeat Organization (JIEDDO). Contractor shall recommend and facilitate technology opportunities for transition by partnering with the JIEDDO, to include:

- a. Supporting the RDECOM S&T Rotational Assignment Program.
- b. Requesting assessments from RDECOM in response to JIEDDO requests for technology.
- c. Articulating REF/AAWO technologies and systems for vetting and evaluation.
- d. Managing requests and results of vetting for JIEDDO technologies and systems.
- e. Supporting membership in the COS IPT.
- f. Providing, tracking, and maintaining a Current Operating Picture (COP) information system for the status and results of all technology assessments and vetting at both the classified and unclassified level.
- g. Supporting JIEDDO requirements by the use of and access to the COS S&T COP tool.
- h. Facilitating JIEDDO senior leadership visits with DoD RDECs and laboratories to foster mutual understanding and support.
- i. Interfacing with outside sources as RDECOM technology Subject Matter Experts.

5.4.1 Level of Effort

Full Time engineering services. 1 FTE per year.

5.4.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Experience with different types of Army science and technology policies, procedures and projects.
- Engineer/scientist education
- Knowledge of RDECOM organizations

5.4.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Certified acquisition principal
- Knowledge of OSD, DA, and AMC organizations
- Work experience at OSD/DA/AMC/RDECOM
- Experience in information systems design and usage

5.5 Engineering Services for Support to the Current Operations Support (COS) IPT. Contractor shall support the COS IPT Chair and Co- Chair in providing leadership, management, and

oversight of the COS IPT and facilitate the coordination, integration, and monitoring of all RDECOM activities in support of current operations. Facilitation includes:

- a. Interfacing directly with the Rapid Equipping Force (REF) office, the Field Assistance Science and Technology (FAST) office, the FAST Science, Technology and Acquisition Corp Advisor (STACA) to Multi-National Forces, Iraq (MNF-I), the STAT and MacGyver teams, and other organizations that support and represent warfighters
- b. Maintaining a situational awareness of current and emerging threats, problems, challenges, and operational requirements.
- c. Maintaining awareness of warfighter developed priorities and what RDECOM is executing to address those needs.
- d. Facilitating dialogue and communication between RDECOM and Training and Doctrine Command (TRADOC) Army Capabilities Integration Center (ARCIC), REF, Army Test and Evaluation Command (ATEC), Forces Command (FORSCOM), Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT), Defense Advanced Research Projects Agency (DARPA), and other organizations
- e. Performing quick, initial assessments on "good ideas" or technology requests with IPT members serving as a conduit to RDEC/labs technical subject matter experts.
- f. Performing analysis of technical proposals/inquiries to include: TRADOC ARCIC Integrated Capability Exercises; Agile Integration, Demonstration and Experimentation (AIDE) proposals; Global War on Terrorism (GWOT) proposals coming from the labs and RDECs; REF requests for technical position in support of PM REF acquisition; and DA/AMC inquiries
- g. Keeping Army leadership and relevant acquisition partners on vetted technologies, including recommendations regarding promising solutions and issues.
- h. Managing web-based teleconferences, VTC, and face-to-face meetings in both classified and unclassified forums.
- i. Developing and maintaining annually a Plan of Action that establishes operational practices, including specific goals,

objectives, tasks, deliverables, and products to be accomplished by the IPT according to a timeline.

5.5.1 Level of Effort

Full Time engineering services. 1 FTE per year.

5.5.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Bachelor's Degree in science/engineering
- Secret clearance
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

5.5.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Acquisition experience/certification.
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/experience with Army's science and technology policies and procedures.

