

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER
SEE SCHEDULE

PAGE 1 OF 7

2. CONTRACT NO. **M67854-08-D-0520** 3. AWARD/EFFECTIVE DATE **29-Sep-2008** 4. ORDER NUMBER **0004** 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 CODE **M67854**
 MARCORSYSCOM
 ATTN: BIZOPS
 2203 SHERWOOD DRIVE
 QUANTICO VA 22134-6050
 TEL: 703-432-4919
 FAX: 703-432-3336

10. THIS ACQUISITION IS
 UNRESTRICTED
 SET ASIDE: 100% FOR
 SB
 HUBZONE SB
 8(A)
 SVC-DISABLED VET-OWNED SB
 EMERGING SB
 SIZE STD: \$6.5M NAICS: 561110

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS
 10 Days - 1%

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
 RFQ IFB RFP

15. DELIVER TO CODE **M67854**
 MCSC CONTRACTING OFFICES
 SELVI SUDANTHI
 CODE: CT
 2200 LESTER STREET
 QUANTICO VA 22134-6050

16. ADMINISTERED BY CODE
SEE ITEM 9

17a. CONTRACTOR/OFFEROR CODE **1S3B4**
 DAVIS-PAIGE MANAGEMENT SYSTEMS
 MICHAEL DAVIS
 5427 BACKLICK RD
 SPRINGFIELD VA 22151
 TEL. 703.462.9480

18a. PAYMENT WILL BE MADE BY CODE **M67443**
 DFAS-COLUMBUS CENTER
 P.O. BOX 369022
 ATTN: KANSAS - M67443
 COLUMBUS OH 43236-9022

FACILITY CODE

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 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 26. TOTAL AWARD AMOUNT (For Govt. Use Only)

See Schedule **\$128,232.72**

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 0 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 M67854-08-D-0520 TOR 08 OFFER DATED 25-Sep-2008. 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

Beverly L. Hobbs **29-Sep-2008**

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) 30c. DATE SIGNED 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)

(TYPE OR PRINT) Beverly L. Hobbs / Lead Contracting Officer
 TEL: 703-432-4919 EMAIL: beverly.hobbs@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	Contract Specialist Journeyman FFP Qty of 1 Each, On-Site FOB: Destination MILSTRIP: M9545008RCR8EV1 PURCHASE REQUEST NUMBER: M9545008RCR8EV1				(b) (4)
NET AMT					(b) (4)
ACRN AC CIN: M9545008RCR8EV10001					(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Contract Specialist Journeyman FFP On-Site FOB: Destination MILSTRIP: M9545008RCR8EV1 PURCHASE REQUEST NUMBER: M9545008RCR8EV1	1,080	Labor Hours	(b) (4)	(b) (4)
NET AMT					(b) (4)
ACRN AC CIN: M9545008RCR8EV10001					\$99,921.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		306	Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Journeyman FFP On-Site FOB: Destination MILSTRIP: M6785408RCAAJ92 PURCHASE REQUEST NUMBER: M6785408RCAAJ92				

NET AMT (b) (4)

ACRN AB (b) (4)
CIN: M6785408RCAAJ920001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		693	Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Journeyman FFP Qty of 1 Each, On-Site FOB: Destination MILSTRIP: M9545008RCR8EV1 PURCHASE REQUEST NUMBER: M9545008RCR8EV1				

NET AMT (b) (4)

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	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001- 0001AB	POP 29-SEP-2008 TO 28-MAY-2009	N/A	MCSC CONTRACTING OFFICES SELVI SUDANTHI CODE: CT 2200 LESTER STREET QUANTICO VA 22134-6050 703-432-4922 FOB: Destination	M67854
0002	POP 29-MAY-2009 TO 28-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854

ACCOUNTING AND APPROPRIATION DATA

AB: 178110627A0 250 67854 067443 2D M67854
 COST CODE: 45AA8RCAAJ92
 AMOUNT: (b) (4)
 CIN M6785408RCAAJ920001: (b) (4)

