

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 84	
2. CONTRACT NO. W911S019D0001		3. SOLICITATION NO. W911S0-17-R-0007	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 27 Sep 2017	6. REQUISITION/PURCHASE NO.		
7. ISSUED BY MICC - FORT EUSTIS 705 WASHINGTON BLVD FORT EUSTIS VA 23604			CODE W911S0	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
TEL: FAX:					TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 0 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in See Section L until 02:00 PM local time 27 Oct 2017
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (Include area code) (NO COLLECT CALLS)	C. E-MAIL ADDRESS
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR YORKTOWN SYSTEMS GROUP, INC. NANCY ACQUAVELLA 675 DISCOVERY DR STE 302 HUNTSVILLE AL 35806-2814		CODE 4VJW9	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) NANCY ACQUAVELLA / CHIEF ADMINISTRATIVE OFFICER	
15B. TELEPHONE NO (Include area code) 256-425-4549		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>		17. SIGNATURE	
				18. OFFER DATE	

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED CLIN 0001 - 0005		20. AMOUNT \$168,000,000.00		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7) MICC - FORT BENNING 6650 MELOY DRIVE BLDG 6, SUITE 250 FORT BENNING GA 31905-1300		CODE W911SF		25. PAYMENT WILL BE MADE BY DFAS-IN, VP GFEB5 8899 E 56TH ST INDIANAPOLIS IN 46249-3800	
				CODE HQ0490	
26. NAME OF CONTRACTING OFFICER (Type or print) RHODA C. HARRISON-SPENCE TEL: 757-501-8161 EMAIL: rhoda.c.harrison-spence.civ@mail.mil		27. UNITED STATES OF AMERICA <i>Rhoda C. Harrison-Spence</i> (Signature of Contracting Officer)		28. AWARD DATE 20-Dec-2018	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Phase-In Services for MCoE FFP Phase-in will be at the task order (TO) level. The Ordering Period for the Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ) contract will be five (5) years. FOB: Destination PSC CD: R499	1	Job		NSP

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	MCoE Support Services FFP The Contractor shall provide support services for the United States (U.S.) Army Maneuver Center of Excellence (MCoE) in accordance with the terms and conditions of the contract, Performance Work Statement (PWS) and each individual Task Order (TO). Detailed Contract Line Item Number (CLIN) specifications shall be included in each individual TO. The Ordering Period for the MAIDIQ contract will be five (5) years. FOB: Destination PSC CD: R499	1	Job	\$167,290,900.00	\$167,290,900.00

MAX
NET AMT

\$167,290,900.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	MCoE Travel COST	UNDEFINED	Job	UNDEFINED	\$701,600.00 NTE
	Travel costs in support of CLINs 0001 and 0002. Actual and allowable travel costs are reimbursable up to the Not-To-Exceed (NTE) amount specified in the TO. All travel shall be approved by the Contracting Officer or COR. Authorized travel expenses will be reimbursed consistent with generally accepted accounting principles, cost accounting standards, and Federal Acquisition Regulation (FAR) 31.205-46. The Ordering Period for the MAIDIQ contract will be five (5) years. Estimated NTE Costs: \$701,600.00. FOB: Destination PSC CD: R499				
				MAX COST	\$701,600.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	MCoE ODC Material COST	UNDEFINED	Job	UNDEFINED	\$7,500.00 NTE
	Actual and allowable Other Direct Costs (ODC) Materials. Actual and allowable ODCs are reimbursable up to the NTE amount specified in the TO. All ODCs shall be preapproved by the COR. ODCs will be reimbursed consistent with generally accepted accounting principles, cost accounting standards, and FAR 31.205-26. The Ordering Period for the MAIDIQ contract will be five (5) years. Estimated NTE Costs: \$7,500.00. FOB: Destination PSC CD: R499				
				MAX COST	\$7,500.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005		5	Each		NSP

MCoE Contractor Manpower Reporting
FFP

The contractor is required to submit Contractor Manpower Reporting (CMR) information associated with performance of this contract. In accordance with (IAW) paragraph 1.7.1. The report will include labor hours or rates, but is not limited to, composite direct/indirect/ relevant/ or average labor hours and the value of those hours plus compensation related to labor costs. Reporting inputs will be for labor executed during the TO period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the Fiscal Year, all data shall be reported no later than October 31st of each calendar year. The Ordering Period for the MAIDIQ contract will be five (5) years. CMR CLIN to be included in each Task Order for reporting purposes.

FOB: Destination
PSC CD: R499

MAX
NET AMT

.

Base Year

Labor Category	Proposed Hourly Rate	Service Contract Labor Standards Y/N
Audio-Visual Technician	\$28.19	Y
Capabilities Writer	\$36.32	Y
Computer Based Training Specialist	\$43.50	Y
Courseware/Training Developer	\$41.21	Y
Doctrine Writer	\$36.32	Y
Document Editor	\$36.32	Y
Education Technologist	\$49.69	Y
Graphics Artist	\$32.97	Y
Information Security Specialist	\$26.64	N
Instructional Designer I	\$27.77	N
Instructional Designer II	\$31.25	N
Instructor I	\$41.21	Y
Instructor II	\$33.67	Y
Military Analyst – Senior	\$48.10	N
Military Analyst - Intermediate	\$33.29	N
Military Analyst – Associate (or Junior)	\$26.64	N
Media Specialist	\$28.19	Y
Military Trainer	\$31.67	N
Multimedia Software Engineer	\$43.14	N
Operations Specialist - Associate (or Junior)	\$18.81	Y
Operations Research Analyst	\$31.79	N
Operations Specialist – Intermediate	\$30.49	N
Operations Specialist – Senior	\$35.50	N
Program Manager	\$68.03	N
Project Manager – Intermediate	\$33.29	N
Project Manager - Senior	\$53.28	N
Subject Matter Expert-Analytic	\$57.13	N
Subject Matter Expert-Functional	\$57.13	N
Subject Matter Expert-IT Level I	\$47.68	N
Subject Matter Expert-IT Level II	\$52.69	N
Subject Matter Expert-Military	\$57.13	N
Technical Writer – Associate	\$36.32	Y
Technical Writer / Editor	\$36.32	Y
Technical Writer – Intermediate	\$44.42	Y
Training Analyst	\$41.79	N
Training Analyst - Senior	\$55.16	N
Training Specialist	\$26.64	N
Word Processor - Associate	\$20.13	Y

Year 1

Labor Category	Proposed Hourly Rate	Service Contract Labor Standards Y/N
Audio-Visual Technician	\$28.19	Y
Capabilities Writer	\$36.32	Y
Computer Based Training Specialist	\$43.50	Y
Courseware/Training Developer	\$41.21	Y
Doctrine Writer	\$36.32	Y
Document Editor	\$36.32	Y
Education Technologist	\$49.69	Y
Graphics Artist	\$32.97	Y
Information Security Specialist	\$27.04	N
Instructional Designer I	\$28.19	N
Instructional Designer II	\$31.71	N
Instructor I	\$41.21	Y
Instructor II	\$33.67	Y
Military Analyst – Senior	\$48.81	N
Military Analyst - Intermediate	\$33.80	N
Military Analyst – Associate (or Junior)	\$27.04	N
Media Specialist	\$28.19	Y
Military Trainer	\$32.15	N
Multimedia Software Engineer	\$43.79	N
Operations Specialist - Associate (or Junior)	\$18.81	Y
Operations Research Analyst	\$32.27	N
Operations Specialist – Intermediate	\$30.95	N
Operations Specialist – Senior	\$36.05	N
Program Manager	\$69.04	N
Project Manager – Intermediate	\$33.80	N
Project Manager - Senior	\$54.06	N
Subject Matter Expert-Analytic	\$57.98	N
Subject Matter Expert-Functional	\$57.98	N
Subject Matter Expert-IT Level I	\$48.41	N
Subject Matter Expert-IT Level II	\$53.49	N
Subject Matter Expert-Military	\$57.98	N
Technical Writer – Associate	\$36.32	Y
Technical Writer / Editor	\$36.32	Y
Technical Writer – Intermediate	\$44.42	Y
Training Analyst	\$42.41	N
Training Analyst - Senior	\$55.99	N
Training Specialist	\$27.04	N
Word Processor - Associate	\$20.13	Y

