

|  |                                    |   |  |  |  |   |            |
|--|------------------------------------|---|--|--|--|---|------------|
| <b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b><br><i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>  |                                    |   |  | 1. REQUISITION NUMBER  |  | PAGE 1 OF 14  |            |
| 2. CONTRACT NO.<br><b>M67854-02-A-9011</b>   |                                    | 3. AWARD/EFFECTIVE DATE<br><b>27-Aug-2009</b> |  | 4. ORDER NUMBER<br><b>0084</b>   |  | 5. SOLICITATION NUMBER  |            |
| 7. FOR SOLICITATION INFORMATION CALL:  |                                    | a. NAME                                       |  |  |  | b. TELEPHONE NUMBER (No Collect Calls)  |            |
| 9. ISSUED BY<br>MARCORSYSCOM<br>2200 LESTER STREET<br>QUANTICO VA 22134-6050<br><br>TEL: 703-432-3773<br>FAX: 703-432-3765   |                                    | CODE <b>M67854</b>                            |  | 10. THIS ACQUISITION IS<br><input checked="" type="checkbox"/> UNRESTRICTED<br><input type="checkbox"/> SET ASIDE: % FOR<br><input type="checkbox"/> SB<br><input type="checkbox"/> HUBZONE SB<br><input type="checkbox"/> 8(A)<br><input type="checkbox"/> SVC-DISABLED VET-OWNED SB<br><input type="checkbox"/> EMERGING SB<br>SIZE STD: NAICS: 541330 |  | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED<br><input type="checkbox"/> SEE SCHEDULE<br><br><input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)<br>13b. RATING<br>14. METHOD OF SOLICITATION<br><input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP |            |
| 15. DELIVER TO<br>MARCORSYSCOM AC PROGRAMS<br>PAUL CAUSSIN<br>2200 LESTER STREET<br>QUANTICO VA 22134  |                                    | CODE <b>M67854</b>                            |  | 16. ADMINISTERED BY<br><br><b>SEE ITEM 9</b>   |  |   |            |
| 17a. CONTRACTOR/OFFEROR<br>EG&G TECHNICAL SERVICES, INC.<br>ROBERT SNYDER<br>20501 SENECA MEADOWS PARKWAY, SUITE 300<br>GERMANTOWN MD 20876-7007<br><br>TEL. 301-840-3008  |                                    | CODE <b>34157</b><br><br>FACILITY CODE        |  | 18a. PAYMENT WILL BE MADE BY<br>DFAS-COLUMBUS CENTER<br>MARINE CORPS<br>ATTN- M67443<br>P.O. BOX 369022<br>COLUMBUS OH 43218-9022<br><br>CODE <b>M67443</b>  |  |   |            |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER   |                                    |   |  | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM   |  |   |            |
| 19. ITEM NO.   | 20. SCHEDULE OF SUPPLIES/ SERVICES |   |  | 21. QUANTITY   | 22. UNIT   | 23. UNIT PRICE  | 24. AMOUNT |
| <b>SEE SCHEDULE</b>  |                                    |   |  |  |  |   |            |
| 25. ACCOUNTING AND APPROPRIATION DATA<br><br><b>See Schedule</b>   |                                    |   |  |  | 26. TOTAL AWARD AMOUNT (For Govt. Use Only)<br><br><b>\$300,000.00</b>   |   |            |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED   |                                    |   |  |  |  |   |            |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED   |                                    |   |  |  |  |   |            |
| 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. |                                    |   |  |  | 29. AWARD OF CONTRACT: REFERENCE EG&G<br><input checked="" type="checkbox"/> OFFER DATED <u>11-Aug-2009</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE |   |            |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR   |                                    |   |  | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)   |  | 31c. DATE SIGNED  |            |
|  |                                    |   |  |    |  | 27-Aug-2009   |            |
| 30b. NAME AND TITLE OF SIGNER<br>(TYPE OR PRINT)   |                                    | 30c. DATE SIGNED                              |  | 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)<br>Vicki L. Whiteman / Contracting Officer<br>TEL: 703-432-3773 EMAIL: vicki.whiteman@usmc.mil  |  |   |            |