AC: 1781319M6ED 250 67854 067443 2D C2240J
 COST CODE: 45008RCR8EV1
 AMOUNT: (b) (4)
 CIN M9545008RCR8EV10001: (b) (4)

CLAUSES INCORPORATED BY REFERENCE

252.232-7003 Electronic Submission of Payment Requests and Receiving MAR 2008
Reports

CLAUSES INCORPORATED BY FULL TEXT

MARCORSYSCOM WAWF INSTRUCTIONS TO CONTRACTORS**ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS
(MAR 2008)**

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request and Receiving Reports (March 2008)", the United States Marine Corps (USMC) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when processing invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract (POC) is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil/> within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at the <https://wawf.eb.mil/>.

The USMC WAWF-RA point of contact for this contract is Selvi Sudnathi and can be reached on 703.432.4922 or via email at selvi.sudanthi@usmc.mil.

The contractor is directed to use the 2-in-1 Invoice format when processing invoices and receiving reports. For all requirements, the contractor shall use the Marine Corps Systems Command DODAAC (M67854) as the DODAAC for all shipping addresses, even if the ship-to address is other than the Marine Corps Systems Command.

DFAS-Columbus
P.O. Box 369022
Attn: Kansas-M67443
Columbus, Ohio 43236-9022

E-Mail: CCO-KC-VPIS@DFAS.MIL
PHONE: 1-800-756-4571 #2 then #4
WAWF: <https://wawf.eb.mil/>
MyInvoice: <https://myinvoice.csd.disa.mil>

Data entry information in WAWF:
Payment Office DoDAAC: M67443
Issue By DoDAAC: M67854
Admin Office DoDAAC: M67854
Ship To/Service Acceptor DoDAAC: M67854
Contract Number: M67854-08-D-0520-0004

Before closing out of an invoice session in WAWF-RA, but after submitting your document or documents, the contractor will be prompted to send additional email notifications. The contractor shall click on (Send Additional Email Notifications) block on the page that appears. Add the primary point of contact's email address (provided above) in the first email address block and add the alternate point of contact's email address in the following block. This additional notification to the government is important to ensure the appropriate point of contact is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF issues only. Any other contracting questions/problems should be addressed to the POC identified in Section A of the contract.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER SEE SCHEDULE		PAGE 1 OF 12	
2. CONTRACT NO. M67854-08-D-0520		3. AWARD/EFFECTIVE DATE 24-Sep-2009		4. ORDER NUMBER 0005		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY MARCORSYSCOM ATTN: BIZOPS 2203 SHERWOOD DRIVE QUANTICO VA 22134-6050 TEL: 703-432-4919 FAX: 703-432-3336		CODE M67854		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) NAICS: 561110 SIZE STANDARD: \$6.5M		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 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	
15. DELIVER TO MARCORSYSCOM IWS ROBIN KUSCHEL 2200 LESTER STREET QUANTICO VA 22134		CODE M67854		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR DAVIS-PAIGE MANAGEMENT SYSTEMS LLC MICHAEL DAVIS 7611 LITTLE RIVER TPKE STE 500E ANNANDALE VA 22003-2604 TEL. 703.462.9480		CODE 1S3B4 FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER MARINE CORPS ATTN- M67443 P.O. BOX 369022 COLUMBUS OH 43218-9022			
<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 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) \$277,680.00		
<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 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 <small>TaskOrderRequest.13</small> <input checked="" type="checkbox"/> OFFER DATED <u>15-Sep-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	
						24-Sep-2009	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) ANGELA D GORMAN / CONTRACTING OFFICER TEL: 703-432-4920 EMAIL: angela.gorman@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	Contract Specialist Journeyman FFP On-Site PM IWS & MERS FOB: Destination MILSTRIP: M6785409RCR8GZ3 PURCHASE REQUEST NUMBER: M6785409RCR8GZ3	2,080	Labor Hours	(b) (4)	(b) (4)
				NET AMT	(b) (4)
				ACRN AB CIN: M6785409RCR8GZ30001	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Contract Specialist Journeyman FFP On-Site PM ONS FOB: Destination MILSTRIP: M6785409RCSHG99 PURCHASE REQUEST NUMBER: M6785409RCSHG99	1,040	Labor Hours	(b) (4)	(b) (4)
				NET AMT	(b) (4)
				ACRN AC CIN: M6785409RCSHG990001	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		2,080	Labor Hours	(b) (4)	
OPTION	Contract Specialist Journeyman FFP On-Site PM IWS & MERS FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		1,040	Labor Hours	(b) (4)	
OPTION	Contract Specialist Journeyman FFP On-Site PM ONS FOB: Destination				