5.6 Engineering Services for Support to the AIDE Program.

The contractor shall support Agile Integration, Demonstration and Experimentation (AIDE) Program which manages the Research, Development, Test and Evaluation (RDT&E) funding line established by ASAALT, to include:

- a. Supporting the management of the AIDE Funding.
- b. Announcing request for proposals and establish proposal guidance and metrics.
- c. Performing analysis and evaluating proposals based on information obtained from the RDECs/ARL, DOD, ASAALT, TRADOC, the REF, and the FAST office.
- d. Soliciting technology IPT assessment of top proposals.
- e. Providing draft ADC recommendations/assessments to SOSI/RDECOM leadership for decision.
- f. Managing execution of funded programs (decentralized execution, providing guidance, monitoring metrics, conducting reviews, and developing reports).
- g. Providing RDECOM vetted and prioritized list of top programs to ASAALT for review and information purposes.
- h. Partnering with TRADOC to increase information sharing and communications.
- i. Conducting transition planning to PEOs/PMS and/or the REF.
- j. Assisting in preparing Army RDT&E Budget Item Justification form (R-2 forms) for Headquarters, Department of the Army (HQDA) and Congress.
- k. Relating and interfacing AIDE program with other ADC mission responsibilities.

- l. Relating and interfacing AIDE program with other customer programs
- m. Providing other duties, as assigned.

5.6.1 Level of Effort

Full time management and engineering services and related administrative support. 1 Engineering Management FTE per year.

5.6.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs
- Secret clearance
- Certified acquisition principal
- Engineer/scientist education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

5.6.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Acquisition level III Certified
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

5.7 Program Management Services for Army Materiel Command's Rapid Support Network (RSN). Contractor shall support operations and administrative functions required to operate and maintain the RSN. This includes:

- a. Interacting with customer requirements personnel and process
- b. Developing and operating RSN process to include: requirements tracking, flow of information, status of actions, performance metrics.
- c. Interacting with AMC's Rapid Acquisition Cell/rapid contracting personnel and process
- d. Interacting with AMC's Life Cycle Management Centers (LCMC) and Army Field Support Brigades (AFSB) Sustainment personnel and process
- e. Interacting with AMC's product transition personnel and process
- f. Maintaining communications, correspondence, and meetings with RSN members.

5.7.1 Level of Effort

Full time analyst services. 1 FTE per year.

5.7.1.1 Required Knowledge/Skills/Abilities

- Minimum 5 years experience with Army programs
- Secret clearance
- Acquisition experience
- Engineer/scientist education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations

5.7.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 10 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Bachelor's degree
- Acquisition Certified
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge/work experience with ASAALT funding processes

5.8 Engineering Services for Special Projects. Contractor shall support, as required, special projects across the full spectrum of ADC functions, to include:

- a. Transiting mature technologies to provide increased capabilities to the warfighter.
- b. Providing common current operations environment for all of RDECOM and strategic partners.
- c. Accelerating high-payoff technology opportunities.
- d. Assessing technology maturity and suitability to current capability gaps.
- e. Partnering with TRADOC Army Capabilities Integration Center (ARCIC) and FORSCOM to provide integrated capabilities to exercises and trials.

5.8.1 Level of Effort

As Required: 1 FTE per year.

5.8.1.1 Required Knowledge/Skills/Abilities

- Minimum 15 years experience with Army programs

- Secret clearance
- Certified acquisition principal
- Engineer/scientist education
- Knowledge of RDECOM organizations
- Knowledge of OSD, DA, and AMC organizations
- Experience at senior analyst/specialist General Services Administration (GSA) labor category

5.8.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 20 years experience with Army RDECOM R&D programs
- Top Secret clearance
- Acquisition level III Certified
- Work experience at OSD/DA/AMC/RDECOM
- Knowledge of AMC/RDECOM mission processes
- Experience at senior principal analyst/manager GSA labor category

5.9 Program Analyses and Administrative Support. Contactor shall:

- a. Identify, analyze, and evaluate technologies and systems, and determine current operations applicability.
- b. Serve as team member for ADC's Lean Six Sigma projects, performing process analysis and recommended strategies.
- c. Utilize the Army Science and Technology Enterprise Management (STEM) system, Army Knowledge Online (AKO) and Army Knowledge Online - Secure (AKO-S) systems to provide, track, and maintain a current operating picture for the status and results of all technology assessments and vetting, both classified and unclassified level.
- d. Provide special projects assistance to include meeting preparation and planning, video conference scheduling, and other duties as assigned.
- e. Perform ADC office task tracking using the RDECOM InfoLink Command Tasker Tracker system.
- f. Provide software application assistance.
- g. Prepare quality reporting documentation.
- h. Assist in preparing project plans, schedules, and deliverables.

