

2. CONTRACT NO. M6785419C0514P00010	3. AWARD/EFFECTIVE DATE 26-Sep-2019	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
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7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME
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9. ISSUED BY M67854 MARINE CORPS SYSTEMS COMMAND ATTN: MARY SCOTT 2200 LESTER STREET QUANTICO VA 22134 TEL: 703-432-3168 FAX:	CODE M67854	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: <u>100</u> % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) NAICS: 541611 SIZE STANDARD: \$16,500,000
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS Net 30 Days	<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
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15. DELIVER TO COMMANDER MCSC JEANNIE WOOD 2200 LESTER STREET QUANTICO VA 22134	CODE M67854	16. ADMINISTERED BY SEE ITEM 9	CODE
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17a. CONTRACTOR/OFFEROR INFINITY SUPPORT SERVICES, INC. ATTN: REBECCA WILSON 18300 QUANTICO GATEWAY D 2ND FL TRIANGLE VA 22172-1777 TELEPHONE NO.	CODE 68QD0	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DFAS COLUMBUS HQ0871 USMC DAI VENDOR PAY PO BOX 360922 COLUMBUS OH 43213-9022	CODE HQ0871
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<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
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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) \$3,995,075.88
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<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
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<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</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. REF: M6785419C0514	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE
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30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Sheila McCreery</i>
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Sheila D McCreery / Contracting Officer TEL: 703-432-3115 EMAIL: sheila.mccreery@usmc.mil	31c. DATE SIGNED 25-Sep-2019
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NOT IN SCOPE OF THIS REQUEST

PERFORMANCE WORK STATEMENT
GOVERNMENT POINTS OF CONTACT

Name/Position	Phone	Email
Sheila McCreery, PCO	703-432-3158	Sheila.mccreery@usmc.mil

Mallory Person, Contract Specialist	703-432-5333	Mallory.person@usmc.mil
Kevin Simmons, Director MCA	703-432-3852	kevin.d.simmons1@usmc.mil
Velveth Lee, COR	703-432-4022	Velveth.lee@usmc.mil

**Performance Work Statement for Assistant Deputy Commander for
The Management Control Activity (MCA)
September 2019**

1.0 Scope

The MCA has the responsibility for establishing and maintaining a government property Life Cycle framework to support both strategic and individual Program Office requirements. This framework includes the requirement to coordinate and execute Marine Corps Military Equipment (ME) and Garrison Property (GP) fielding initiatives along with Command DoDAAC and property accountability management and FIAR execution. Additionally, the framework includes the conduct of analyses of process efficiencies and the implementation of improvements to develop and maintain core processes to support all stakeholder interests.

The objective of this Contract is to provide the MCA, ISO MCSC, the affiliated PEOs and JNLWD, with a variety of integrated solutions and services, as more fully detailed in the performance requirements specified in the Contract. The Contract requirements shall call for solutions that cross multiple disciplines, including ancillary and administrative support. The Contract scope includes all services and components necessary to formulate a total solution to the specified requirements, except for those services specifically prohibited herein.

1.1 Background

The Management Control Activity (MCA) is responsible for overseeing the control, accountability, and administration of government property as a result of new acquisition in support of Research, Development, Test, and Evaluation (RDT&E) efforts for Marine Corps Systems Command (MCSC) and all affiliated Program Executive Offices (PEOs). Additionally, through a Memorandum of Agreement (MOA), the MCA assists the Joint Non-Lethal Weapons Directorate (JNLWD) with the accountability and administration of government property. As such, the MCA:

Acts as the MCSC lead for property accountability and visibility

Ensures acquisition-related property acquired by MCSC, PEOs, and JNLWD are reflected in the appropriate Accountable Property System of Record (APSR), and Key Supporting Documentation (KSD) is maintained and accessible

Facilitates the government property transfer process, to include Government Furnished Property (GFP) transfers, temporary loans to external government organizations, and bailments to U.S. vendors in good standing

Provide validation of requisitions for GFP Military Standard Requisitioning and Issue Procedures (MILSTRIP)

Establishes and maintains processes, procedures, and internal controls in order to ensure fiscal and physical Property Accountability, Visibility, Auditability (PAV-A)

The MCA is organized into three Sections: (1) Business Management/Financial Improvement Audit Readiness (FIAR) Section, (2) Property Accountability Section, and (3) Property Transfer Section.