NET AMT (b) (4)

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

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 28-SEP-2009 TO 28-MAR-2010	N/A	MARCORSYSCOM IWS ROBIN KUSCHEL 2200 LESTER STREET QUANTICO VA 22134 703-432-3724 FOB: Destination	M67854
0002	POP 28-SEP-2009 TO 28-MAR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0003	POP 29-MAR-2010 TO 29-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854
0004	POP 29-MAR-2010 TO 29-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	M67854

ACCOUNTING AND APPROPRIATION DATA

AB: 1781319M4TK 250 67854 067443 2D C1964F

COST CODE: 9RCR8GZ31336

AMOUNT: (b) (4)

CIN M6785409RCR8GZ30001: (b) (4)

AC: 179110627A0 250 67854 067443 2D M67854

COST CODE: 9RCSHG9913CH

AMOUNT: (b) (4)

CIN M6785409RCSHG990001: (b) (4)

STATEMENT OF WORK

**STATEMENT OF WORK FOR
P13 Infantry Weapons Systems
PM-Infantry Weapons Systems Support**

CONTRACTING SUPPORT SERVICES

1.0 Scope. The scope of this effort is to provide professional contracting support services to Product Group (PG) 13, Infantry Weapons Systems (IWS). The Contractor shall provide expert support directly to PG13 IWS and the Contracts functional managers. Contract support will continue to be a significant and critical enabler of program success.

Contract support under this task order includes comprehensive professional contracting services for procurements for PM-IWS, PM-IWSRAR and PM-MERS. Key support includes acquisition planning and execution along with

preparation of acquisition documentation. All contract personnel supporting the program shall be cleared to at least the Secret level at the start of performance.

1.1 Background and Other Information. PG13 serves as the Command's principal agent to provide comprehensive acquisition and contract management of a wide range of infantry weapons systems and equipment in support of the warfighter.

2.0 Specific Requirements.

2.1 Contract Management Support. Tasks under the contract are anticipated to be business sector specific in support of PG13. Tasks shall include, but are not limited to, pre-award, post-award, contract closeout and business operations support. The ORGANIZATIONAL CONFLICT OF INTEREST and NON-DISCLOSURE AGREEMENT clauses contained in the basic contract apply. To the extent that the work under this task order requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect this data from unauthorized use and disclosure and agrees not to use the data to compete with those other companies.

NOTE: The Contractor has no Government contracting authority and may not obligate or represent the Government in any commercial transaction.

The Contractor shall, as a minimum, perform the following tasks in support of the PG13 contracting mission.