Year 2

Labor Category	Proposed Hourly Rate	Service Contract Labor Standards Y/N
Audio-Visual Technician	\$28.19	Y
Capabilities Writer	\$36.32	Y
Computer Based Training Specialist	\$43.50	Y
Courseware/Training Developer	\$41.21	Y
Doctrine Writer	\$36.32	Y
Document Editor	\$36.32	Y
Education Technologist	\$49.69	Y
Graphics Artist	\$32.97	Y
Information Security Specialist	\$27.44	N
Instructional Designer I	\$28.60	N
Instructional Designer II	\$32.17	N
Instructor I	\$41.21	Y
Instructor II	\$33.67	Y
Military Analyst – Senior	\$49.54	N
Military Analyst - Intermediate	\$34.30	N
Military Analyst – Associate (or Junior)	\$27.44	N
Media Specialist	\$28.19	Y
Military Trainer	\$32.63	N
Multimedia Software Engineer	\$44.45	N
Operations Specialist - Associate (or Junior)	\$18.81	Y
Operations Research Analyst	\$32.76	N
Operations Specialist – Intermediate	\$31.42	N
Operations Specialist – Senior	\$36.58	N
Program Manager	\$70.09	N
Project Manager – Intermediate	\$34.30	N
Project Manager - Senior	\$54.88	N
Subject Matter Expert-Analytic	\$58.85	N
Subject Matter Expert-Functional	\$58.85	N
Subject Matter Expert-IT Level I	\$49.12	N
Subject Matter Expert-IT Level II	\$54.30	N
Subject Matter Expert-Military	\$58.85	N
Technical Writer – Associate	\$36.32	Y
Technical Writer / Editor	\$36.32	Y
Technical Writer – Intermediate	\$44.42	Y
Training Analyst	\$43.06	N
Training Analyst - Senior	\$56.84	N
Training Specialist	\$27.44	N
Word Processor - Associate	\$20.13	Y

Year 3

Labor Category	Proposed Hourly Rate	Service Contract Labor Standards Y/N
Audio-Visual Technician	\$28.19	Y
Capabilities Writer	\$36.32	Y
Computer Based Training Specialist	\$43.50	Y
Courseware/Training Developer	\$41.21	Y
Doctrine Writer	\$36.32	Y
Document Editor	\$36.32	Y
Education Technologist	\$49.69	Y
Graphics Artist	\$32.97	Y
Information Security Specialist	\$27.86	N
Instructional Designer I	\$29.04	N
Instructional Designer II	\$32.66	N
Instructor I	\$41.21	Y
Instructor II	\$33.67	Y
Military Analyst – Senior	\$50.30	N
Military Analyst - Intermediate	\$34.81	N
Military Analyst – Associate (or Junior)	\$27.86	N
Media Specialist	\$28.19	Y
Military Trainer	\$33.12	N
Multimedia Software Engineer	\$45.11	N
Operations Specialist - Associate (or Junior)	\$18.81	Y
Operations Research Analyst	\$33.25	N
Operations Specialist – Intermediate	\$31.89	N
Operations Specialist – Senior	\$37.13	N
Program Manager	\$71.13	N
Project Manager – Intermediate	\$34.81	N
Project Manager - Senior	\$55.71	N
Subject Matter Expert-Analytic	\$59.72	N
Subject Matter Expert-Functional	\$59.72	N
Subject Matter Expert-IT Level I	\$49.86	N
Subject Matter Expert-IT Level II	\$55.10	N
Subject Matter Expert-Military	\$59.72	N
Technical Writer – Associate	\$36.32	Y
Technical Writer / Editor	\$36.32	Y
Technical Writer – Intermediate	\$44.42	Y
Training Analyst	\$43.70	N
Training Analyst - Senior	\$57.68	N
Training Specialist	\$27.86	N
Word Processor - Associate	\$20.13	Y

Year 4

Labor Category	Proposed Hourly Rate	Service Contract Labor Standards Y/N
Audio-Visual Technician	\$28.19	Y
Capabilities Writer	\$36.32	Y
Computer Based Training Specialist	\$43.50	Y
Courseware/Training Developer	\$41.21	Y
Doctrine Writer	\$36.32	Y
Document Editor	\$36.32	Y
Education Technologist	\$49.69	Y
Graphics Artist	\$32.97	Y
Information Security Specialist	\$28.27	N
Instructional Designer I	\$29.49	N
Instructional Designer II	\$33.16	N
Instructor I	\$41.21	Y
Instructor II	\$33.67	Y
Military Analyst – Senior	\$51.05	N
Military Analyst - Intermediate	\$35.33	N
Military Analyst – Associate (or Junior)	\$28.27	N
Media Specialist	\$28.19	Y
Military Trainer	\$33.63	N
Multimedia Software Engineer	\$45.78	N
Operations Specialist - Associate (or Junior)	\$18.81	Y
Operations Research Analyst	\$33.75	N
Operations Specialist – Intermediate	\$32.37	N
Operations Specialist – Senior	\$37.70	N
Program Manager	\$72.20	N
Project Manager – Intermediate	\$35.33	N
Project Manager - Senior	\$56.54	N
Subject Matter Expert-Analytic	\$60.64	N
Subject Matter Expert-Functional	\$60.64	N
Subject Matter Expert-IT Level I	\$50.60	N
Subject Matter Expert-IT Level II	\$55.94	N
Subject Matter Expert-Military	\$60.64	N
Technical Writer – Associate	\$36.32	Y
Technical Writer / Editor	\$36.32	Y
Technical Writer – Intermediate	\$44.42	Y
Training Analyst	\$44.35	N
Training Analyst - Senior	\$58.55	N
Training Specialist	\$28.27	N
Word Processor - Associate	\$20.13	Y

Schedule B Addendum

B.1. Direct Travel and Material: Government estimates for Travel and Other Direct Costs (ODC) have been established for administrative purposes only and do not represent actual or potential requirements. Requirements for travel and ODCs shall be specified in individual task orders. The offeror shall not change the Government estimates provided for Reimbursable Travel and Material.

B.1.1. Reimbursable Travel: Authorized travel expenses will be reimbursed consistent with generally accepted accounting principles, cost accounting standards, and Federal Acquisition Regulation (FAR) 31.205-46. Fee or profit on travel expenses is not an allowable reimbursement.

B.1.2. Reimbursable ODCs-Material: Authorized ODCs for materials will be reimbursed consistent with generally accepted accounting principles, cost accounting standards, and FAR 31.205-26. Reasonable and allocable material handling costs may be included in the charge for direct materials to the extent they are clearly excluded from the hourly labor rate. The offeror's proposed material handling fee rate will become the fee rate for the contract and shall not be changed over the life of the contract. Fee or profit on ODC Materials is not an allowable reimbursement.

B.2. Not-to-Exceed (NTE). NTE amounts set forth in the contract(s) and resulting task orders (TOs) shall be construed to include any associated indirect cost rates. This amount may be increased/decreased **only** by the Contracting Officer under a modification to the contract/TOs for Cost CLINs. There are no minimums nor maximums for this item.

B.3. Phase-In. Phase-In will be priced at the TO level if required.

B.4. Program Maximum Value: The competition for the Maneuver Center of Excellence (MCoE) Mission Support Services will result in multiple awards of Indefinite Delivery/Indefinite Quantity (MAIDIQ) task order contracts using full and open competition. In accordance with Section I 52.216-22 - Indefinite Quantity, the minimum guaranteed value under this contract is \$1,000.00 per contract for the five (5) year Ordering Period. This contract minimum guarantee will be met by the issuance of an individual task order per contract at the time of award. In addition to the contract minimum, the Government may order additional quantities up to the MAIDIQ contract maximum of \$168M which represents the total collective requirement for the life of the contract.

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

**PERFORMANCE WORK STATEMENT (PWS)
United States Army Maneuver Center of Excellence (MCoE)
Support Services
Fort Benning, Georgia**

September 2017 (Rev 1)

Part 1

General Information

1. **GENERAL:** This is a non-personnel services contract to provide Maneuver Center of Excellence (MCoE) support services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1. **Description of Services/Introduction:** The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Maneuver Center of Excellence support as defined in this Performance Work Statement except for those items specified as Government furnished property and services. The Contractor shall perform to the standards in this contract.

1.2. **Background:** The United States (U.S.) Army Maneuver Center of Excellence (MCoE) at Fort Benning, Georgia is a Training and Doctrine Command (TRADOC) post, which is home to the United States Army Infantry School (USAIS) and the United States Army Armor School (USAARMS), as well as leader development courses which supply the Army with trained, agile, and adaptive combat ready Soldiers and Leaders. MCoE also develops doctrine and capabilities of the Maneuver Force and individual Soldier. As one of eight TRADOC Centers of Excellence (CoE), MCoE works in concert with TRADOC's mission to develop, educate, and train Soldiers, civilians, and leaders; support unit training; and design, build, and integrate a versatile mix of capabilities, formations, and equipment to strengthen the U.S. Army as America's force of decisive action. The MCoE Command priorities are to Fully Support an Army at War; Prepare for the Future; Enhance Quality of Life for Soldiers and Army Families; Operate in a Command Climate of Teamwork, Discipline and Standards and Safety; Fully Transition to the MCoE; and Demonstrate Inspired Leadership.