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

| 19. ITEM NO.               | 20. SCHEDULE OF SUPPLIES/ SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|----------------------------|------------------------------------|--------------|----------|----------------|------------|
| <p><b>SEE SCHEDULE</b></p> |                                    |              |          |                |            |

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

|  |           |   |
|--|-----------|---|
| 32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32c. DATE | 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|--|-----------|---|

|  |   |
|--|---|
| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|  | 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE           |

|   |                    |                                 |  |                  |
|---|--------------------|---------------------------------|--|------------------|
| 33. SHIP NUMBER   | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | 36. PAYMENT<br><input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | 37. CHECK NUMBER |
| <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL |                    |                                 |  |                  |

|                        |                        |             |
|------------------------|------------------------|-------------|
| 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | 40. PAID BY |
|------------------------|------------------------|-------------|

|   |                                      |
|---|--------------------------------------|
| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | 42a. RECEIVED BY ( <i>Print</i> )    |
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER                | 41c. DATE                            |
|   | 42b. RECEIVED AT ( <i>Location</i> ) |
|   | 42c. DATE REC'D ( <i>YY/MM/DD</i> )  |
|   | 42d. TOTAL CONTAINERS                |

## Section SF 1449 - CONTINUATION SHEET

| ITEM NO                    | SUPPLIES/SERVICES  | QUANTITY | UNIT | UNIT PRICE | AMOUNT       |
|----------------------------|--|----------|------|------------|--------------|
| 0001                       | Labor/Monthly Reports<br>FFP<br>TOPIC IPT support shall be performed in accordance with the attached Statement of Work and the Contractor's proposal dated 11 August 2009.<br>FOB: Destination |          |      |            | \$0.00       |
| NET AMT                    |  |          |      |            | \$0.00       |
| 0001AA                     | ACRN NY - M6785409RCAGF45<br>FFP<br>FOB: Destination<br>MILSTRIP: M6785409RCAGF45  | 297,996  | Each | \$1.00     | \$297,996.00 |
| NET AMT                    |  |          |      |            | \$297,996.00 |
| ACRN NY                    |  |          |      |            | \$297,996.00 |
| CIN: M6785409RCAGF450001AA |  |          |      |            |              |
| 0002                       | Travel/ODCS<br>COST<br>FOB: Destination  |          |      |            | \$0.00       |
| ESTIMATED COST             |  |          |      |            | \$0.00       |

| ITEM NO | SUPPLIES/SERVICES  | QUANTITY | UNIT | UNIT PRICE     | AMOUNT     |
|---------|--|----------|------|----------------|------------|
| 0002AA  | ACRN NY - M6785409RCAGF45<br>COST<br>FOB: Destination<br>MILSTRIP: M6785409RCAGF45 |          | Each |                | \$2,004.00 |
|         |  |          |      | ESTIMATED COST | \$2,004.00 |
|         | ACRN NY<br>CIN: M6785409RCAGF450002AA  |          |      |                | \$2,004.00 |

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

| CLIN   | INSPECT AT  | INSPECT BY | ACCEPT AT   | ACCEPT BY  |
|--------|-------------|------------|-------------|------------|
| 0001   | N/A         | N/A        | N/A         | Government |
| 0001AA | Destination | Government | Destination | Government |
| 0002   | N/A         | N/A        | N/A         | Government |
| 0002AA | Destination | Government | Destination | Government |