- a. Recommend appropriate sourcing strategies to PG13 stakeholder requirements. Conduct market research, develop source selection criteria and support source selection evaluation boards, develop comprehensive sole source documentation and compile other information as required. Assist PG13 stakeholders in acquisition planning and the development of key acquisition documents including Acquisition Plans, Statements of Work/Performance Work Statements (SOW/PWS), Statements of Objectives (SOO), Sole Source Justifications, Source Selection Plans(Formal and Informal), Determinations and Findings(D&F), and Waivers.
- b. Assist in the development of solicitations and review of proposals for various procurements including, but not limited to, commercial, simplified acquisitions, and major systems. Assist in the preparation of contract award documentation.
- c. Monitor Contractor performance, implement standard contract management procedures, propose/execute solutions to problems that arise during contract performance, reconcile payments and prepare contracts for close-out.
- d. Provide business operations expertise and assistance to include procurement policy development review and implementation after Government approval. Monitor and track actions to include proposed award dates, commitments, obligations and awards. Assist in training other contract specialists assigned to PG13.

2.1.1. Contract Planning, Pre-solicitation Support.

The Contractor shall, with Government guidance and approval as applicable, perform all pre-award functions on major weapon systems, commercial, simplified, services and supply acquisitions. The Contractor shall have comprehensive knowledge of acquisition strategies. The Contractor shall perform work in accordance with statutory, regulatory and agency policies. The Contractor shall:

- Participate in procurement planning;
- Develop pre-award documentation;
- Assist with end user documentation requirements, develop appropriate procurement milestones and document justification and approvals and acquisition plans/strategies;
- Produce accurate, timely and quality documents;
- Utilize the Standard Procurement System and Procurement Desktop Defense software;
- Ensure documents are in accordance with Federal Law, DoD, Navy and local regulations and procedures;

Assist in training and support of source selection teams.

2.1.2 Solicitation and Contract Support. The Contractor shall:

Develop requests for proposals and quotations;
Prepare amendments;
Prepare responses to offerors' questions;
Prepare cost and price analysis;
Develop proposed negotiation positions;
Assist in negotiations;
Prepare Business Clearance Memoranda;
Prepare contract/order award documentation;
Assist with debriefing unsuccessful offerors

2.1.3 Provide Contract Post-Award Support. The Contractor shall:

Prepare for and assist in conducting kick-off meetings and program reviews;
Prepare appropriate electronic spreadsheets to maintain cost/schedule controls;
Prepare contract/order modification documentation;
Prepare documentation for award fee, term and incentive fee plans
Provide contract oversight and administration in accordance with applicable statutory, regulatory and agency policies and procedures;
Monitor Quality Assurance Surveillance Plans(QASP);
Track and review invoices and monthly financial reports.

2.1.4 Provide Contract Close-Out support. The Contractor shall:

Identify applicable contracts ready for closeout;
Verify work under the contract has been completed;
Verify all invoicing and payments have been completed;
Ensure all terms and conditions have been met to include Government property, patent rights, data rights and warranty provisions;
Prepare for and support negotiations after collaborating with applicable organizations for cost information and final rates;
Prepare deobligation modifications if necessary;
Develop contract close-out packages

2.1.5 Specific Required Qualifications. The Contractor shall ensure proposed contract support personnel is Journeyman Level Contracting Specialist and possess the following minimum qualifications:

- Defense Workforce Improvement Act Acquisition/Contracting Level II or equivalent certification/training;
- At least three (3) years of Federal Government Contracting experience
- Knowledge of Procurement Desktop – Defense (PD2) (aka Standard Procurement System (SPS))

3.0 Facilities, Travel, and ODCs. The Contractor support staff will have access to Government buildings and may establish MARCORSSYSCOM network accounts with Government lead endorsement. Contractor personnel are authorized local travel. The Contractor shall travel outside the local region (both CONUS and OCONUS) to support PG13 operations and contract performance with team lead approval. Contractor travel expenses shall be incurred and reimbursed in accordance with the Government's Joint Travel Regulation (JTR).

The ORGANIZATIONAL CONFLICT OF INTEREST and NON-DISCLOSURE AGREEMENT clauses contained in the basic contract apply. To the extent that the work under this task order requires access to proprietary, business confidential, or financial data of other companies, and as long as these

data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

4.0 Work Day. The Contractor shall work on-site Monday through Friday for eight hours plus 30 minutes for lunch (e.g., 8:00am to 4:30pm), excluding holidays.