5.9.1 Level of Effort

Minimum Full Time and As Required above full-time. 1 FTE per year.

5.9.1.1 Required Knowledge/Skills/Abilities

- Minimum 5 years experience with Army programs
- Secret clearance
- Knowledge of Acquisition processes
- Knowledge of RDECOM organizations
- Knowledge of Microsoft Suite and information systems

5.9.1.2 Desirable Knowledge/Skills/Abilities

- Minimum 10 years experience with Army RDECOM R&D programs
- Bachelor's Degree
- Experience in Acquisition processes
- Experience with RDECOM organizations
- Proficient in Microsoft Suite and some information systems
- Knowledge of AMC/RDECOM mission processes

6.0 TRAVEL

The contractor shall travel between the ADC location at Ft. Belvoir, VA and RDECOM HQ at Edgewood, MD, as well as other locations and limited local travel. It is estimated that the travel costs will not exceed \$20K per annum for ADC and \$5K for FAST. The Government will reimburse the cost of travel required in conjunction with performance of this order in accordance with Joint Travel Regulations.

7.0 PHYSICAL LOCATION/GOVERNMENT FURNISHED PROPERTY:

7.1 The Contractor will be provided with Government controlled working space, material, equipment, automated data processing services, and Defense Switched Network (for official calls only).

7.2 FAST: The Contractor shall be physically co-located with Government personnel in Building 374, 5985 Wilson Road, Ft. Belvoir, VA.

7.3 ADC: Performance will take place primarily at Ft. Belvoir, VA and Ft Meade, MD. As requirements evolve various CONUS/OCONUS sites will be visited dependent on individual engineering assignments.

8.0 MATERIAL:

If required the contractor shall purchase material, hardware, and software to support requirements. Any purchased material, hardware, or software product shall become the property of the Government upon completion of the Task Order or as specified by the contracting officer. The contractor shall be required to track the location of the hardware and software, maintain software integrity within the licensing agreement of the producer, and be responsible for maintenance of the hardware and software. Disposition of contractor acquired Government Property shall be in accordance with contract GFP clause.

9.0 ORGANIZATION CONFLICT OF INTEREST

9.1 All functions related to Acquisition Support shall be on an advisory basis only. Please be advised that since the awardee of this contract will provide systems engineering, technical direction, specifications, work statements, and evaluation services, some restrictions on future activities of the awardee may be required in accordance with FAR 9.5. Contractor personnel shall be required to sign a Non-disclosure statement.

9.2 It is recognized by the parties that the efforts to be performed by the contractor under this contract are of such a nature that they may create a potential organizational conflict of interest as contemplated by Subpart 9.5 of the Federal Acquisition Regulation (FAR). It is the intention of the parties that the contractor will not engage in any contractual activities which may impair its ability to render unbiased advice and recommendations, or in which it may gain an unfair competitive advantage as a result of the knowledge, information and experience gained during the performance of this contract. It does not include the normal flow of benefits from incumbency.

9.3 The contractor agrees not to participate as a prime contractor, subcontractor, consultant or team member in any acquisition for hardware or software wherein:

- a. The contractor has participated in the analysis and recommendation leading to the acquisition decision to acquire such a system, or
- b. The contractor may have an unfair competitive advantage resulting from the information gained during the performance of this contract.

9.4 The term contractor herein means:

- a. The organization entering into the contract with the Government;
- b. All business organizations with which it merges, joins or affiliates, now or in the future, and in any manner whatsoever, or which hold or may obtain, by purchase or otherwise, direct or indirect control of;
- c. Its parent organization (if any), and any of its present or future subsidiaries, associates, affiliates, or holding companies; and
- d. Any organization or enterprise over which it has direct or indirect control (now or in the future).