1.1.1 Business Management/FIAR Section. The Business Management/FIAR Section is responsible for business management, operations, including strategic planning, financial and contracts management, and all property related audit readiness initiatives affecting MCSC, the affiliated PEOs and JNLWD.

1.1.2 Property Accountability Section. The Property Accountability Section ensures acquisition related property acquired by MCSC, affiliated PEOs, and JNLWD are reflected in the appropriate APSR, KSDs are maintained and accessible, appropriate requisitions are processed and reconciliations are conducted.

1.1.3 Property Transfer Section. The Property Transfer Section is responsible for the facilitation of the government property transfer process, to include GFP provided to contractors, temporary loans to external government/government approved organizations, validate, process, and manage the Department of Defense Activity Address Codes (DoDAACs) for MCSC, affiliated PEOs, and JNLWD and their contractors.

2.0 APPLICABLE DOCUMENTS

All references listed within the basic contract are required as applicable to this Performance Work Statement (PWS).

	Document Number	Title
a.	FIAR Guidance 2017	Financial Improvement Audit Readiness Guidance 2017
b.	DODI 5000.64	Accountability and Management of DOD Equipment and Other Accountable Property
c.	MCO 4400.201 Vol 2	Department of Defense Activity Address Code Management
d.	MCO 4400.201 Vol 3	Retail Supply Management
e.	MCO 4400.201 Vol 10	Furnishing Government Property to External Organizations
f.	MCO 4400.201 Vol 15	Garrison Property and Garrison Mobile Equipment

3.0 PERSONNEL

Prior to commencement of work on this contract, all contractor personnel (including administrative and subcontractor personnel) shall have, at a minimum, a favorable Trustworthiness Determination, which is determined by a National Agency Check with Local Agency Check and Credit Check (NACLIC) and favorable FBI fingerprint checks.

3.1 COR DESIGNATION

The Contracting Officers Representative (COR) for this PWS is Jeannie Wood, who can be reached at (703) 432-4022 or jean.wood@usmc.mil.

4.0 PERIOD OF PERFORMANCE

The anticipated period of performance shall be as follows:
26 September 2019 - 25 September 2020. The total maximum period of performance for this contract, if (and only if) all options are exercised, is 26 September 2023.

5.0 PLACE OF PERFORMANCE

Place of performance for this effort shall be Government On-Site at Marine Corps Systems Command, 2200 Lester Street, Quantico, VA 22314 and Contractor's Off-Site as listed below:

Program Manager - Off-Site
Sr Management Analyst - On Site
Jr Management Analyst - Off Site
Logistics Analyst I / Supply Clerk - On-Site
Logistics Analyst I / Supply Clerk - Off Site
Logistics Analyst I / Supply Clerk - Off Site
Logistics Analyst I / Supply Clerk - Off Site
Logistics Analyst III - Off Site
Logistics Analyst II- Off Site

Positions are including remote teleworking sites as approved by the Contract Officer's Representative (COR).

6.0 GOVERNMENT FURNISHED ITEMS AND SERVICES

6.1 Facilities

6.1.1 For Government On-Site positions, the Government will provide the necessary workspace for the contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

7.2 Equipment

7.2.1 For Government On-Site personnel, the Government will provide access to copiers, scanners, fax machines, and printers.

7.2.2 The Government will provide system training and licenses to contractor personnel as required for completion of all tasks.

8.0 SECURITY REQUIREMENTS

The information provided to the contractor will be Unclassified and/or Controlled Unclassified Information. The contractor is not required or expected to have Facility Clearance and contractor personnel supporting this effort are not required to possess Personnel Clearance Levels. Any contractor personnel requiring access to U.S. Government sensitive unclassified information shall possess a completed background investigation (minimum of a NACI) for this Public Trust Position.

9.0 COMMON ACCESS CARD (CAC) REQUIREMENT

The COR will identify and only approve those contractor employees performing on this contract that require CACs in order

to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive - 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience. Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

10. GOVERNMENT CLOSURE

Unless required under the terms of the contract or authorized by the Contracting Officer, the contractor shall not work at any government facility, nor should any deliveries under this contract be made to any government facility, on any of the following federal holidays:

- New Year's Day - 1 January
- Martin Luther King, Jr.'s Birthday - 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day - Last Monday in May
- Juneteenth - 19 June
- Independence Day - 4 July
- Labor Day - 1st Monday in September
- Columbus Day - 2nd Monday in October
- Veteran's Day - 11 November
- Thanksgiving Day - 4th Thursday in November
- Christmas Day - 25 December
- Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies.