5.0 Government Furnished Equipment: The Government will provide office space for on-site personnel to include phone lines, office equipment, supplies, printing and reproduction capabilities. Work will be performed on-site at MARCORSYSCOM, Quantico, Virginia.

6.0 Holidays. The Government shall not be billed for holidays, except when services are actually performed on a holiday pursuant to the Contracting Officer's approval. The Contractor shall observe the holidays identified under Federal Holidays at <http://www.opm.gov/index.asp>.

7.0 Status Reporting. The contractor shall provide informal weekly status reports via e-mail to the COR. In addition, the contractor shall develop and provide a Monthly Status Report by the 10th of each month via e-mail to the COR, and Contracting Officer. The report shall include the following:

Personnel assigned to the task during the reporting period
Duties/Activities accomplished during the reporting period
Problems and corrective actions taken
Issues/concerns
Personnel status-include gains and losses
Government Actions

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 PG13 support 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 objectives of the performance objectives delineated in the SOW.

2. Government Surveillance. PG13 will designate a person to function as the Technical Representative for this task, and her/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 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:

Contracting Support Services. The Contractor will be evaluated on the quality of their overall contracting management support and knowledge, including contract planning, pre-solicitation support, solicitation and contract support, contract post-award support and contract close-out.

Enclosure 1

PERFORMANCE REQUIRMENTS SURVEY (PRS)

Performance Objective	SOW	Performance Standard	Quality Level ¹	Method of Surveillance
Contract Planning, Pre-Solicitation Support	2.1.1,	Acceptable performance has been met when the Contractors quality standards and products consistently produce acceptable products using optimal resources, compliant with prescribed rules, regulations and policies.	Excellent Acceptable Poor	Inspection Demonstration
Solicitation and Contract Support	2.1.2	Acceptable performance has been met when the Contractors quality standards and products consistently produce acceptable products using optimal resources, compliant with prescribed rules, regulations and policies.	Excellent Acceptable Poor	Inspection Demonstration
Provide Contract Post-Award Support	2.1.3	Acceptable performance has been met when the Contractors quality standards and products consistently produce acceptable products using optimal resources, compliant with prescribed rules, regulations and policies.	Excellent Acceptable Poor	Inspection Demonstration
Provide Contract Close-out	2.1.4	Acceptable performance has been met when the Contractors quality standards and products consistently produce acceptable products using optimal resources, compliant with prescribed rules, regulations and policies.	Excellent Acceptable Poor	Inspection Demonstration

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

CLAUSES

All provisions of the basic contract apply to this task order as required by context.

CLAUSES INCORPORATED BY FULL TEXT

MARCORSYSCOM WAWF INSTRUCTIONS TO CONTRACTORS**ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (MAR 2008)**

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request and Receiving Reports (March 2008)", the United States Marine Corps (USMC) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when processing invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract (POC) is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil/> within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at the <https://wawf.eb.mil/>.

The USMC WAWF-RA point of contact for this contract is Robin Kuschel and can be reached on 703.432.3724 or via email at robin.kuschel@usmc.mil.

The contractor is directed to use the 2-in-1 Invoice format when processing invoices and receiving reports. For all requirements, the contractor shall use the Marine Corps Systems Command DODAAC (M67854) as the DODAAC for all shipping addresses, even if the ship-to address is other than the Marine Corps Systems Command.