9.5 The contractor agrees that it will use all reasonable diligence in protecting proprietary data received by it. The contractor further agrees it will not willfully disclose proprietary data to unauthorized parties without the prior permission of the Government, and that proprietary data shall not be duplicated, used or disclosed, in whole or in part, for any purpose other than to accomplish the contracted effort. This restriction does not limit the contractors right to use, duplicate or disclose such information if such information was lawfully obtained by the contractor from other sources.

9.6 The prior approval of the Contracting Officer is required before any work to be performed under this contract may be subcontracted to any organization described in paragraph 9.4 above.

9.7 The contractor agrees to enter into written agreements with all companies whose proprietary data he shall access and to protect such data from unauthorized use or disclose as long as it remains proprietary. The contractor shall furnish to the Contracting Officer copies of these written agreements. The contractor agrees to protect the proprietary data and rights of other organizations disclosed to the contractor during performance of this contract with the same caution that a reasonably prudent contractor would use to safeguard highly valuable property. The contractor agrees to refrain from using proprietary information for any purpose other than that for which it was furnished.

9.8 The contractor shall not distribute reports, data or information of any nature arising from its performance under this contract, except as provided by this contract or as may be directed by the Contracting Officer.

9.9 The contractor shall include this provision, including this paragraph, in subcontracts of any tier which involve access to information covered in paragraph 9.1 above. The use of this clause in such subcontracts shall be read by substituting the work subcontractor for the word contractor where the latter appears.

9.10 The contractor shall be trained and informed of Subpart 9.5 of the FAR and this contract provision.

9.11 Government representatives shall have access to the contractor's premises and the right to inspect all pertinent books and records in order to insure that the contractor is in compliance with Subpart 9.5 of the FAR and this provision.

9.12 Questions regarding this interpretation of Subpart 9.5 of the FAR and this provision shall be submitted to the Contracting Officer.

9.13 The contractor agrees that if after award it discovers a potential conflict of interest, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall include a description of the actions the contractor has taken or proposes to take, to avoid or mitigate such conflicts.

9.14 For any breach of the above restrictions, or for nondisclosure or misrepresentation of any relevant interests required to be disclosed concerning this contract, the Government may, terminate the contract for default, disqualify the contractor from subsequent related contractual efforts, and/or pursue other remedies permitted by law or this contract.

9.15 The Government may waive application of this clause when it is determined to be in the best interest of the Government to do so.

9.16 This agreement will remain in effect during the period of performance of this contract and for a period of four years following completion of this contract.

10.0 DELIVERABLES:

Progress Report:

The contractor shall submit a monthly Contractor's Progress, Status and Management Reports in accordance with the following:

ADC:

Progress Status Report: Report shall be submitted no later than 7 calendar days after meetings. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the report. Final and draft reports shall be sent to RDECOM-ADC.

Performance and Cost Report: Report shall be submitted within 5 working days after the end of each month. The monthly report shall address the status of all statement of work tasks, by task, provide a contractor self evaluation of the work performed, provide problems encountered and the actions taken, and the status of manpower and funds utilized and projected. Reports shall be sent to RDECOM-ADC and AMSRD-AC.

Engineering Analysis and Support: Revisions to existing Government documents are to be provided on an as-needed basis. Deliverables are due 30 days after notification of requirement. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the documents. Final and draft reports shall be sent to RDECOM-ADC.

Technical Report Studies/Services: Report shall be submitted within 30 days following request. Periodic updates shall be provided at the 10th and 20th day following initial request. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the documents. Final and draft reports shall be sent to RDECOM-ADC.

FAST:

Progress Status Report: Report shall be submitted no later than 7 calendar days after meetings. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the report. Final and draft reports shall be sent to RDECOM-FAST.