The amounts in schedule of the contract include an allowance for holidays to be observed. The government will not be billed for such holidays, except when services are required by the government and are actually performed on a holiday. When the Government grants administrative leave to Government employees as a result of inclement weather, potentially hazardous conditions, or other special circumstances, contractor personnel working at the specific facility/location granted administrative leave shall also be dismissed.

The costs associated with the period of any such Agency closure shall not be reimbursable under this contract.

11.0 DESCRIPTION OF WORK

The contractor shall be responsible for supporting the MCA with a cohesive strategy for integrating the business and technical elements of each Branch.

11.1.1 Program Management Requirements

The Contractor shall provide a Program Manager (PM) who shall be responsible for the successful planning, coordination, implementation and oversight of all government projects as specified within this statement of work. The Contractor PM shall review and assign all work that is delegated to the Contractor team to ensure quality, timeliness and compliance. The Contractor PM shall work directly with the Director of the MCA to ensure all core MCA functions outlined below are completed.

11.1.2 Business Management/FIAR Requirements

MEETINGS: The Contractor shall provide logistical support to coordinate meetings by scheduling locations, sending invitations, collecting and disseminating meeting information and presentations for read-aheads, drafting and disseminating agendas and information to attendees, tracking and managing resulting action items from start to completion, drafting and disseminating meeting minutes. The Contractor shall attend in-person or virtually, depending on meeting requirements. The Government expects approximately 48 meetings per year to require Contractor effort.

12.0 DELIVERABLES

- Deliverable A001 - Report, Record of Meeting Minutes
- Deliverable A002 - Presentations
- Deliverable A003 - DON Tracker Taskers
- Deliverable A004 - Policies, Processes and Work Flows
- Deliverable A005 - Metrics and Trend Analyses
- Deliverable A006 - Point Papers and Reports

- Deliverable A007 - NFRs and CAPs
- Deliverable A008 - Job Aids

CDRL A001: Report, Record of Meeting Minutes

PRESENTATIONS: The Contractor shall develop, review, and revise MCA presentations. The Contractor shall assist in developing, reviewing, and revising presentations dealing with property transfer training, metrics, discussion, issues, policies, or procedures. The Government will have a minimum of 48 presentations per year to require Contractor effort.

TRAINING AND INTEGRATED PRODUCT TEAMS (IPTs): The Contract shall attend, as directed, GFP training and IPTs/Working Groups to include but not limited to the Central Property Working Group (CPWG), Department of Navy (DON)/Office of the Secretary of Defense (OSD) GFP Working Group, and Quarterly DoDAAC Management Working Group (QDWG). Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts. The government expects approximately ten meeting per year to require Contractor effort.

CDRL A002: Presentations

DON TRACKER TASKERS: The Contractor shall receive and review incoming DON Tracker taskers. The Contractor shall prepare DON TRACKER taskers for dissemination to the Government workforce, including detailed instructions, suspense dates, and points of

contact. The Contractor shall track such DON TRACKER taskers for responses, closure, metrics, and historical information. For each DON TRACKER tasker, the Contractor shall consolidate responses, follow up, validate responses, obtain any missing or incorrect responses, and develop an Executive Summary and Closure Recommendation. The Government will have a minimum of 100 to 150 DON TRACKER taskers per year to require Contractor effort.

POLICIES, PROCESSES, AND WORK FLOWS: The Contractor shall assist in the development and revision of property transfer policies, processes, and work flows by researching orders and directives, analyzing processes and procedures, providing recommendations, and participating in drafting sessions. The Government will have a minimum of five (in total) policies, processes, and/or work flows to require Contractor effort each year.

CDRL A003: DON Tracker Taskers

POLICIES, PROCESSES, AND WORK FLOWS: The Contractor shall assist in the development and revision of Property Management policies, processes, and work flows by researching Property Management issues, conducting process and work flow analyses, participating in drafting sessions, and making recommendations. The Government will have a minimum of three to five (in total) policies, processes, and work flows to require Contractor effort each year.

