

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER		PAGE 1 OF 15				
2. CONTRACT NO. M67854-05-A-5180		3. AWARD/EFFECTIVE DATE 25-Aug-2009		4. ORDER NUMBER 0008		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE		
7. FOR SOLICITATION INFORMATION CALL:				a. NAME			b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY MARCORSYSCOM 2200 LESTER STREET QUANTICO VA 22134-6050 TEL: 703-432-3773 FAX: 703-432-3765			CODE M67854	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS: 541330			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO GCSS-MC KEVIN GILLEY ATTENTION: GCSS-MC 18300 QUANTICO GATEWAY DRIVE TRIANGLE VA 22172			CODE M67854	16. ADMINISTERED BY SEE ITEM 9						CODE
17a. CONTRACTOR/OFFEROR EDO PROFESSIONAL SERVICES INC. COLLEEN M. LYNCH 2800 SHIRLINGTON RD STE 1200 ARLINGTON VA 22206-3601 TEL. 703-578-2688			CODE 1F9R6	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER MARINE CORPS ATTN- M67443 P.O. BOX 369022 COLUMBUS OH 43218-9022				CODE M67443	
<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		
SEE SCHEDULE										
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,474,712.00				
<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 <input type="checkbox"/> 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 EDO'S <input checked="" type="checkbox"/> OFFER DATED <u>31-Jul-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			
							25-Aug-2009			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Vicki L. Whiteman / Contracting Officer 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>SEE SCHEDULE</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 <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 Report FFP GCSS MC Block 1 Instructor Support shall be performed in accordance with the attached Statement of Work and the contractor's proposal dated 31 July 2009. FOB: Destination				\$0.00
NET AMT					\$0.00
0001AA	ACRN AM - M9545009RCR9DP6 FFP FOB: Destination MILSTRIP: M9545009RCR9DP6	1,889,712	Each	\$1.00	\$1,889,712.00
NET AMT					\$1,889,712.00
ACRN AM CIN: M9545009RCR9DP60001AA					\$1,889,712.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB OPTION	Prepriced Option 1 - Labor FFP For 5 months FOB: Destination	1,349,795	Each	\$1.00	\$1,349,795.00

NET AMT	\$1,349,795.00
---------	----------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel/ODCs COST FOB: Destination				\$0.00

ESTIMATED COST	\$0.00
----------------	--------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	ACRN AL - M6785409RCAAE15 COST FOB: Destination MILSTRIP: M6785409RCAAE15		Each		\$585,000.00

ESTIMATED COST	\$585,000.00
----------------	--------------

ACRN AL CIN: M6785409RCAAE150002AA	\$585,000.00
---------------------------------------	--------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Prepriced Option - Travel COST 10 Months FOB: Destination		Each		\$1,825,000.00
				ESTIMATED COST	\$1,825,000.00

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
0001AA	Destination	Government	Destination	Government
0001AB	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0002AA	Destination	Government	Destination	Government
0002AB	N/A	N/A	N/A	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A
0001AA	POP 01-SEP-2009 TO 31-MAR-2010	N/A	GCSS-MC KEVIN GILLEY ATTENTION: GCSS-MC 18300 QUANTICO GATEWAY DRIVE TRIANGLE VA 22172 703-441-4057 FOB: Destination	M67854
0001AB	POP 01-APR-2010 TO 31-AUG-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0002	N/A	N/A	N/A	N/A

0002AA POP 01-SEP-2009 TO 31-OCT-2009	N/A	GCSS-MC KEVIN GILLEY ATTENTION: GCSS-MC 18300 QUANTICO GATEWAY DRIVE TRIANGLE VA 22172 703-441-4057 FOB: Destination	M67854
0002AB POP 01-NOV-2009 TO 31-AUG-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854

ACCOUNTING AND APPROPRIATION DATA

AL: 179110627A0 250 67854 067443 2D M67854
 COST CODE: 9RCAAE1535CH
 AMOUNT: \$585,000.00
 CIN M6785409RCAAE150002AA: \$585,000.00