Figure 1 below depicts the basic organizational structure (as of August 2016).

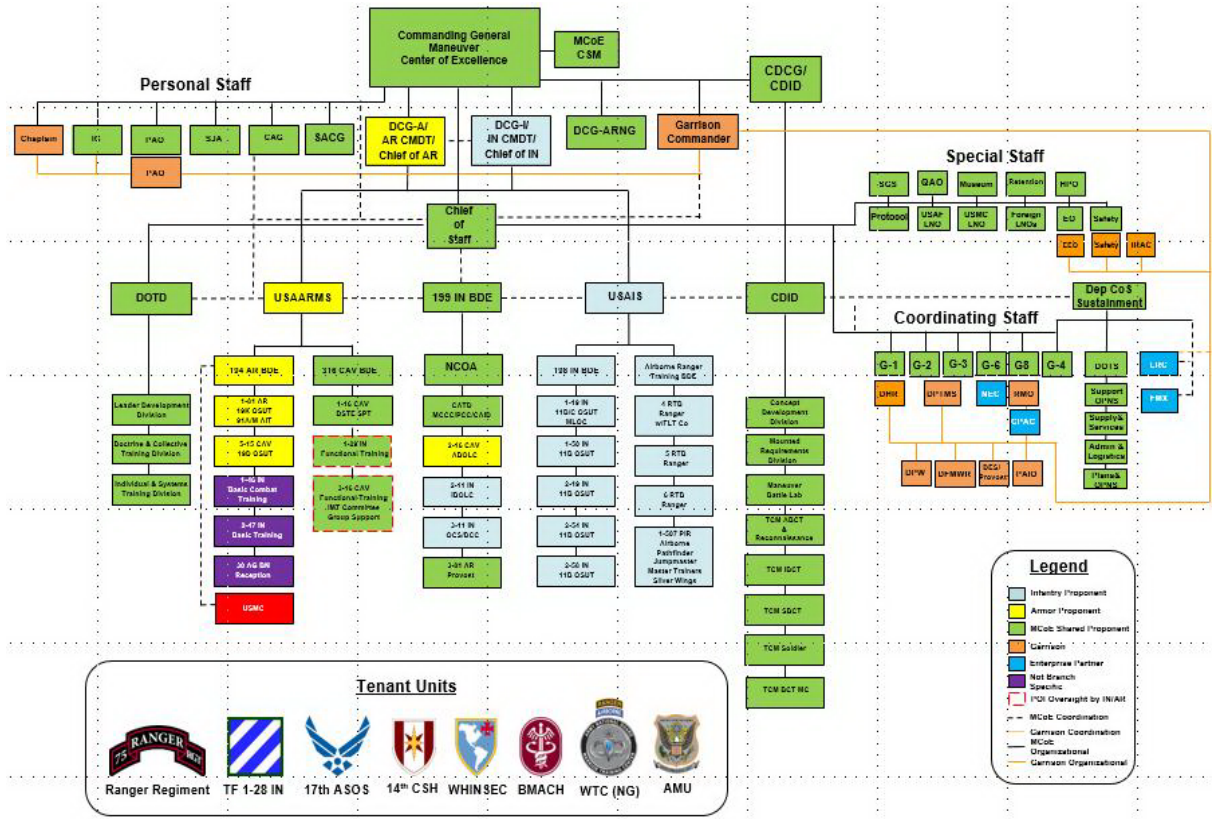


Figure 1 – Organizational Chart

1.3. **Objectives:** To accomplish the MCoE mission by: the integration of virtual, constructive, and live training; exploitation of existing and emerging technologies; and, training, doctrine and capability development.

1.4. **Scope:** The contractor shall develop training methodologies and products, concepts, doctrine, organizational requirements, and materiel capability requirements for each functional area, as well as providing instructors to teach classes across the MCoE. The contractor shall provide services that include the development of training strategies, concepts, and products for the current and future forces, including: the Heavy Brigade Combat Team, Stryker Brigade Combat Team, and Infantry Brigade Combat Team (HBCT/SBCT/IBCT); Airborne, Ranger and Special Forces; as well as other proponent organizations such as the Battlefield Surveillance Brigade (BFSB) and Cavalry organizations.

1.5. **Period of Performance (PoP):** A five (5) year ordering period.

1.6. **General Information**

1.6.1. **Quality Control:** The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor’s quality control program is the means by which he assures himself that his work complies with the requirement of the contract.

The Contractor’s Quality Control Plan (QCP) must be acceptable to the government. Subsequent changes to the Contractor’s QCP must be accepted by the Contracting Officer (KO) at least five (5) business days prior to execution.

The QCP, as a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documenting inspections; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures to identify and correct the root cause of issues and to prevent re-occurrence of discrepancies; procedures for trend analysis; procedures for collecting and addressing customer feedback/complaints, and a process to monitor personnel compliance with security, training, and qualification requirements. The QCP shall identify any relevant Industry Standards and/or certifications (e.g., ISO, SAE, IEC, etc.) that are part of the QCP.

1.6.2. Federal Government Holidays: The Contractor is not required to perform services on Federal holidays listed below or established by Federal Statute or Executive Order, unless an exception is specified in an individual Task Order. If a holiday falls on a Saturday, it is observed on Friday; if the holiday falls on a Sunday, it is observed on Monday.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.6.3. Hours of Operation: Unless otherwise specified in an individual Task Order, the Contractor is responsible for conducting business, between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons.

1.6.4. Place of Performance. The work to be performed under this contract will be performed primarily at Fort Benning, GA. Performance could also be located at temporary duty (TDY) sites throughout the Continental United States (CONUS) and possibly Outside Continental United States (OCONUS). TOs requiring work performance at other locations will be specified in detail in each individual TO.

1.6.5. Security Requirements: All security standards described for MAIDIQ apply to TOs, and are in compliance with applicable public law, Department of Defense (DoD), and Army directives and regulations. Contractor employees performing on this contract/task order must be a U.S. citizen. Contractor employees, to include subcontractors, performing work under this contract shall have a SECRET security clearance at the time a proposal is submitted for an individual Task Order and shall maintain the required security clearance throughout the life of the contract. The Contractor is responsible for acquiring the clearances. The Contractor shall ensure that all assigned personnel understand applicable security policies and directives found in DoD 5220.22-M, National Industry Security Program Operating Manual (NISPOM); AR 380-5, Information Security Program; and all other applicable policies and regulations. The Contractor shall ensure that classified data is controlled, protected, and safeguarded in accordance with AR 380-5 and current Army and DoD policy. Classified information shall be accessed and stored in Government spaces only. The Contractor shall agree that any data furnished by the Government to the Contractor shall be used only for performance under this PWS, and all copies of such data shall be returned to the Government upon completion of this effort. The Contractor shall comply with all requirements specified in the attached **DD Form 254, Department of Defense Contract Security Classification Specification (Attachment 3), as required**. The Contractor Facility Security Officer (FSO) will ensure there is a procedure for all terminated employees to out process the installation.

Handling/Access to Classified Information. The Contractor shall report any adverse action or information that prevents or may prevent a Contractor from retaining access to classified material to the Contracting Officer's Representative (COR) and Contractor FSO immediately.

Secure Internet Protocol Network (SIPRNET) access required to perform this contract. The COR will identify contract employees that are required to have SIPRNET access. The Contractor employees are not authorized to access, download, or further disseminate any classified information from SIPRNET which is outside the scope of the defined contract requirements unless specifically authorized in writing by the Government Program Manager and

the KO. The Contractor must complete and forward to the KO, a SIPRNET Access Request Form for approval by the Requiring Activity SIPRNET Information Assurance Manager (IAM) prior to receiving access. **NOTE:** A NATO Awareness brief and acknowledgement is required for all personnel prior to access to the SIPRNET. Since the SIPRNET contains NATO information, a NATO Awareness briefing informing personnel how to protect NATO information is mandatory for everyone who requires access to the SIPRNET. A written acknowledgment shall be maintained by the COR.