### DELIVERY INFORMATION

| CLIN   | DELIVERY DATE                     | QUANTITY | SHIP TO ADDRESS   | UIC    |
|--------|-----------------------------------|----------|---|--------|
| 0001   | N/A                               | N/A      | N/A   | N/A    |
| 0001AA | POP 31-AUG-2009 TO<br>30-AUG-2010 | N/A      | MARCORSYSCOM AC PROGRAMS<br>PAUL CAUSSIN<br>2200 LESTER STREET<br>QUANTICO VA 22134<br>703-432-3859<br>FOB: Destination | M67854 |
| 0002   | N/A                               | N/A      | N/A   | N/A    |

0002AA POP 31-AUG-2009 TO N/A  
30-AUG-2010

MARCORSYSCOM AC PROGRAMS M67854  
PAUL CAUSSIN  
2200 LESTER STREET  
QUANTICO VA 22134  
703-432-3859  
FOB: Destination

## ACCOUNTING AND APPROPRIATION DATA

NY: 179110627A0 250 67854 067443 2D M67854  
COST CODE: 03AG9RCAGF45  
AMOUNT: \$300,000.00  
CIN M6785409RCAGF450001AA: \$297,996.00  
CIN M6785409RCAGF450002AA: \$2,004.00

## CLAUSES INCORPORATED BY REFERENCE

|          |   |          |
|----------|---|----------|
| 52.217-8 | Option To Extend Services                 | NOV 1999 |
| 52.217-9 | Option To Extend The Term Of The Contract | MAR 2000 |

## AWARD TERMS AND CONDITIONS

### **SECTION TWO**

**1. Blocks 19-24 – SCHEDULE OF SUPPLIES/SERVICES.** Task Order 0084 is issued as a **FIXED PRICE** order for Labor (CLIN 0001) and **Cost Reimbursable** for ODCS and Travel/Per Diem (CLIN 0002). (In order to insure timely invoice processing in Wide Area Workflow, CLIN 0002 has been entered into the automated contracting system as fixed price resulting in the appearance of FFP on this CLIN and the associated SubCLINs. This action is taken for payment processing purposes only. As stated, CLIN 0002 will be administered as Cost Reimbursable.)

**2. APPROPRIATION DATA/SPECIAL INSTRUCTIONS:** The Government Payment Office shall make all payments against this order in accordance with the CLIN/ACRN association specified below. All contractor requests for payment made against this contract that fail to specify a CLIN/ACRN association shall be promptly rejected by the Government Payment Office.

## **FUNDS AVAILABLE FOR PAYMENT**

| ACRN >> | Labor        | Travel/ODC | T&M Support | Total        |
|---------|--------------|------------|-------------|--------------|
| NY      | 297996.00    | 2004.00    | 0.00        | \$300,000.00 |
| Total   | \$297,996.00 | \$2,004.00 | \$0.00      | \$300,000.00 |

The total amount of funding available for payment under this task order is: \$300,000.00.

**3. PACKAGING AND MARKING:** All items shall be prepared and marked for shipment using best commercial practices.

**4. INSPECTION AND ACCEPTANCE:** All deliveries shall be inspected and accepted at point of destination.

**5. PROJECT OFFICER:** The Project Officer (e.g., sponsor) for this order is:

**Paul Caussin 432-3859**

[paul.caussin@usmc.mil](mailto:paul.caussin@usmc.mil)

Inspection and Acceptance of contract deliverables is the responsibility of the project officer, or their duly authorized representative(s). Moreover, the Project Officer serves in a supporting role to the Contracting Officer, providing advice and expertise on technical issues (e.g., COTR). However, only the Contracting Officer has authority to authorize deviations from the terms and conditions of this contract, including deviations from specification requirements and approval of ODCs, or related charges not previously identified in the Contractor's proposal. In the event the Contractor does deviate without written approval of the Contracting Officer, such deviation shall be at the risk of, and all costs relating thereto shall be borne by the Contractor.