AM: 1791319M7KC 250 67854 067443 2D C2510E
 COST CODE: 9RCR9DP6352Q
 AMOUNT: \$1,889,712.00
 CIN M9545009RCR9DP60001AA: \$1,889,712.00

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

- Blocks 19-24 – SCHEDULE OF SUPPLIES/SERVICES.** Task Order 0008 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.)
- 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

ACRII >>	Labor	Travel/ODC	T&M Support	Total
AL	0.00	585000.00	0.00	\$585,000.00
AM	1889712.00	0.00	0.00	\$1,889,712.00
Total	\$1,889,712.00	\$585,000.00	\$0.00	\$2,474,712.00

The total amount of funding available for payment under this task order is: **\$2,474,712.00**.

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. CONTRACTING OFFICER'S REPRESENTATIVE (COR): The COR (e.g., sponsor) for this order is:

MSgt Kevin Gilley 703-441-4057

kevin.gilley@usmc.mil

Inspection and Acceptance of contract deliverables is the responsibility of the COR, or their duly authorized representative(s). Moreover, the COR 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 eP² using the embedded feature, then send email notification of your invoice postings to kathy.spencer.ctr@usmc.mil. To ensure prompt payment and resolution of anomalies, ACSS uses a central billing model that requires the COR (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 (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: M67854-05-A-5180**Task Order Number: 0008****The contractor shall bill labor monthly in accordance with the following invoicing matrix:**

CLIN 0001 Modify Delete	Total
10/01/2009	269959.0
11/01/2009	269959.0
12/01/2009	269959.0
01/01/2010	269959.0
01/31/2010	269959.0
03/02/2010	269959.0
04/01/2010	269958.0
Total	\$1,889,712.00

7. DELIVERY DESTINATION:

Commander MARCORSYSCOM

PG / GCSS ATTN: **MSgt Kevin Gilley**

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 **7 months** beginning **01 Sep 2009**, with the possibility for one Prepriced Option of 5 months, and a prepriced option for Travel for 10 months, contingent upon funding, plus two (2) renewal option periods of performance contingent upon superior performance and compliance with the Quality Assurance Surveillance Plan (QASP). Each option period is expected to be 12 months in length.

11. OPTION PERIODS - Per your proposal dated 31 July 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 GLOBAL COMBAT SUPPORT SYSTEM – MARINE CORPS/LOGISTICS CHAIN MANAGEMENT BLOCK 1 INSTRUCTOR SUPPORT

Acquisitions, Logistics & Administrative

1.0 Scope. The scope of this effort is to obtain the services of qualified instructors to provide on-going instructor led training support to the Global Combat Support System - Marine Corps/ Logistics Chain Management (GCSS-MC/LCM) Block 1 program. This effort will include the capability to travel to CONUS/OCONUS locations, configure the provided training devices, conduct a series of comprehensive training classes, and measure trainee comprehension. It will also require experience in revising curriculum in response to issues discovered during the conduct of training.

1.1 Background. GCSS-MC/LCM Block 1 will use a phased implementation approach consisting of two releases. The Enterprise release 1.1 is the initial capability baseline that provides in-scope functional capability to the Marine Expeditionary Force's (MEF) and supporting establishments (including USMC Logistics Command and Marine Force Reserves (MFR). The Deployed Access Release 1.2 provides in-scope capability to expeditionary Marine Air Ground Task Forces (MAGTFs) which will be released at a later date. GCSS-MC Block 1 is a web based application based on the Oracle 11i eBusiness Suite, modified as necessary to meet specific USMC requirements. Oracle Corporation is contracted to develop all training documentation and materials for GCSS-MC. This curricula development is being accomplished using the Oracle Application Implementation Methodology (AIM) training strategy, and will include both business processes and system steps. Oracle will use a tool, User Productivity Kit (UPK), to develop web-based content and Oracle Tutor to develop Instructor-led training. Web-based content will also include the procedure flows from Tutor so the system steps can be taught in the framework of the business processes.

The Oracle Aim Methodology incorporates the following stages: Project Definition, Operations Analysis, Design/Build, and Transition/Production. As a key project definition document, the GCSS-MC/LCM Block 1 Training Requirements Strategy merged the AIM method for identifying user training requirements with the Marine Corps approach to training. Specifically it proposed a phased training plan, combining elements of the AIM learning strategies with existing USMC standardized instructional development processes, such as the Systems Approach to Training (SAT).