1.6.5.1. This contract and associated task orders are not classified. However, it is anticipated that most TOs will involve access to For Official Use Only (FOUO) materials, and some TOs will require access to or generation of classified material. A general Contract Security Classification Specification (DD Form 254, Attachment 3) has been included in this contract. All Contractors shall obtain and maintain a SECRET clearance for their facility. For each TO, a DD 254 will contain the appropriate Security guidance and designate the Cognizant Security Office within the Defense Security Service (DSS). The Contractor could be required to access For Official Use Only and classified information up to SECRET level on SIPRNET.

1.6.5.2. Background checks and clearances. All Contractor personnel assigned to this contract and associated TO's shall be U.S. citizens In accordance with (IAW) Army Regulation, all prospective Contractors will undergo a verification process to determine the trustworthiness and suitability prior to being granted access to federal property. Limited access with escort may be granted (at the installation's discretion) for an interim period while investigations are being conducted. Contractor and all associated Subcontractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government representative). The Contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office (including Trusted Agent). Should the Force Protection Condition at any individual facility or installation change, the Government may require changes in Contractor security matters or processes. The Contractor shall ensure employees have the appropriate clearance ("active" or "current" in the Joint Personnel Adjudication System (JPAS) or follow-on system) or background check (at minimum, a National Agency Check and Inquiries (NACI)) before assignment to, or any work performed on, a TO. The NAC portion of the National Agency Check with Local Agency Check and Credit Check (NACLCL) investigation must be reviewed, with an interim clearance granted by Defense Industrial Security Clearance Office (DISCO) prior to access to classified information or meetings, or access to Government networks. The Contractor shall take immediate action to acquire the clearances, with the clearance process starting within 24 hours of contract award. The Contractor shall ensure that all assigned personnel understand applicable security policies and directives found in DoD 5220.22-M, National Industry Security Program Operating Manual (NISPOM) and Army Regulation (AR) 380-5, Information Security Program.

1.6.5.3. Contractor Identification (badges, phone, email, work space). In addition to Automated Installation Entry (AIE)/ Common Access Card (CAC) identification, Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as Contractor employees in work spaces, on the telephone, and in written correspondence, whether formal or informal. The Contractor shall take prudent measures to ensure he/she is not mistaken for a Government employee.

1.6.5.4. Effective 1 Jan 15, all Contractors working on the installation under any TO shall have a CAC identification badge issued under the Trusted Agent Sponsorship System (TASS), or an AIE card /paper pass issued by the Directorate of Emergency Services (DES) system. Refer to the current regulation(s) for details. Pursuant to Army Directive 2014-05 (Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors) and regulations or directives related to Homeland Security Presidential Directive (HSPD)-12, Contractors requiring access to DoD-controlled installations (i.e., Fort Benning) on a recurring basis for a period of 6 months or more are eligible for a CAC.

1.6.5.5. When issued a CAC, the card must be in the Contractor's control (e.g. on his person, in his computer, or in a locked drawer/cabinet) at all times. The CAC must be returned to the Government (COR or Trusted Agent) prior to contract completion or termination of employment.

1.6.5.6. Physical security: The Contractor shall be responsible for safeguarding all Government equipment, information, and property provided for Contractor use, regardless of location. Physical security activities include, but are not limited to: key control, access codes, lock combinations, inner/outer door access, and locking drawers/cabinets.

1.6.5.7. Security Training: The Contractor shall ensure all Contractor and subContractor employees who require access to or who perform services on a Government installation are aware of and have conducted the appropriate Government security training as summarized below. Training requirements are subject to change as conditions, policies, or regulations change, and may vary between units, due to the type, focus, or environment. Access to on-line training is usually from a Government account (on-post computer and/or CAC-enabled access), but some may be conducted from other source(s). The table below summarizes relevant Government security-related training:

What	Intended Audience	When
Anti-terrorism (AT) Level I	All (performance in an Army controlled installation, facility, or area)	At start of contract performance and annually thereafter
Access and General Protection/Security Policy and Procedures	All (performance in an Army controlled installation, facility, or area)	At start of contract performance and when conditions change
AT Awareness Training	CONUS/OCONUS travel	30 days or less prior to CONUS/OCONUS travel
Access to Government Information Systems	All who are given access to a Government computer/e-mail account	At start of contract performance and annually thereafter
OPSEC Training	All (performance in an Army controlled installation, facility, or area)	At start of contract performance and annually thereafter
Information Assurance ((IA)/Information Technology (IT) training)	All who are given access to Government computers or an e-mail account	At start of contract performance and annually thereafter
Information Assurance ((IA)/Information Technology (IT) certification)	Any elevated-level access (e.g. IMO-type work, knowledge management, SharePoint, web design)	Upon contract award or start of contract performance
Security briefing	FAR 52.204-2. Contractors requiring handling of/access to Classified	Prior to access
AT/OPSEC – deployed*	DFARS Clause 252.225-7040. Contractors authorized to accompany the Force (contingency operations, humanitarian, peacekeeping)	Prior to deployment
AT – theater specific clearance*	DFARS Clause 252.225-7043. Performance or Delivery in a foreign country (contingency and non-contingency support)	Prior to deployment

* These training requirements only apply to performance governed by the specified DFARS clauses. Performance in those areas governed by those DFARS Clauses is expected to occur infrequently for this MAIDIQ, but is included in the interest of full disclosure.

1.6.5.7.1. Operation Security (OPSEC) Training: All Contractor employees, including subcontractors, assigned to this contract shall complete Level I OPSEC training within **30 days** of reporting for duty and then annually thereafter. Initial Level I OPSEC training will be conducted monthly by the Garrison OPSEC Officer or a Level II certified OPSEC Officer. (AR 530-1, Operations Security). Annual refresher training shall be completed on-line: Go to Internet Explorer, Fort Gordon website, select Fort Gordon and click on Dir, Plans Training & Mobilization, select Security/Intelligence, and click on Contractor OPSEC Awareness Training. A record of completion will be provided to the COR and unit/activity security manager within X days (specified in task order) of completion. (Ref AR 530-1)

1.6.5.7.2. The Contractor shall adhere to local OPSEC policies and procedures of the Government requiring activity. When in a TDY status in support of this work effort, the Contractor shall also adhere to any OPSEC policies and procedures in effect at TDY location(s).

1.6.5.8. Visit Authorization Letter (VAL): (Ref: DoD 5220.22-M) The two-fold purpose of a VAL is to (a) verify employee status, and (b) serve as a source document for applications for CAC, and to create an e-mail account; it is also a critical part of the Contractor verification and Army Stationing and Installation Plan (ASIP) process, which assists in workspace planning. The Contractor's Security Officer (also called Facility Security Officer or FSO) shall initiate a VAL for each TO, which includes every employee on a TO, prior to the employee visit to an installation. The VAL must include: the purpose and date(s) of visit, security clearance information, social security number, the contract and TO number. This request is valid for up to one year. The request must be reviewed and updated as needed, but at least annually. The FSO shall send the VAL to the COR or the Army's designated Security Representative. See Technical Exhibit (TE) 1 for sample VAL.

1.6.5.9. Non-Disclosure Statements: All contractor personnel (to include subcontractors, teaming partners, and consultants) personally and substantially involved in the performance of this contract shall execute a MCOE - Certificate of Non-Disclosure (**Section J, Attachment 8**) prior to the commencement of any work on this contract and whenever replacement contractor personnel are proposed. Any information obtained or provided in the performance of this contract shall only be used in the performance of this contract. The contractor shall furnish executed copies of non-disclosure agreements to the COR before commencing performance under this contract.

1.6.5.10. Personal Conflicts of Interest (PCOIs): The contractor's performance under this contract may involve performance of acquisition functions closely associated with inherently governmental functions for or on behalf of the U.S. Army. The contractor may use Section J, Attachment 7, MCoE - Certification Regarding Conflicts of Interest, to obtain and maintain a disclosure of interests for covered employees under FAR 52.203-13(b)(1).

1.6.5.11. Contractor Participation: The contractor shall be required to attend and/or participate in meetings, briefings, and conferences in order to perform specific task orders. Examples of these events are listed below. Participation in or attendance at these activities must be related to the task(s), mission, priority, or scope within the TO. The contractor must comply with the Army's Conference Policy when participating in or hosting of all forums/conferences and similar events governed by that policy.

- Attend a demonstration (weapons, ammo, new equipment)
- Coordinate a meeting (calendar inquiries, phone calls/e-mails for availability).
- Facilitate/support (especially VTC or slide presentation)

1.6.5.12. Special Qualifications: Per DoD 8570.01-M, DFARS 252.239.7001, and AR 25-2, Contractor employees and associated sub-Contractor employees supporting IA/IT functions shall be appropriately certified for each category and level. Individuals performing IAT functions must hold, at a minimum, an IAT Level 1 certification, before gaining privileged access to any DOD system. The baseline and computing environment certifications (i.e., SIPRNet/NIPRNet) as stipulated in DoD 8570.01-M must be completed within 6 Months of assignment to positions supporting IA/IT functions under this contract.