INTERNAL CONTROLS: The Contractor shall develop, review and propose internal controls throughout the organization in order to ensure effective operations, safeguard against fraud, waste and mismanagement, and comply with laws and regulations. Internal Controls will ensure the accountability and effectiveness of all programs and operations by identifying deficiencies, assessing risks, and developing and tracking corrective action plans (CAPs), as reported on Notice of Findings and Recommendations (NFRs) from audit assessments. The government expects approximately 3 to 5 NFRs with associated CAPs that shall require Contractor effort.

CDRL A004: Policies, Processes and Work Flows

METRICS, TREND ANALYSES: The Contractor shall create and update online metrics dashboards by obtaining data reports and by pulling data from the GCSS-MC, DPAS, TFSMS, Master Data

Repository (MDR), and WebFLIS. The Government expects approximately one to two new dashboards each year to require Contractor effort and three existing dashboards each year to require Contractor updates. The Government will have a minimum of one to three dashboards each year to require Contractor effort. The Government will have a minimum of 15 to 20 synopses and presentations regarding metrics and trend analyses (in total) that shall require Contractor effort each year.

FIAR SHAREPOINT DATA REPOSITORY. The Contractor shall add and delete users of the existing FIAR Data Repository SharePoint site (the FIAR Site), assist the workforce with inquiries pertaining to the FIAR Site, upload documents, and provide FIAR Site recommendations to the Government. The Contractor shall document changes to the FIAR Site in a Government-provided SharePoint Requirements template document to maintain traceability of all changes. There are currently more than 45,000 documents on the FIAR Site with a user population of over 200. The Government expects a significant increase in users, documents, and data.

SHAREPOINT MAINTENANCE: The Contractor shall assist in maintaining the Property Transfer SharePoint site by updating information; posting references and forms; validating links; ensuring required data elements are present for package information; granting access to view and upload documents; and ensuring documents are properly posted. The Government will have a minimum of 5% per year of the Contractor's effort to be utilized for SharePoint maintenance.

METRICS, TREND ANALYSES: The Contractor shall assist in creating and updating property transfer metrics by pulling data from the MCA Property Transfer Package Status SharePoint Site. The Government will have a minimum of 15 metrics and trend analyses presentations per year that shall require Contractor effort.

RESEARCH, ANALYSES, DATA: The Contractor shall conduct research, develop analyses, and compile data builds on government property transfers issues. The Contractor shall develop and provide point papers, presentations, and reports regarding the research, analyses and data builds. The Government will have a minimum of five point papers, presentations, and reports (in total) per year that shall require Contractor effort.

CDRL A005: Metrics and Trend Analyses

RESEARCH, ANALYSES, DATA: The Contractor shall conduct research, develop analyses, and compile data builds on Government-specified Property Management issues. The Contractor shall develop and provide point papers, presentations, and reports regarding the research, analyses and data builds. The Government will have a minimum of 10 to 15 point papers, presentations, and reports (in total) per year that shall require Contractor effort.

ENTERPRISE SUPPLY SUPPORT: The Contractor shall designate Enterprise Supply Clerks who shall possess sufficient authority to manage, direct, execute, and control all consumer level supply functional elements in an Accountable Property System of Record (APSR) by coordinating and delivering a comprehensive supply support program aligned with program objectives. The Contractor shall navigate and execute supply transactions by validating timely and accurate entry of assets into an APSR. The Contractor shall conduct quality control of Key Supporting Documents (KSD) of every asset entry ensuring it meets FIAR requirements. The Contractor shall have functional expertise in the areas of maintenance, supply, finance, and system administration utilizing knowledge of Marine Corps business processes, policy, and requirement to assist in the maintenance of daily system functions and operations. The Contractor shall navigate the DPAS and GCSS-MC Fixed Asset Module, Inventory Module, Order Management Module, Install Base, Field Service, inventory management, asset visibility, order management, and distribution business process. The Contractor shall perform technical research functions to satisfy customer inquiries pertaining to procurement, accountability, and distribution. The Contractor shall have sufficient knowledge in pulling weekly, monthly, quarterly, bi-annual, annual, and ADHOC reports in an APSR.