GCSS-MC training will be accomplished primarily through the use of Government developed and provided Mobile Training Suites (MTS), although traditional classrooms may be employed when and where available. These training suites will consist of a server to host the GCSS-MC applications and the refreshable training database; and a complement of (24) laptop computers for use by the students/instructor. These suites are stand alone mobile training systems that only require a facility providing the proper power requirements (two 20 amp circuits) and appropriate space for the personnel to be trained. The recommended class size is 20 students. Although every effort will be made to locate the MTS at Government procured fixed locations, there may be requirements to relocate any or all of the MTS, requiring breakdown and setup efforts by the Instructors.

2.0 General Requirements. The Contractor shall provide adequate and continuous instructor support for GCSS-MC, as the system is implemented throughout the Marine Corps. The Contractor is responsible for providing suitable training, technical, and analytical expertise to support ongoing responsibilities delineated by activity. The Contractor shall also provide training management to coordinate task activities and to serve as the overall expert for successful completion of this task initiative.

When required each contractor shall provide a demonstration of platform instructor technique. The government shall have the right to refuse an ineffective candidate instructor following the demonstration.

Activity – Anticipated Percentage		Para	Metric
• GCSS Block 1 Instructor Support	95%	2.1.1	Ref: QASP
• Technical Management & Administration	5%	2.1.2	

The percentage of work associated with each of these task activities may vary slightly by program precedent and volume throughout the performance period though not substantially. 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 act as coordinator of 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. Standards of performance are delineated at Attachment 1 of this document in the Quality Assurance Surveillance Plan (QASP).

2.1 Specific Requirements.

2.1.1 GCSS Block 1 Instructor Support.

2.1.1.1 Instructor Requirements: The Contractor shall provide qualified Instructors with training and/or experience with the Oracle 11i eBusiness Suite application focusing with heavy emphasis in the Customer Relationship Management (CRM), Supply Chain Management, Finance, and Planning areas. Instructors will be required to fault isolate to the item (laptop, printer, etc.) any equipment requiring maintenance and request warranty repair/replace from the supporting Government Operation Center. Additional instruction to supplement this background and provide training in the Marine Corps specific functionality will be provided during the conduct of the Instructor & Key Personnel Training (I&KPT) pilot, to be given at a location in or around Quantico VA, followed by an additional I&KPT to be conducted at III MEF (Okinawa). The dates for these sessions are subject to change but are projected as **October 5, 2009 - October 23, 2009** for the pilot, and **November 9, 2009 – 4 December 2009** for the I&KPT. In preparation for this training it is envisioned that the Instructors will need to be on site approximately one month prior to I&KPT Pilot. Upon completion of the I&KPT training the instructors will commence formal classroom instruction at multiple locations in the III MEF area of operation (AO) to include Okinawa, Japan; Mainland, Japan; and Hawaii. In addition, instruction will be required at Marine Corps Logistics Command (LogCom) Albany, Georgia for **4 months**.

It is projected that (12) MTS's will be deployed for training at III MEF sites for the 12 months of the base award and continue for the first three months of the Renewal Option 1 task award. Projected LogCom training will be conducted using two (2) additional MTS's for a period of approximately four (4) months during the base award. Upon completion of LogCom instruction contractors will be required to relocate to III MEF AO.

Personnel Required	Locations	Duration
2	Albany, Ga/III MEF AO	12 months
12	III MEF AO	12 months

Renewal Option 1 Anticipated Support:

Estimated Period of Performance for Renewal Option 1: **September 2010 to September 2011**. The remaining six months of support of III MEF AO continues during the Option 1 period of performance. Following completion of III MEF training requirements the training effort shifts to the I MEF (California) anticipated to begin Feb 2011 and span 19 months to Aug 2012; II MEF (North Carolina) anticipated to begin from Feb 2011 and span 22 months to Nov 2012; and Marine Corps Logistics Command (LogCom) Albany, Georgia anticipated to begin Feb 2011 and span to May 2011. Implementation of these locations will be conducted concurrently, requiring an additional fourteen (14) instructors from Jan 2011 to Aug 2012. An I&KPT event will be held 17 Jan 2011 to 14 Feb 2011 to support the implementation of I and II MEF. There may be an additional requirement to attend an I&KPT in support of the Deployed Access Release 1.2 that will be determined at a later date. **Support for these tasks are limited to the Period of Performance of the task awarded and funding provided.**