#### **6. INVOICES:**

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Requests (March 2007)", the United States Marine Corps (USMC) utilizes WAWF-RA to electronically process vendor requests for payment. The contractor shall be required to utilize this system when processing invoices and receiving reports under this contract, unless the provision at DFARS 252.232-7003(c) apply. The Contractor shall (i) register to use WAWF-RA at <https://wawf.eb.mil/> and (ii) ensure an "electronic business" Point of Contact is designated in the Central Contractor Registration at <http://www.ccr.gov>, within ten (10) days after award of this contract. The USMC WAWF-RA point of contact for this contract is Kathy Spencer and can be reached on 703-432-3793.

Additionally, upload a copy of your invoice into eP<sup>2</sup> using the embedded feature, then send email notification of your invoice postings to [kathy.spencer.ctr@usmc.mil](mailto:kathy.spencer.ctr@usmc.mil). To ensure prompt payment and resolution of anomalies, ACSS uses a central billing model that requires the Project Officer (e.g., sponsor) to review and verify invoice charges within 48-hrs. of posting. ACSS staff coordinate this action and validate/certify the approved charges using WAWF. In this capacity, ACSS technical sponsors serve as the authorizing officials (e.g., Contracting Officer's Representative (COR)) for all CEOss tasks. Anomaly invoicing issues (e.g., type of charges, rationale, costs, etc.), must be resolved within 72-hrs. of submission, or the invoice will be rejected for cause.

#### Data entry information for WAWF:

Payment Office DoDAAC: M67443

Admin Office DoDAAC: M67854

Service Acceptor DoDAAC: M67854 Extension ACSS

**Contract Number: M67854-02-A-9011**

**TO: 0084**

**The contractor shall bill labor monthly in accordance with the following invoicing matrix:**

| CLIH 0001 <a href="#">Modify</a> <a href="#">Delete</a> | Total        |
|---|--------------|
| 10/01/2009  | 24833.0      |
| 10/31/2009  | 24833.0      |
| 12/01/2009  | 24833.0      |
| 12/31/2009  | 24833.0      |
| 01/31/2010  | 24833.0      |
| 03/02/2010  | 24833.0      |
| 04/01/2010  | 24833.0      |
| 05/01/2010  | 24833.0      |
| 06/01/2010  | 24833.0      |
| 07/01/2010  | 24833.0      |
| 08/01/2010  | 24833.0      |
| 08/31/2010  | 24833.0      |
| Total   | \$297,996.00 |

**7. DELIVERY DESTINATION:**

Commander MARCORSSCOM  
AC PROG ATTN: **Paul Caussin**  
2200 Lester St.  
Quantico, VA 22134-6050

**8. GOVERNMENT FURNISHED PROPERTY (GFP) REQUIREMENTS– N/A**

**9. FACILITIES REQUIREMENTS** – Reference SOW paragraph 3.0. All aspects of facilitization are borne by the Offeror unless specific exception is noted in their proposal, or the task specially notes that “on-site,” e.g., government site, performance will be required.

**10. PERIOD OF PERFORMANCE** - The period of performance for this effort is 12 months beginning **31 August 2009**, with the possibility for one (1) additional term contingent upon satisfactory performance and compliance with the Quality Assurance Surveillance Plan (QASP).

**11. OPTION PERIODS** - Per your proposal dated 11 August 2009, the Government reserves the right to exercise one or all option periods contingent upon superior performance and compliance with the Quality Assurance Surveillance Plan (QASP) and funds available. If option periods are exercised, the contractor will be notified and a new Task Order will be awarded.

**SECTION THREE**

**Statement of Work  
for  
The Online Project Information Center Integrated Product Team  
(TOPIC IPT)**

**Acquisition, Analysis & Administration**

**1.0 Scope.** The scope of this work is to assist the TOPIC IPT leader in redefining the Requirements, Business Rules and Policy for restoration and maintenance of the Command Acquisition database TOPIC.