FINANCIAL SYSTEM COMPLIANCE: The Contractor shall monitor and review the integrated ledger between Standard Accounting Budgeting Reporting System (SABRS) and GCSS-MC to ensure requirements for financial audits and met. The Contractor shall review and verify all systems financial and budgetary elements for GCSS-MC by conducting financial management analysis to ensure business processes meet the Clean Financial Audit (CFA) requirements. The Contractor shall work with the Financial Managers within the Program Offices to correct transactional errors received in the Standard Accounting Budgeting Reporting System (SABRS) from GCSS-MC. The Contractor shall review

Military Standard Requisitioning and Issue Procedures (MILSTRIP) requests through Purchase Request (PR) Builder validating and assigning appropriate Lines of Accounting (LOA) for approval. The Contractor shall review on a daily basis the Due in and Status File (DASF) and provide and weekly update of Status of Funds (SOF). The Contractor shall execute and complete by the required due date, the Tri-Annual Review (TAR), and Material Obligation Validation (MOV) reconciliations as mandated. The Contractor shall provide all required reports to the Accountable Property Officer (APO) for final review and approval.

DATA ANALYSIS: On an ongoing basis, the Contractor shall analyze implicit and explicit relationships between data items and review the data for the following attributes: accuracy, completeness, conformity, and duplication. The Contractor shall identify data errors, gaps in data, and outdated data in the following systems (the Data Quality Systems): GCSS-MC, WAWF, TFSMS, TLCM-OST, DPAS, EDA, and FLIS.

CDRL A006: Point Papers and Reports

OPERATING PROCESSES, WORK FLOWS: The Contractor shall assist in the development and revision of operating processes and work flows by conducting process and work flow analyses, participating in drafting sessions, and making recommendations. The Government will have a minimum of 15 (in total) processes and work flows to require Contractor effort each year.

POLICIES, PROCEDURES AND GUIDANCE: The Contractor shall develop, review, and propose revisions to drafts of policies, procedures, and guidance that pertain to FIAR. The Contractor shall, at all times during the period of performance, maintain a minimum capacity to staff and draft at least 12 policy, procedures, and/or guidance updates on an annual basis.

FIAR REPORTS, PRESENTATIONS, AND TREND ANALYSES. The Contractor shall develop weekly and ad hoc metrics reports, presentations, and trend analyses based on quarterly collected military equipment accountability and visibility, such as Government Furnished Property (GFP), Equipment Off Property Record (EOPR), operating materials and supplies (OM&S), military equipment valuation (financial data), and contract data (DD250s, DD1149s, DD1348s) uploaded into SharePoint as Key Supporting Documentation (KSD). The Contractor shall analyze data from quarter to quarter, identify discrepancies, and provide recommendations for corrective actions to the Government. In

addition to the 52 weekly reports per year, the Government estimates that approximately 52 ad hoc metrics reports, presentations, and trend analyses per year will require Contractor effort. The Contractor shall submit metrics and trend analysis in regards to FIAR and related data.

CDRL A007: NFRs and CAPs

After contract award, the Government and Contractor shall meet to discuss the format and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

MEETINGS: The Contractor shall assist in providing logistical support for property transfer meetings by scheduling locations; sending invitations; coordinating conference calls and online meetings (e.g. Defense Collaboration Services); collecting and disseminating meeting information; drafting and disseminating presentations, agendas, and meeting minutes; tracking and managing action items. The Government will have a minimum of ten meetings per year to require Contractor effort.

CDRL A008: Job Aids

The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit revised material no later than five business days after receipt of Government comments. This process will be repeated as required until the Government accepts the final revisions. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

JOB AIDS: The Contractor shall develop and revise Job Aids relating to the property transfer requirements. Job Aids are work instructions, guidebooks, checklists, sample forms, process charts, acronym list, glossary, narratives, and other materials necessary to describe required actions to provide guidance on property transfer for Program and MCA personnel in support of Marine Corps Programs. There currently are approximately thirty-one Job Aids for the property transfer process. The Contractor shall post the Job Aids on the Property Transfer SharePoint site. The Government will have a minimum of two new Job Aids per year to require Contractor development, and

approximately ten existing Job Aids to require Contractor revision per year.

PROPERTY TRANSFER SOP: The Contractor shall assist the Government in updating the MCA Property Transfer Standard Operating Procedures to reflect current operating procedures on a quarterly basis as required.

PROPERTY TRANSFER REQUESTS: The Contractor shall assist as required in assigning document numbers and MCA Points of Contact (POC) to property transfer request per the Property Transfer SOP. The Government expects the contractor to perform this duty only if government personnel are unavailable, therefore this requirement should take only 1% of the contractor's effort.