Performance and Cost Report: Report shall be submitted within 5 working days after the end of each month. The monthly report shall address the status of all statement of work tasks, by task, provide a contractor self evaluation of the work performed, provide problems encountered and the actions taken, and the status of manpower and funds utilized and projected. Reports shall be sent to RDECOM-FAST and AMSRD-AC.

Engineering Analysis and Support: Revisions to existing Government documents are to be provided on an as-needed basis. Deliverables are due 30 days after notification of requirement. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the documents. Final and draft reports shall be sent to RDECOM-FAST.

Technical Report Studies/Services: Report shall be submitted within 30 days following request. Periodic updates shall be provided at the 10th and 20th day following initial request. The Government requires 5 working days for review and comment. The Contractor shall incorporate the Government's review and comments NLT 5 working days after receipt and resubmit the documents. Final and draft reports shall be sent to RDECOM-FAST.

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Accounting for Contract Services (March 2005): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours (including subcontractors);
- (6) Estimated direct labor dollars paid this reporting period (including subcontractors);
- (7) Total payments (including subcontractors);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each subcontractor if different);
- (9) Estimated data collection cost;

(10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);

(11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website)'

(12) Presence of deployment or contingency contract language; and

(13) Number of contractor and subcontractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year.

Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	N/A	N/A	N/A	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-6

Inspection--Time-And-Material And Labor-Hour

MAY 2001

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 16-JUL-2007 TO 15-JUL-2008	N/A	N/A FOB: Destination	
0002	POP 16-JUL-2007 TO 15-JUL-2008	N/A	N/A FOB: Destination	
0003	POP 16-JUL-2007 TO 15-JUL-2008	N/A	N/A FOB: Destination	
0004	POP 16-JUL-2007 TO 15-JUL-2008	N/A	N/A FOB: Destination	
0005	POP 16-JUL-2007 TO 15-JUL-2008	N/A	N/A FOB: Destination	
0006	N/A	N/A	N/A	N/A

CLAUSES INCORPORATED BY REFERENCE

52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

DELIVERY ADDRESS

FAST:

RDECOM SOSI FAST
5985 WILSON ROAD
FT BELVOIR, VA 22060-5829

ADC:

RDECOM SOSI
6000 6TH STREET, SUITE 100
FT BELVOIR, VA 22060-5608

Section G - Contract Administration Data

POINTS OF CONTACT**CONTRACTING POC:**

Kathleen Wissler
Phone: 410-278-0891
Fax: 410-306-3764
Kathleen.wissler@us.army.mil

TECHNICAL POC:

To be provided at time of award

INVOICE INSTRUCTIONS:

Invoices shall be prepared for each Delivery Order. The contractor shall fax all invoices to the Government Technical Point of Contact (TPOC) as listed above. Upon receipt, the TPOC for that Delivery Order will review invoices for accuracy, certify for payment and forward to the appropriate DFAS office listed in Block 18a of the SF 1449 (cover page). The Fax number for DFAS Rock Island is 614-693-2631. Interest payments will accrue to the requesting activity if invoices are not promptly sent to the paying office.

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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.

Section H - Special Contract Requirements

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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 52.0242-4003, 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

52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.232-7	Payments Under Time-And-Materials And Labor Hour Contracts	FEB 2007
52.243-3	Changes--Time-And-Material Or Labor-Hours	SEP 2000
252.201-7000	Contracting Officer's Representative	DEC 1991
252.232-7003	Electronic Submission of Payment Requests	MAR 2007

CLAUSES INCORPORATED BY FULL TEXT

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 the 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 *30 days of contract completion* (insert the period of time within which the Contracting Officer may exercise the option).

(End of clause)

Section M - Evaluation Factors for Award

EVAL PLAN/PROPOSAL INSTRUCTION1. **SOLICITATION LIMITATION**

THIS SOLICITATION IS ONLY OPEN TO GSA VENDORS UNDER SIN 874-1.

2. **PROPOSAL SUBMISSION**

Proposals shall be submitted electronically to kathleen.wissler@us.army.mil by 4 PM Monday July 25, 2007.