1.6.5.13. Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The KO, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet at least quarterly with the Contractor to review the Contractor's performance. At these meetings the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.5.14. Contracting Officer's Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and

notifies both the KO and Contractor of any deficiencies; coordinate availability of Government furnished property (GFP), and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.5.15. Key Personnel: The Contractor shall provide a fully dedicated Program Manager (PM) who shall be responsible for the performance of the work. The PM is considered key personnel by the Government. The name of this person and an alternate who shall act for the Contractor when the PM is absent shall be designated in writing to the KO. The Program Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Program Manager or alternate shall be available between 8:00 a.m. to 5:00 p.m., Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons. Qualifications for all key personnel are listed below.

1.6.5.15.1. Program Manager and Alternate

1.6.5.15.1.1. The Program Manager and Alternate must have a Bachelor's degree in any field with 15 years of experience in management of projects and leading teams OR Master's degree in any field with 12 years of experience in management of projects and leading teams.

1.6.5.16. Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Contractor employees shall display distinguishing badges or other visible identification for meetings with Government personnel.

1.6.5.17. Personnel Qualifications. The Government anticipates that performance under this contract will require the labor categories and qualifications specified in Attachment 6. It is the contractor's responsibility to propose and employ contractor personnel with the correct labor types, skillsets, mix and hours to perform all individual task orders satisfactorily and professionally.

1.6.5.18. Contractor Travel: Temporary travel may be required to other than the assigned work location. If such a travel requirement is identified, it will be listed in each specific TO. The Contracting Officer (KO) or the Contracting Officer Representative (COR) must approve all travel in advance. Contractor shall be authorized travel expenses consistent with the substantive provisions of the applicable Travel Regulation in FAR 31.205-46 and the limitation of funds specified in this contract. All travel requires Government authorization/approval and notification to the COR. Trip reports are due to the COR NLT 5 days after travel. The Contractor shall submit invoices for reimbursement, citing the appropriate CLIN. All supporting documentation for travel must be legible, error free and clearly identify the amount of reimbursement being sought

1.6.5.19. Other Direct Costs (ODCs) - Material: The contractor may be required to provide materials in support of the performance work statement. ODCs for materials shall be reimbursable when authorized by individual task orders and authorized/approved by the COR. Authorized ODCs for Materials will be reimbursed consistent with generally accepted accounting principles, cost accounting standards, and FAR 31.205-26. Reasonable and allocable material handling costs may be included in the charge for direct materials to the extent they are clearly excluded from the hourly labor rate. The proposed material handling fee rate will become the fee rate for the contract and shall not be changed over the life of the contract. Fee or profit on ODC Materials is not an allowable reimbursement. The contractor's invoices for ODC Materials shall include receipts for any materials purchased.

1.6.5.20. Data Rights: Rights in Data delivered under this contract shall be determined and allocated in accordance with the DFARS 252.227.7020 (Rights in Special Works).

1.6.5.21. Organizational Conflict of Interest: A. General: The Contractor shall receive no privileged, proprietary, or otherwise sensitive information without the Government's knowledge and without both the Government and

Contractor implementing appropriate safeguards or agreements thereon. Contractor shall not divulge any information accessed and obtained during the course of performing this task to other Contractor staff or anyone outside the Government. Specifically, in addition to any organizational conflict of interest provision, contractor and subcontractor employees assigned to this contract where there will be privileged, proprietary or otherwise sensitive information shall be required, prior to working, to sign a non-disclosure statement for the Government agreeing not to share any information or data with other contractor personnel not assigned to the project or, if assigned to the project, who has not signed a non-disclosure statement.

The signed nondisclosure statements shall be furnished to the COR prior to contract performance. The company shall include, with its submission of the RFP, its plan to "firewall" these employees and enforce this provision (i.e., internal controls, Organizational Conflict of Interest (OCI) training, etc.). The contractor shall designate an OCI Administrator to ensure compliance with this requirement. That Compliance Officer shall conduct and submit to the contracting officer periodic OCI reviews to identify, certify the lack of any OCI and address any potential OCI identified during the life of the contract. Failure to adhere to these non-disclosure safeguards may result in termination of the ID/IQ or TO contract. Final authorship and copyright (if required) of any deliverable will be with the Government. The Contractor cannot gain any unfair advantage. The Contractor shall identify any organizational conflict of interest clauses they or their subcontractor's are subject to, current or within three years of federal government contract services, by providing, with their offer, a copy of the clause, a description of the contract services performed, a contract number, a governmental point of contact, and a phone number for that point of contact. This information shall be provided as part of offeror's proposal in Volume IV - TAB D - Organization and Consultant Conflict of Interest.

B. Definition:

"Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, Teaming Arrangements, and other business enterprises.

The term "Contractor" as used in this section, includes any person, firm or corporation which has a majority or controlling interest in the Contractor or in any parent corporation thereof, any person, firm, or corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest. The term also includes the corporate officers of the Contractor, those of any corporation which has a majority or controlling interest in the Contractor, and those of any corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest. All references to the "Contractor" as contained in this section shall apply with equal force to all of these included.

C. MCoE OCI: The following examples illustrate situations in which questions concerning OCI may arise. They are not all inclusive, but are intended to help the Task Order Contracting Officer (TOCO) apply general guidance to individual contract and TO situations:

(1) Unequal access to information: Access to "nonpublic information" as part of the performance of a TO provided under the contract or work performed under a separate Government contract could provide the Contractor a competitive advantage in a later competition. Such an advantage could easily be perceived as unfair by a competing vendor who is not given similar access to the relevant information. If the requirements of the Government procurement anticipate the successful vendor may have access to nonpublic information, the successful vendor should be required to submit and negotiate an acceptable mitigation plan. Alternatively, the "nonpublic information" may be provided to all vendors.

(2) Biased ground rules: A Contractor in the course of performance under a TO contract has in some fashion established important "ground rules" for another requirement, where the same Contractor may be a competitor. For example, a Contractor may have drafted the statement of work, specifications, or evaluation criteria of a future procurement. The primary concern of the Government in this case is that a Contractor so situated could slant key aspects of procurement in their own favor, to the unfair disadvantage of competing vendors. If the requirements of the Government procurement anticipate the Contractor may have been in a position to establish important ground rules, including but not limited to those described herein, the Contractor should be required to submit and negotiate an acceptable mitigation plan.

(3) Impaired objectivity: A Contractor in the course of performance of a TO or contract is placed in a situation of providing assessment and evaluation findings over itself, or another business division, or subsidiary of the same corporation, or other entity with which it has a significant financial relationship. The concern in this case is that the Contractor's ability to render impartial advice to the Government could appear to be undermined by the Contractor's financial or other business relationship to the entity whose work product is being assessed or evaluated. In these situations, a "walling off" of lines of communication may well be insufficient to remove the perception that the

objectivity of the Contractor has been tainted. If the requirements of the Government procurement indicate that the successful vendor may be in a position to provide evaluations and assessments of itself or corporate siblings, or other entity with which it has a significant financial relationship, the affected Contractor should provide a mitigation plan that includes recusal by the vendor from the affected contract work. Such recusal might include divestiture of the work to a third party vendor.

D. MCoE OCI Prevention: In order to prevent a future OCI resulting from potential bias, unfair competitive advantage, or impaired objectivity, the Contractor shall be subject to the following restrictions:

- (1) The Contractor may be excluded from competition for, or award of any Government contracts as to which, in the course of performance of this contract, the Contractor has received advance procurement information before such information has been made generally available to other persons or firms.
- (2) The Contractor may be excluded from competition for, or award of any Government contract for which the Contractor actually assists in the development of the screening information request, specifications or statements of work.
- (3) The Contractor may be excluded from competition for or award of any Government contract which calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract or resulting TOs.
- (4) The Contractor may be excluded from competition for, or award of any Government contract which calls for the construction or fabrication of any system, equipment, hardware, and/or software for which the Contractor participated in the development of requirements or definitions pursuant to this contract or resulting TO.
- (5) This section may not exclude the Contractor from performing work under any amendment or modification to this contract or from competing for award for any future contract for work that is the same or similar to work performed under this contract.
- (6) The agency may in its sole discretion, waive any provisions of this section if deemed in the best interest of the Government. The exclusions contained in this section may apply for the duration of this contract and for three (3) years after completion and acceptance of all work performed hereunder.
- (7) If any stipulation of this section excludes the Contractor from competition for, or award of any contract, the Contractor may not be permitted to serve as a subcontractor, at any tier, on such contract. This section may be incorporated into any subcontracts or consultant agreements awarded under this contract unless the MCoE KO determines otherwise.