DFAS-Columbus
P.O. Box 369022
Attn:Kansas-M67443
Columbus, Ohio 43236-9022

E-Mail: CCO-KC-VPIS@DFAS.MIL
PHONE: 1-800-756-4571 #2 then #4
WAWF: <https://wawf.eb.mil/>
MyInvoice: <https://myinvoice.csd.disa.mil>

Data entry information in WAWF:
Payment Office DoDAAC: M67443
Issue By DoDAAC: M67854
Admin Office DoDAAC: M67854 extension PCO
Ship To/Service Acceptor DoDAAC: M67854
Contract Number: M67854-08-D-0520-0005

Before closing out of an invoice session in WAWF-RA, but after submitting your document or documents, the contractor will be prompted to send additional email notifications. The contractor shall click on (Send Additional Email Notifications) block on the page that appears. Add the primary point of contact's email address (provided

above) in the first email address block and add the alternate point of contact's email address in the following block. This additional notification to the government is important to ensure the appropriate point of contact is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF issues only. Any other contracting questions/problems should be addressed to the POC identified in Section A of the contract.

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		41,600	Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Senior FFP On-Site FOB: Destination				
					<hr/>
				NET AMT	(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		24,960	Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Journeyman FFP On-Site FOB: Destination				
					<hr/>
				NET AMT	(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		6,240	Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Junior FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		4,160	Labor Hours	(b) (4)	(b) (4)
	Procurement Analyst Intermediate FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		2,080	Labor Hours	(b) (4)	(b) (4)
	Procurement Analyst Junior FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Database Administrator FFP On-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Web Developer FFP On-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Program Analyst FFP On-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Travel ODC's FFP On-Site FOB: Destination	47,414	Monetary Value	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Contract Specialist Senior FFP Off-Site FOB: Destination		Labor Hours	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011			Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Journeyman				
	FFP				
	Off-Site				
	FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012			Labor Hours	(b) (4)	(b) (4)
	Contract Specialist Junior				
	FFP				
	Off-Site				
	FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013		2,080	Labor Hours	(b) (4)	(b) (4)
	Procurement Analyst Intermediate				
	FFP				
	On-Site				
	FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014	Procurement Analyst Junior FFP On-Site FOB: Destination	2,080	Labor Hours	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Database Administrator FFP Off-Site FOB: Destination	1,040	Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016	Web Developer FFP Off-Site FOB: Destination	520	Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Program Analyst FFP On-Site FOB: Destination	2,080	Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Travel ODC's FFP Off-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		41,600	Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Senior FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		24,960	Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Journeyman FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		6,240	Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Junior FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		4,160	Labor Hours	(b) (4)	(b) (4)

OPTION Procurement Analyst Intermediate
 FFP
 On-Site
 FOB: Destination

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		2,080	Labor Hours	(b) (4)	(b) (4)

OPTION Procurement Analyst Junior
 FFP
 On-Site
 FOB: Destination

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006			Each	(b) (4)	(b) (4)

OPTION Database Administrator
 FFP
 On-Site
 FOB: Destination

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007 OPTION	Web Developer FFP On-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008 OPTION	Program Analyst FFP On-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009		49,310.56	Monetary Value	(b) (4)	(b) (4)
OPTION	Travel ODC's FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010			Labor Hours	\$(b) (4)	(b) (4)
OPTION	Contract Specialist Senior FFP Off-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011			Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Journeyman FFP Off-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1012			Labor Hours	(b) (4)	(b) (4)
OPTION	Contract Specialist Junior FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1013		2,080	Labor Hours	(b) (4)	(b) (4)
OPTION	Procurement Analyst Intermediate FFP On-Site FOB: Destination				
					<hr/>
NET AMT					(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014		2,080	Labor Hours	(b) (4)	(b) (4)
OPTION	Procurement Analyst Junior FFP On-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015		1,040	Each	(b) (4)	(b) (4)
OPTION	Database Administrator FFP Off-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1016		520	Each	(b) (4)	(b) (4)
OPTION	Web Developer FFP Off-Site FOB: Destination				

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1017 OPTION	Program Analyst FFP On-Site FOB: Destination	2,080	Each	(b) (4)	(b) (4)

NET AMT (b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1018 OPTION	Travel ODC's FFP Off-Site FOB: Destination		Each	(b) (4)	(b) (4)

NET AMT (b) (4)