**1.1 Background.** The MCSC serves as the Commandant's principal agent for the acquisition and sustainment of systems and equipment used by the operating forces to accomplish their warfighting mission. Within the organization, the Assistant Commander, Programs (ACPROG) serves as the primary staff advisor to the Command's Senior Leadership and key external stakeholders/customers in matters of strategic, operational, and tactical importance. These responsibilities include oversight of the Command repository of critical acquisition program information. Currently, TOPIC serves as the database for the Command containing such information. A TOPIC IPT has been formed within the Command and is being led by representatives from ACPROG. The purpose of the TOPIC IPT is to address known deficiencies currently within TOPIC, and assist the TOPIC IPT Team Leader in establishing Command policy, business rules and processes to improve TOPIC functionality and ensure improved integrity of the information contained within the database.

**2.0 General Requirements.**

The contractor shall provide continuous technical and analytical support as generally aligned with the percentage of effort stipulated:

| Activity – Anticipated Percentage | Para      | Metric         |
|-----------------------------------|-----------|----------------|
| • Requirements definition         | 40% 2.1.1 |                |
| • Data validation                 | 50% 2.1.2 | QASP Standards |
| • Database design and Planning    | 10% 2.1.3 |                |

The percentage of work associated with each of these activities may vary. The Contractor is responsible for providing suitable technical and analytical expertise to support ongoing responsibilities delineated by activity, as well as variances in the scope of activities. The Contractor shall appoint a technical manager to coordinate task activities and to serve as the overall expert for successful completion of this task initiative. Administrative support shall be provided as required on a matrix basis.

**2.1 Specific Requirements.**

**2.1.1 Requirements Definition .** The contractor shall support the TOPIC IPT by assisting in defining database requirements, and assist in facilitation of TOPIC IPT meetings, and collect data from stakeholders to assist in decision support issues. Support shall include the following:

- Generation of initial and subsequent briefing material for IPT discussion
- Facilitation support during TOPIC IPT meetings and custodian of Business Rules adopted by the team for the team
- Data collection throughout IPT discussion, and creation of meeting minutes to include construction of a Data Dictionary of core acquisition information as determined by the TOPIC IPT
- Provide recommendations for technical policy and DRAFT policy guidance directed by the TOPIC IPT consistent with MAROCSYSCOM approved policy format

**2.1.2 Data validation.** The contractor will review, validate, and analyze current TOPIC data for sufficiency and completeness so as to ascertain the accuracy of the information, and proper identification of the acquisition effort/program. Criteria and policy/business rules adopted in Section 2.1.1 will serve as the basis for this analytical effort. Unnecessary programs and data fields, as determined by the TOPIC IPT business rules, will be parsed/archived prior to the start of data validation so as to reduce the level of effort necessary. Individual program documentation will serve as the basis for update of programmatic information. Any information that cannot be validated using the adopted business rules and policy established during 2.1.1, will be identified. Once completed, and updated TOPIC dataset will be provided to the IPT leader. Reports will also be provided to the TOPIC IPT that identify the need for additional, or alternative information, if program information cannot be found to support the validation effort.

**2.1.3 Database Design and Planning.** The Contractor is responsible for providing decision support to the TOPIC IPT to determine the optimal database solution. The contractor should survey the potential benefits of current DoD, COTS, and customized solutions within DoN so as to provide value analysis of TOPIC in its current state/configuration. This effort will aid the TOPIC IPT in identifying the most efficient and advantageous process for updating, re-using, or recreating the TOPIC database, and be supported by providing a documented survey of alternatives and recommendations.