E. Affirmative Duties and Responsibilities for Government Contractors: The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s). The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest at the contract level it shall make immediate and full disclosure in writing to the MCoE KO or TOCO. Changes in the Contractor's relationships due to mergers, consolidations or any unanticipated circumstances may create an unacceptable organizational conflict of interest might necessitate such disclosure.

- (1) The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action that the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the MCoE KO or TOCO in making a determination on this matter.
- (2) The Contractor, upon identification of a potential conflict, shall submit requests to participate in the TO for written approval per TO, unless the Contractor is aware of multiple TOs that may create the appearance of a conflict, or be an actual conflict. In the case of the later, the Contractor shall notify MCoE KO or TOCO as soon as the conflicts/apparent conflicts have been identified. This provision shall be in effect throughout the period of performance of this contract, any extensions thereto by change order or supplemental agreement, and for three years thereafter.
- (3) The Contractor shall permit a Government audit of internal OCI mitigation procedures for verification purposes. The Government reserves the right to reject a mitigation plan, if in the opinion of the MCoE KO or TOCO, such a plan is not in the best interests of the Government.
- (4) The Contractor shall hold the Government harmless and will freely indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of subcontractors, or by its agents.
- (5) The Contractor shall include the same provisions as are expressed in this section, including this paragraph, in all subcontracts awarded for performance of any portion of this requirement. This restriction is applicable throughout the period of performance of the subcontract, and any extensions thereof by change order or supplemental agreement, and for three years thereafter. When the provisions of this section are included in a subcontract, the term "KO" shall represent the head of the Contracts Office of the prime contract. Any deviations or less restrictive coverage deemed

necessary or required by the prime Contractor for a particular subcontract must first be submitted to the MCoE KO or TOCO for approval.

F. Compliance: Compliance with this OCI requirement is a material obligation of this contract. The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law, including those set forth at FAR Part 9.5, Organizational and Consultant Conflicts of Interest, or elsewhere included in this contract. If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default. For breach of any of the restrictions contained herein, or for nondisclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government reserves the right to terminate this contract for default, disqualify the Contractor for subsequent related contractual efforts, and to pursue such other remedies as may be available under law. If in compliance with this section, the Contractor discovers and promptly reports an organizational conflict of interest subsequent to contract award, the MCoE KO may choose to terminate this contract for convenience of the Government, when such termination is deemed to be in the best interest of the Government.

1.6.5.22. PHASE IN (PI) PERIOD: Phase-In requirements will be identified and priced at the task order level, if needed.

1.7. Reporting Requirements.

1.7.1. CONTRACTOR MANPOWER REPORTING (CMR). The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the MCoE via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/> Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2019. Contractors may direct questions to the help desk at help desk at: [http://www.ecmra.mil.](http://www.ecmra.mil/)

1.7.1.2. Contractors are responsible for ensuring subContractor compliance for all aspects of reporting, administration, and execution of the base contract and task orders thereof.

1.7.1.3. CMR reporting requirements apply when manpower was expended during a given fiscal year.

1.8. Quarterly Activity Reports:

1.8.1 Each Prime Contractor shall provide quarterly activity reports summarizing all activities under the MAIDIQ to the MCoE KO and COR each quarter, delivered via a single e-mail. Reporting is required even in the absence of active solicitations, except prior to the first Request Task Order Proposal (RTOP). Preferred report media is Excel, to maximize automated functions and minimize errors

1.8.2. Quarters are defined by fiscal year; name, inclusive dates, and report due dates are:

1 st Quarter	1 Oct – 31 Dec	due by 10 Jan
2 nd Quarter	1 Jan – 31 Mar	due by 10 Apr
3 rd Quarter	1 Apr – 30 Jun	due by 10 Jul
4 th Quarter	1 Jul – 30 Sep	due by 10 Oct

1.8.3. In the event a Prime Contractor shows a pattern of missed or delinquent quarterly reporting, the KO may issue an additional requirement to report monthly. If required to report monthly, reports are due on the 10th of each month for the previous month.

1.8.4. Report content.

The report shall be as succinct as possible while providing comprehensive information on the Prime's level of activity. The quarterly report shall, as a minimum, contain the following information:

- HEADER – Company name, contract number, reporting period, name/phone/email of reporting POC
- FAIR OPPORTUNITY – (RTOPs for the quarter only) RTOP number, title/description, ordering office (if not MICC-Benning), date of issue, due date, proposal submitted (yes/no, or date), reason for no-bid (where

applicable), goal percent of work to be performed by “self” and “sub” (as stated in proposal), and disposition/outcome (e.g., in-process, awarded, withdrawn, postponed). Optional: notes, extensions, or other RTOP-specific references.

- AWARDS – (differentiate between current quarter activity, and cumulative/life of contract) Ordering office (if not MICC-Benning), TO number, title/description, date of award, PoP (include options), awarded face value (total value of base plus all options), amount ordered (programmed, from contract, either award or mod amount actually placed), modification number (if applicable), amount invoiced, amount subcontracted, place of performance, and OCI review/approval.
- SUBCONTRACTING - (differentiate between current quarter activity, and cumulative/life of contract) TO number, awarded face value (total value of base plus all options), amount/percentage projected/promised to each subcontractor, name of subcontractor(s), amounts and percentages (goal and actual) within each small business subcategory. (NOTE: management of subcontractors is the responsibility of all Prime Contractors, regardless of size.)
- OCI – review to identify, certify the lack of any OCI, and address any potential OCI identified. Where applicable, include mitigation plan (Yes/NA) and status/acceptance from KO.

1.8.4.1. To the extent possible, reports are to be a single page width when printed. See TE C for sample report; the sample is not a template, but a representation of the required reporting elements.

PART 2 DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the KO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.10. SUBCONTRACTOR. One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

2.1.11. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

AIE	Automated Installation Entry
AFARS	Army Federal Acquisition Regulation Supplement
AMC	Army Materiel Command
AMA	Analysis of Materiel Approaches
AMC	Army Materiel Command
AoA	Analysis of Alternatives
AR	Army Regulation
ASIP	Army Stationing and Installation Plan
AT	Anti-Terrorism
AT/OPSEC	Anti-Terrorism/Operations Security
ATRRS	Army Training Requirements and Resources System
BC	Battle Command
BFSB	Battlefield Surveillance Brigade
BRAC	Base Realignment and Closure
CAC	Common Access Card, Combined Arms Command
CADD	Combined Arms Doctrine Directorate
CATS	Combined Arms Training Strategy
CBA	Capabilities-Based Assessment
CCE	Contracting Center of Excellence
CDD	Capabilities Development Document
CMR	Contractor Manpower Reporting
CFR	Code of Federal Regulations
CoE	Center of Excellence
CONOPS	Concept of Operations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DOTD	Directorate of Training and Doctrine
DOTMLPF	Doctrine, Organization, Training, Material, Leadership, Personnel, and Facilities
DSS	Defense Security Service
eSRS	Electronic Subcontracting Reporting System
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
GTA	Graphic Training Aids
FAA	Functional Area Analysis

FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FNA	Functional Needs Analysis
FOUO	For Official Use Only
FSA	Functional Solution Analysis
FSO	Facility Security Officer
HBCT	Heavy Brigade Combat Team
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IAW	In Accordance With
IBCT	Infantry Brigade Combat Team
ICID	Initial Capability Document
IDIQ	Indefinite Delivery/Indefinite Quantity
IET	Initial Entry Training
IMI	Interactive Multimedia Instruction
IT	Information Technology
ITE	Integrated Training Environment
IMO	Information Management Office (or Officer)
JCIDS	Joint Capabilities Integration and Development System
JTR	Joint Travel Regulation
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
KP	Key Personnel
LVC	Live, Virtual, and Constructive (experimentation)
MAIDIQ	Multiple Award Indefinite Delivery/Indefinite Quantity
MCoE	Maneuver Center of Excellence
METL	Mission Essential Task List
MICC	Mission and Installation Contracting Command
MTT	Mobile Training Team
NACI	National Agency Check and Inquiries
NACLC	National Agency Check with Local Agency Check and Credit Check
NCO	Non-Commissioned Officer
NCOES	Non-Commissioned Officer Education System
NDS	Non-Disclosure Statement
NISPOM	National Industry Security Program Operating Manual
NTE	Not to Exceed
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OES	Officer Education System
OPSEC	Operation Security
PEO	Program Executive Office
PIPO	Phase In/Phase Out
POC	Point of Contact
POI	Program of Instruction
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QC	Quality Control
QCP	Quality Control Plan
RFI	Rapid Field Initiative
SBCT	Stryker Brigade Combat Team
SHARP	Sexual Harassment/Assault Response & Prevention
SIPRnet	Secret Internet Protocol Router Network
TACOM	Tank-Automotives Command