Renewal Option 2 Anticipated Support:

Estimated Period of Performance for Renewal Option 2: **September 2011 to September 2012**. Covering the remaining the 12 months of support of I MEF, II MEF and LogCom support.

Personnel Required	Locations	Duration
14	I MEF (California)	19 months
14	II MEF (North Carolina)	22 months

Applicable Documents: The Instructors shall conduct classroom instruction in accordance with the existing Oracle 11i eBusiness Suite platform customized to meet the Governments requirements.

2.1.1.2 Training Management:

The Contractor shall provide Training Management which will include but not be limited to:

- Managing Instructor attendance to I&KPT events
- Instructor travel
- Class schedule/attendance
- Learning Management system
- Single point for Instructor concerns

- Assist the Government Training Coordinator as directed
- Perform as an overall training expert for duration of contract
- Provide requested training reports

2.1.2 Technical Management & Administration. The PM is responsible for establishing a cohesive management framework ensuring that the objectives of this support effort are executed within program constraints. The Contractor is responsible for supporting the overall effectiveness of the technical management of the program by developing and maintaining a corresponding Work Breakdown Structure (WBS) and training plan consistent with program objective and ensuring regular review of progress and labor usage as specified in **Attachment 1**. Additionally, this includes providing training support to GCSS, and producing associated products and deliverables delineated in the WBS activities. Key facets of management performance include developing formal processes for reporting performance, ensuring progress of task actions, interfacing with Government customers, and executing in accordance with quality assurance provisions. Specific responsibilities between the Government and Contractor, as well as a final schedule of activities and deliverables, shall be coordinated at the Post Award Conference and shall be modified only through bilateral agreement.

3.0 Travel and ODC Requirements. The Government expects computers, cellular phones, and other elements of facilitization to be included in the GSA rates and will not be reimbursed separately. Other Direct Charges (ODCs) associated with the cost of business (e.g., cellular service, special computer applications, etc.) must be identified in the proposal for consideration. 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. Local travel is authorized and travel to operational sites (CONUS & OCONUS) will be required. Travel will be reimbursed in accordance with the Joint Travel Regulations. Travel and ODC will be funded with O&M appropriation.

WORK HOURS AND LOCATION. The principal Instructor sites will be Okinawa, Mainland Japan, Hawaii, California, and North Carolina. The Contractor shall ensure that adequate technical capability is available to provide responses to specific.

SECURITY

The work under this statement of work is unclassified. Contractor personnel working on related tasks shall, however may be required to have a current National Agency Check, Local Agency Check and Credit (NACLIC) investigation and hold a citizenship of the United States of America.

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 this 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 objectives delineated in the SOW.

2. Government Surveillance. The Government will identify an individual to function as the Technical Representative for this task, and her/his authority will be limited to administering specific technical aspects of the contract. The Technical Representative will not provide direction that is outside the scope of responsibilities delineated under this task order. The designated individual 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 inspection 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:

GCSS Block 1 Instructor Support. The Contractor will be evaluated on product quality of their training support. This includes draft and final products, quality of findings, and presentation.

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 SUMMARY MATRIX

Performance Objective	SOW	Performance Standard	Quality Level ¹	Method of Surveillance
GCSS Block 1 Instructor Support	2.1.1	Acceptable performance has been met when the training products have been accepted by the Government as effectively supporting GCSS mission and goals.	Excellent Acceptable Poor	Analysis Demonstration
Management & Administration	2.1.2	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 Acceptable Poor	Inspection 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 Acceptable Poor	Analysis

¹ 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 period, a Contractor must receive a rating of .85 or greater. To qualify for a second renewal option period, a Contractor must receive a rating of .95 or greater.