PROCESSING PROPERTY TRANSFER PACKAGES: The Contractor shall be assigned property transfer packages to include GFP, Loans, Bailments, GFP MILSTRIP, and DoDAAC requests. The Contractor will create a document number folder for the package and work with the Program POC to validate, correct, and process these packages in accordance with the Property Transfer SOP. These packages shall be managed by the contractor until completion (property returned, Loan/GFP renewed, DoDAAC assigned, and GFP MILSTRIP received). The Contractor shall update and maintain the folder data elements in MCA Property Transfer SharePoint site to ensure current and accurate information. Eighty percent (80%) of the Contractor's efforts shall be dedicated to this task. The following tasks/systems are requirement to validate and process property transfer packages:

1. Ability to review contracts, Task Orders, Delivery Orders, Statements of Work, Test Plans, Memorandum's of Agreement/ Understanding, etc.
2. Ability to acquire access to Electronic Document Access (EDA), GFP Module, and VIPER.
3. General understanding of Marine Corps Supply and logistics functions.
4. Knowledge of Marine Corps Organizations.
5. Familiarity with SharePoint functions.

Contract Data Requirements List (CDRL)

CDRL A001: Report, Record of Meeting Minutes

The Contractor shall submit the deliverables no later than five working days after the meeting occurs for Government review and approval. The Contractor shall submit revised material no later than five business days after receipt of Government comments. This process shall be repeated as required until the Government accepts the final revisions. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

CDRL A002: Presentations

After contract award, the Government and Contractor shall meet to discuss the presentation format and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

CDRL A003: DON Tracker Taskers

After contract award, the Government and Contractor shall meet to discuss the format and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

CDRL A004: Policies, Processes and Work Flows

After contract award, the Government and Contractor shall meet to discuss Policy, Guidebooks, and work flow formats and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit revised material no later than five business days after receipt of Government comments. This process shall be repeated as required until the Government accepts the final revisions.

CDRL A005: Metrics and Trend Analyses

The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit revised material no later than five business days after receipt of Government comments. This process shall be repeated as required until the Government accepts the final revisions.

CDRL A006: Point Papers and Reports

After contract award, the Government and Contractor will meet to discuss the point papers and reports format and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

CDRL A007: NFRs and CAPs

After contract award, the Government and Contractor shall meet to discuss the format and the first and subsequent submission schedule. The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

CDRL A008: Job Aids

The Contractor shall submit the deliverables as the Government directs for Government review and approval. The Contractor shall submit revised material no later than five business days after receipt of Government comments. This process shall be repeated as required until the Government accepts the final revisions. The Contractor shall submit the deliverables in a Microsoft Office editable electronic format.

13.0 Travel

The information below identifies the expected travel, duration, number of travelers and locations. Costs will be invoiced as a reimbursable Not-to-Exceed CLIN. Costs must be in accordance with FAR 31.205-46 and invoices should include all information required by FAR 31.205-46(7). Prior to travel approval is required from the PCO, before incurring reimbursable travel cost. All requests for travel approval shall be submitted through the COR. Travel costs will be limited to reimbursement of direct costs only. Travel costs which include cost elements

exceeding that permitted for Government employees under the Joint Travel Regulation must be pre-approved by the COR or will be deemed non-allowable. Notwithstanding any pre-approvals, the total of all reimbursable contractor costs for travel are limited to the NTE amount obligated against associated travel contract line item. The contractor shall retain receipts and other contemporaneous documentation to substantiate claimed travel costs and such documentation shall be made available to the Government upon request. All per diem shall be in accordance with <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

The expected level of travel is detailed below. The locations are subject to change:

Base Year:

2 Trips (Albany - Oshkosh)
2 Travelers
4 Days
3 Nights

Option Year 1:

2 Trips (Albany - Oshkosh)
2 Travelers
4 Days
3 Nights

Option Year 2:

2 Trips (Albany - Oshkosh)
2 Travelers
4 Days
3 Nights

Option Year 3:

2 Trips (Albany - Oshkosh)
2 Travelers
4 Days
3 Nights

52.204-25 (AUG 2020)

52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(a) *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (*e.g.*, microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled—

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of

a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) Exceptions. This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement. (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)