TADSS	Training Aids, Devices, Simulations, and Simulators
TE	Technical Exhibit
TO	Task Order
TOCOR	Task Order Contracting Officer's Representative
TRADOC	Training and Doctrine Command
TTP	Tactics, Techniques, and Procedures
USAARMS	United States Army Armor School
USACE	United States Army Corps of Engineers
USAIS	United States Army Infantry School
VAL	Visit Authorization Letter
WAWF	Wide Area Work Flow
XML	Extensible Markup Language

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Government Furnished Resources. All GFP shall be provided in accordance with FAR 52.245-1, and FAR 52.245-9, and may include: office/work space, office supplies, telephone service, computer access, and storage space. Government property shall be used ONLY in performance of this contract and its TOs. The Contractor is accountable for all property provided by the Government, and shall be responsible for the security and safe condition of said property. Serialized items shall be annotated at the time of issue, with a signature of acknowledgement by the individual Contractor(s). All GFP is the property of the U.S. Government and shall not be transferred to any individual, or agency, public or private without the express written approval of the TO KO.

3.1.1. Government Furnished Equipment (GFE). GFE will be specified in the individual TOs with specified delivery dates and in specified condition. Office automation and office supplies may be provided as GFE at the TO level at the discretion of the Government. Non-expendable equipment shall be returned to the Government upon the conclusion of the TO. All GFE provided to the Contractor must be signed out on a hand receipt.

3.2. Government Furnished Information (GFI). GFI relevant to the tasks to be performed under this contract may be provided to the Contractor for use during the performance of the task as specified in the TO (at the discretion of the Government) with specified delivery dates. These documents shall be returned to the Government upon conclusion of the TO. All GFI is not releasable, should not be copied or in any other way duplicated outside of the Government without expressed written permission from the COR or KO.

3.3. Telephone Instruments and Lines. Government communications systems, including telephone Instruments and lines located in Government Furnished Facilities may, if approved by the KO or COR, be used by the Contractor for work related purposes. Long distance phone service for official business is included as a Government Furnished Service; mobile phone, pager equipment, and related service. Use of Government communication systems constitutes consent to monitoring at all times.

3.3.1. Telephone Changes and Repairs. The Contractor shall not move, remove, add, alter, or reconfigure Government communication systems, networks, or lines without COR approval, which must be obtained in writing. The Contractor shall notify the COR when maintenance or repair of telephones or telephone lines is required.

PART 4 CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1. The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract that are not listed under Part 3 of this PWS.

4.2. Contract and TO Management: The Contractor shall provide all management, administration, personnel, security, quality control and any other resource required to ensure successful completion of all awarded TOs.

4.3. Personnel: The Contractor shall furnish the required level of supervision, to include a program manager and the labor necessary to perform all services in an orderly, timely, and efficient manner. The program manager shall have the authority to act on behalf of the Contractor. The Contractor shall utilize qualified and experienced personnel capable of achieving the goals established in each TO. All personnel will maintain current qualifications and/or proficiencies and obtain any necessary training required to fulfill mission requirements. Contractor personnel are employees of the Contractor and under their administrative control and supervision. The Contractor through its personnel shall perform the tasks as outlined in the PWS and each task order listed under Part 5, Specific Tasks.

4.4. The Contractor shall select, supervise, and exercise control and direction over their employees under this contract. Consistent with FAR 37.104 guidance, the Government will not exercise any supervision or control over the Contractor's personnel in its performance of contractual services under this contract. The Contractor shall ensure that no personal services (as described in FAR 37.104) are performed under this contract. When in doubt Contractor personnel shall refer back to their Program Manager or Alternate Program Manager for guidance.

PART 5 SPECIFIC TASKS

5. Specific Tasks:

5.1. The Contractor shall provide qualified personnel, equipment, supplies, transportation, materials, supervision, and other items as needed to provide non-personal services/support in the following task areas. For recent (current and historic) examples in each task area, refer to Technical Exhibit D (Previously Contracted Work Examples). Minimum qualifications are identified in the Historical Labor Categories (Section J, Attachment 6).

5.2. Task Area 1 - General Administrative, Technical, or Analytical: The Contractor shall provide General Administrative, Technical, and Analytical support as augmentation to existing organizational structure. This support typically involves, but is not limited to the tasks identified below.

5.2.1. Administrative tasks can include, but are not limited to, any combination of: clerical tasks associated student recordkeeping (in-/out-processing, progress reports, grade/standing recording, graduation certification or diploma, etc.); unit deployment preparation and recovery; file maintenance (either in hard copy or digital) and archiving; information repository and management; correspondence and communications; project management support.

5.2.2. Technical tasks can include, but are not limited to, any combination of: single-issue studies requiring the performance of DOTMLPF analysis for resolution; directed surge requirements in support of the Army Learning Concept (ALC) 2015, ITE, Battle Command, or Robotics technologies; graphic or text editing; specialized or technical writing; surge requirements associated with expeditious fielding, rapid deployment, or emergency/contingency operations

5.2.3. Analytical tasks can include, but are not limited to, any combination of: analysis prior to in-depth work (e.g. feasibility studies or cost-benefit analysis); survey and analysis of feedback (schools, field units, post-deployment, etc.); research within a specific area (material field testing prior to/coincidental to deployment); reliability and maintainability forecasting.

5.3. Task Area 2 - Training Development: The Contractor shall provide Training Development support. This support typically includes, but is not limited to researching, writing and revising existing Maneuver Force, DoD, or DA training documents and materials (e.g., Programs of Instruction (POIs), graphic training aids, interactive computer-based materials, classroom reference materials. Training development can also include the use/integration/implementation of Training Aids, Devices, Simulators, and Simulations (TADSS), as a substitute or replacement to a “live” item. (For example: (a) a new weapon might incorporate an inert version into the classroom for hands-on assembly/disassembly; (b) a vehicle with multiple configurations might use a programmable simulator for its different configurations and associated peculiarities. For these, the Contractor would revise a POI, implementing the TADSS for (a) safety or (b) cost/availability reasons.) The incorporation (or non-incorporation) of TADSS in training development involves research, document review, coordination with course proponents, writing, design and evaluation, and hands-on training to determine efficient and effective use of TADSS. Outcomes or products and include, but are not limited to: new or revised POI; determination/findings in a study of the effectiveness of a particular TADSS; recommendations for changes to current TADSS; courses of action and/or alternate training if/when a TADSS is unavailable. The Contractor shall submit all work products to the COR or designated MCoE official for review and approval.

5.3.1. The primary product will be a Program of Instruction (POI) or Lesson Plan, and interactive multimedia instruction (IMI). Secondary products include Graphical Training Aids (GTA), student handouts, study aids, classroom supplemental materials/take-aways, and similar training aids. In some cases, the work will result in new materials, institutional or unit training support packages, or programs of instruction developed or revised IAW TRADOC Regulation 350-70 (or the successor regulation). In some cases, the work results in new Combined Arms Training Strategy (CATS) or related publications. Development of Interactive Multimedia Instruction (IMI) or distance learning (DL) product(s) supporting courses or any portion thereof shall be IAW TRADOC Pam 350-70-2 and applicable related publications; IMI products range from simple (such as a PowerPoint presentation) to complex (such as a fully-submersed simulation that combines multiple senses to create a realistic scenario or environment), and can support instructor-led or independent learning, via electronic means.

5.3.2. POI description, approval authority, revision requirements and associated information are found in TRADOC Pamphlet 350-70-9 (Budgeting and Resourcing), Chapter 4 (Resourcing Institutional Individual Training and Education), Section IV (Program of Instruction). The MCoE is responsible for some 5100 lesson plans in 120 POIs over 57 courses, most of which are directly associated with Infantry and Armor Courses/POIs. (See Technical Exhibit G.) Each lesson plan is scheduled for review every two years. As the Army’s needs change through restructuring or current events, the potential increases for new courses, merged requirements, and conversion of existing materials to meet emerging circumstances, technologies, and requirements.