**2.1.4 Management & Administration.** The ACPROG Sponsor is responsible for establishing a cohesive management framework that ensures task order activities produce the desired objectives coincident with the notional schedule of events. This includes coordinating with identified stakeholders and Program Managers/Project Officers, and other MAROCSYSCOM Staff members in resolving technical issues with suitable analytical and engineering rigor; and facilitating the attendant processes necessary to support recommendations and strategy selection. Within this framework are requirements to implement management and process controls supporting concurrent actions across multiple stakeholders, tracking issues and resolution status; and ensuring that progressively mature products will result in a final, approved set of recommendations and suitable COA. The Contractor is responsible for maintaining the management plan (e.g. POA&M) collaboratively developed with the ACPROG Sponsor, providing weekly updates, and supporting necessary actions (e.g., analyses) required to ensure compliance with the prescribed schedule of events. Key facets of management performance include developing formal processes for executing task actions, interfacing with Government customers, and ensuring adherence to quality assurance provisions. Additional requirements include Coordinating IPT meetings, attending and providing technical support, ensuring the overall effectiveness of the technical management program (e.g., products, issues, status tracking), and maintaining an appropriate Work Breakdown Structure (WBS). Specific responsibilities between the Government and Contractor, as well as a final schedule of activities

and deliverables shall be coordinated within ten (10) days of the beginning of the period of performance, reviewed quarterly, and modified only through bilateral agreement.

**3.0 Facilities, ODCs and Travel Requirements.** Work efforts in support of this task effort will be accomplished primarily at the Contractor's facilities, or on-site at Government facilities. This task will require the Contractor to provide facilities for meetings and IPTs (e.g., 10-50 personnel), as well as a suitable infrastructure to manage program requirements (document library, databases, web site) throughout the course of performance to support the scope of activities. The Government expects that computers, selected models and software applications, cellular phones, and other elements of facilitization are included in the GSA rates. Government printing requirements are MANDATED to use Government Printing Offices (GPO) per FAR 8.8, 1-877-DAPS-CAN. ODC requests for printing requirements MUST be obtained and approved by the CEOss Contracting Officer ONLY, prior to conducting these services and after getting applicable waivers. Any exceptions must be identified in the Contractor's proposal at the time of submission. Local travel is authorized (e.g., JTR rates) and travel to operational sites may be required.

## ATTACHMENT 1

### QUALITY ASSURANCE SURVEILLANCE PLAN

**1. Objective.** This Quality Assurance Surveillance Plan (QASP) serves as the principal basis for assessing overall performance quality associated with the TOPIC IPT Support task effort. This document will be used by the Government to assess the effectiveness of the Contractor's management and technical services. This QASP provides the methodology by which the Contractor's performance will be monitored to determine compliance with established performance objectives and to establish performance benchmarks that ensure a quantifiable basis for measuring effectiveness. The plan is designed so that surveillance is limited to that which is necessary to verify the Contractor is performing management and technical services satisfactorily and relates directly to performance of the performance objectives delineated in the SOW.

**2. Government Surveillance.** The ACPROG will identify an individual to act as the Technical Representative for this task, and his authority will be limited to administering specific technical aspects of the task order. The Technical Representative will not provide direction that is outside the scope of responsibilities delineated under this task order and will defer any conditional interpretations to the CEO's Contracting Officer. The Technical Representative will:

- Maintain a detailed knowledge of the technical requirements of the contract;
- Document Contractor performance in accordance with the QASP;
- Identify and immediately forward notifications of deficient, or non-compliant performance to the Contracting Officer;
- Approve priorities of support, resources, and associated schedules.

**3. Surveillance Methods.** Surveillance of Contractor performance is the method used by the Government to determine whether the Contractor is effectively and efficiently complying with all terms and conditions of the task order. In addition to statistical analysis, the functional expertise of the Technical Representative plays a critical role in adequately evaluating Contractor performance. The below listed methods of surveillance shall be used in the administration of this QASP and the standards are delineated by WBS element in the Performance Requirements Survey (PRS) table at Enclosure 1:

- Demonstration: A qualification method that is carried out by operation and relies on observable functional operation. It does not require the use of instrumentation or special test equipment.
- Analysis: A qualification method that is carried out by examining and assessing the application of techniques in order to determine if they are appropriate and sufficient. The quality of performance can be determined from Government or Contractor task-based or Management Information System (MIS) reports, Contractor ISO 9000 techniques and procedures, or from Government observation of completed tasks. In some instances, reports may be available in the form of information on a Contractor's performance against contract requirements. Reports generally provide information regarding various characteristics of tasks and can, therefore, be used to determine acceptability of a Contractor's performance.
- Inspections: A qualitative inspections can be accomplished through one of the following techniques:

*Random or Stratified Sampling:* With random sampling, services are sampled to determine if the level of performance is acceptable. Random sampling works best when the number of instances of the services being performed is very large and a statistically valid sample can be obtained. Stratified sampling focuses on selected parts of total Contractor output for sampling. Computer programs may be available to assist in establishing sampling procedures.

*Periodic Inspection, Judgmental Inspection or Planned Sampling:* This method, sometimes called "planned sampling," consists of the evaluation of tasks selected on other than a 100% or random basis.

**4. Performance Requirements.** The performance requirements set forth in this section correspond to the SOW paragraphs delineated in the table. Enclosure (1) of this document provides standards for performance for specific requirements:

Requirements Definition. The Contractor will be evaluated on the timeliness and product quality of the support demonstrated through delivery of meeting minutes, agenda items, and proposed policy memorandums. This includes both draft and final products.

Data validation. The Contractor will be evaluated on completeness of TOPIC database analysis, and timeliness of alternative information reports. This includes both draft and final products.

Database design and planning. The Contractor will be evaluated on the quality of their overall technical management strategy, and information supporting any proposed value analysis. Recommendations and alternative approaches should include the analytical basis for any proposed solutions.

Management, & Administration. The Contractor will be evaluated on the quality of their overall technical management strategy, ability to preclude, or resolve issues, and effectiveness of their use of resources to meet planning goals and schedules.

**Enclosure 1****PERFORMANCE REQUIREMENTS SURVEY (PRS)**

| <b>Performance Objective</b> | <b>SOW</b> | <b>Performance Standard</b>  | <b>Quality Level <sup>1</sup></b> | <b>Method of Surveillance</b>           |
|------------------------------|------------|--|-----------------------------------|---|
| Requirements definition      | 2.1.1<br>– | Acceptable performance has been met when the recommendations, and reports provided by the Contractor have been accepted by the Government as effectively supporting program goals.   | Excellent<br>Acceptable<br>Poor   | Inspection<br>Analysis<br>Demonstration |
| Data validation              | 2.1.2      | Acceptable performance has been met when the recommendations, and reports provided by the Contractor have been accepted by the Government as effectively supporting program goals.   | Excellent<br>Acceptable<br>Poor   | Inspection<br>Analysis<br>Demonstration |
| Database design and planning | 2.1.3      | Acceptable performance has been met when the Contractor's consistently produces acceptable products using optimal resources, compliant with prescribed schedules and quality standards.  | Excellent<br>Acceptable<br>Poor   | Inspection<br>Demonstration             |
| Management & Administration  | 2.1.4      | Acceptable performance has been met when the Contractors methodologies, schedules, and quality standards have been accepted by the Government. This is inclusive of quality provisions for each of the previous WBS elements, effective reporting, and methods for ensuring immediate resolution of anomalies. | Excellent<br>Acceptable<br>Poor   | Inspection<br>Demonstration             |
| Staffing Management          | 2.0        | Acceptable performance has been met when the Contractor is fully staffed within 30 days of award, provides personnel IAW proposal by name assignments, is able to maintain a satisfactory retention rate, and fills vacancies within 14 days.  | Excellent<br>Acceptable<br>Poor   | Analysis                                |

<sup>1</sup> Numerical values for the adjectival ratings are: >.95 – Excellent – Exceeds standard compliance; .85 - .95 standard compliance – Acceptable; and <.85 – unacceptable. For the first renewal option, a Contractor must receive a rating of .85 or greater. To qualify for a second renewal option, a Contractor must receive an rating of .95 or greater.