3. **PROPOSAL FORMAT AND CONTENT:***Factor 1 – Technical*

The technical proposal will be evaluated in terms of the understanding of the requirement and problems to be resolved, feasibility of the approach, and completeness. In evaluating understanding, consideration will be given to the adequacy of the mix of labor categories, the quantity of labor hours, and the adequacy and quantity of materials for the required tasking(s). This portion is limited to fifteen (15) pages.

Factor 2 - Personnel Qualifications

The qualifications of the staff to do the work called for by the task will be evaluated. This information may be provided in the form of a matrix or by resumes. This portion is limited to ten (10) pages, excluding resumes. If resumes are submitted, each shall be no more than two (2) pages

Factor 3 - Corporate Experience

The experience of the contractor in performing work that is similar or relevant to the task. This portion is limited to five (5) pages.

Factor 4 - Cost/price

The total amount of the cost/price proposed (including options). A list shall be provided of labor categories with corresponding loaded rates, to include any additional data that will reflect the costs proposed. Spot discounts, promotional discounts and any other discounts shall be offered, if applicable. The contractor shall state if discounts are being used and how the discounts should be applied. The cost proposal shall be broken out by Task by year and include the estimated travel expenses provided in the SOW.

4. **FACTORS TO BE EVALUATED AND THEIR RANKINGS:**

The importance of the non-cost factors collectively is greater than that of the cost factor. The relative importance of the four factors, listed in descending order of importance:

Technical
Personnel Qualifications
Corporate Experience
Cost

5. **RATING/DEFINITIONS:**

1. The following standards apply to the Technical, Personnel Qualifications and Corporate Experience factors:

a. **Outstanding**

An approach which satisfies all the Government's requirements with *extensive detail* to indicate feasibility of the approach and shows a thorough understanding of the problems, with an overall low degree of risk in meeting the Government's requirements.

b. **Good**

An approach which satisfies all the Government's requirements with *adequate detail* to indicate feasibility of the approach and an understanding of the problems, with an overall low to moderate degree of risk in meeting the Government's requirements.

c. **Acceptable**

An approach which barely satisfies all the Government's requirements with *minimal detail* to indicate feasibility of the approach and an understanding of the problems, with an overall moderate to high degree of risk in meeting the Government's requirements.

d. **Susceptible to Being Made Acceptable**

An approach which, as initially proposed, cannot be rated acceptable because of *minor errors, omissions or deficiencies, which are capable of being corrected without a major rewrite or revision of the proposal.*

e. **Unacceptable**

A proposal which contains *major errors, omissions or deficiencies* which indicate a lack of understanding of the problems or an approach which cannot be expected to meet requirements or involves a very high risk; and these conditions *can not be corrected without a major rewrite or revision of the proposal.*

2. Cost will be evaluated but not rated. The non-cost factors will be rated based upon the rating definitions set forth in Section V of this plan. The Cost factor will not have an assigned rating.

6. **EVALUATION:**

a. Technical. The adequacy of the mix of labor categories and the quantity of labor hours as well as the adequacy of the ODCs will be evaluated considering the particular solution proposed by the contractor for the required task.

b. Personnel qualifications. Extent to which education, training, and experience of staff proposed for the effort contributes to likelihood of successful performance.

c. Corporate experience. Experience by the contractor in performing work that is similar in size and scope to the effort called for by the task order. Also, the experience of the contractor in performing work that may not be substantially similar, for example, because particular past efforts were of smaller size or did not involve the breadth of effort, but that is relevant to an aspect of the effort called for by the task order.

d. Cost/price. The total proposed cost/price of the effort to include the base and all option years.

7. **BASIS FOR AWARD:**

Award will be made to that offeror whose proposal is determined to be the best value to the Government considering all factors. Consequently, integration of factors with the total evaluated labor costs could result in award to an offeror without the lowest evaluated cost, or without the highest technical rating. However, as the factors tend to equalize among offerors, cost will become more significant.

CLAUSES INCORPORATED BY REFERENCE

52.217-5

Evaluation Of Options

JUL 1990