5.4. Task Area 3 - Doctrine Development: The Contractor shall provide Doctrine Development support. This type of support typically includes, but is not limited to conducting research and analysis for the purpose of revising and updating MCoE, DOD, or DA documents and manuals concerning doctrine. MCoE responsibilities include: doctrine for Armor, Infantry, Stryker, and Cavalry formations; gunnery strategies for Armor, Infantry, and Cavalry (rifle through tank); supporting Mission Essential Task List (METL) development; doctrinal/publication editorial and graphic art support. The Contractor shall submit all work products to the COR or designated MCoE official for review and approval.

5.4.1. Task functions include, but are not limited to: (a) Assisting TRADOC's Combined Arms Center (CAC) in the writing, coordination, integration, and review of selected key (Joint critical) Army doctrine; (b) Reviewing capstone / keystone / other Joint-critical Army doctrine to ensure proper linkages to Joint doctrine; (c) Identifying Joint-critical Army manuals by publication to avoid duplication of effort with Combined Arms Doctrine Directorate (CADD), CAC and other branch proponent DOTDs; and, (d) Participating in key Army working groups, doctrine working groups and meetings, symposiums, and councils that impact Joint-critical Army doctrine implications.

5.4.2. The MCoE is the proponent for 115 doctrinal publications, each of which is scheduled for review every two years. Accordingly, TOs issued in this area will potentially encompass efforts associated with the review and revision of anywhere from one to all publications. Such effort will include the collection and analysis of lessons learned from Army operations, the identification of trends, review capstone doctrinal publications to identify doctrinal disconnects, and the identification of emerging technologies that may impact on the conduct of combined arms full spectrum operations. Generally, revisions begin with the capstone document and cascade to the supporting/subordinate document(s).

5.5. Task Area 4 - Capability Development: The Contractor shall provide Capability Development support. This support typically requires, but is not limited to practical knowledge, experience, and application of: all aspects of the Joint Capabilities Integration and Development System (JCIDS) process and related requirements documents and Doctrine, Organization, Training, Material, Leadership, Personnel, and Facilities (DOTMLPF) research, (Functional Area Analysis (FAA), Functional Needs Analysis (FNA), Functional Solution Analysis (FSA), Analysis of Materiel Approaches (AMA), Analysis of Alternatives (AoA), Initial Capability Documents (ICD), Capabilities-Based Assessment (CBA), Capabilities Development Document (CDD), Capability Production Document (CPD)); emerging technologies with spiral development, and program of record life cycle design; development and refinement Concept of Operations (CONOPS) and Tactics, Techniques, and Procedures (TTP). All work shall be in accordance with the JCIDS instruction (CJCSI 3170.01H, dated 10 Jan 12, or its successor), TRADOC Regulation 71-20 and the TRADOC Pamphlet 525 Series. TO work can also include experimentation which supports DoD Capability Development and JCIDS requirements.

5.5.1. Specific tasks include: development, staffing, revision, implementation, and assessment of appropriate level JCIDS requirements and related documents; design, development, review, and recommend revision of organizational design/structures; equipment acquisition support (i.e., pre-Milestone A documentation) for developmental and non-developmental items; identify materiel requirements and complete acquisition, technical, and logistical requirements for Post-Rapid Field Initiative (RFI) items; propose resolution for engineering, manpower integration and system safety issues; identify operational tasks, conditions, and standards (T/C/S) related to the capability under consideration; support program management functions (e.g., modifications to approved programs of record in Soldier equipment or ammunition) for programs managed by the MCoE; identify and document DOTMLPF change recommendations, identifying and documenting materiel approaches to gaps recognized as requiring materiel solution, and documenting the readiness and ability to fill capability gap based on SME input; develop scenario and variables for testing capability; planning/development of live, virtual, and constructive (LVC) experimentation; execution of LVC experiments. See TE - E for a general description of the JCIDS process.

5.5.2. Generally speaking, the majority of Contractor support begins after Milestone A and ends prior to Milestone C, with the most of the effort focused on CDD and CPD development, coordination, and preparation for the next milestone. Portions of DOTMLPF analysis are ongoing or recurring, and are an integral part of prioritizing focus and ensuring operational requirements and needs are the most up-to-date in an ever-changing environment. Experimentation and resultant data supports any developmental stage, and provides the basis for procedural decisions in the acquisition life cycle.

5.6. Task Area 5 – Instruction: The Contractor shall provide Instruction support. This support typically involves, but is not limited to Contractor SMEs developing and presenting instruction for selected resident courses and instruction offered through Mobile Training Teams (MTT) in CONUS and possibly OCONUS. Conduct of instruction shall generally be in support of the Officer Education System (OES), the Non-Commissioned Officer Education System (NCOES), Initial Entry Training (IET), and specialized training requirements or to assist in the training of new systems. Work will require instruction in a variety of settings (classroom, laboratory, seminar, conference, discussion, lecture, demonstration, computer-assisted instruction, field/bleacher), and shall be

accomplished IAW TRADOC Regulation 350-70, or its successor regulation. Work may also require pre- and post-instructional activities, such as: collect and/or analyze lessons learned, identify trends; review capstone doctrinal publications to identify doctrinal disconnects; and identify emerging technologies that may impact on the conduct of training. (See Technical Exhibit G for potential courses.)

5.6.1. Requirements can include small group instruction (no more than 16 students per instructor) and large group instruction (up to 160 students), depending on the specific Course/POI. A TO will require some combinations of the following activities: prepare classroom or training areas and pick-up / return training devices as needed; perform operator maintenance on training aids and/or equipment; train to standard in classroom / laboratory / seminar / conference / discussion / lecture / demonstration / practical exercise per class training schedule; assist in conducting and assessing student critiques to identify strengths, weaknesses, and actions to improve performance; schedule and conduct remedial training and student retests; maintain and update a class status chart and logs reflecting number of students in training and class progression; review and summarize student course critique, schedule remedial training as needed; conduct academic counseling, assist in grading written tests, assist in grading results performance tests, review and grade homework projects, and assist in the preparation of student written evaluation upon student graduation; for certain courses, assist in the execution during live fire exercises and course field-training exercises; review student news releases; review a student's record for progression; make entries on student record of training form; complete Training Quality Reports; complete reports on students identified as receiving deficient training; and, prepare and forward required documentation on student release prior to graduation.

5.6.2. Course information is searchable at the Army Training Requirements and Resources System (ATRRS) website: <https://www.atrrs.army.mil/atrrscc/search.aspx> Information includes schedules, locations, scope, target audience, class size, and special (if any) instructions.

5.7. **Task Area 6 – Training Aids, Devices, Simulations, Simulators (TADSS), Modeling, and Analysis:** The Contract shall provide support for TADSS, Modeling, and Analysis. This support typically includes, but is not limited to: operation of simulators, activities related to or associated with simulators, related scenarios as part of simulators, devices or simulations as part of modeling and simulations, and supporting management of training aids and devices.

5.7.1. Activities can include: set-up, conduct, execution, and documentation of LVC simulation exercises and analytical studies; exercises using the Integrated Training Environment (ITE), which links a combination of selected LVC training aids, devices, simulators and simulations (TADSS); troubleshooting, set-up, and minor repairs in infrastructure; use of BC systems; development, manufacture, and repair of training aids/devices; development and support in training scenario framework; assistance with simulation events (i.e., experiments, games, tests, studies, or demonstrations of equipment or concepts), and for each event, provide plans, coordination, and reports supporting the event; pre-operational and post-operational procedures; issue, recovery, inventory, and light maintenance of equipment and devices; usage and maintenance documentation; analysis of simulation outcome; and reporting requirements appropriate to the system/device/equipment; operational testing, validation and verification testing of scenario/software variants.

5.7.2. Many of the supported TADSS and equipment are located at Clarke Simulation Center (Building 4105) or Training Support Center (Building 3020) on Fort Benning, but are not limited to only those locations. The supported TADSS systems and concepts includes, but is not limited to: EST 2000; XXI Battle Command Brigade and Below (FBCB2); Command Post of the Future (CPOF); Joint Combat and Tactical Simulation (JCATS); Javelin; MILES; I-HITS/HITS; Virtual Battlespace 2 (VBS2); MRAP Egress Trainer (MET); HUMMWV Egress Assistance trainer (HEAT); Call For Fire Trainer (CFFT); any follow-on or emerging systems and technologies.

PART 6 APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. The following table lists publications which are applicable to general performance, or to perform specific job functions/tasks within the scope of this PWS. Most of these references are available online, at

<http://www.defense.gov/pubs/index.aspx> or www.dtimil for DoD, at <http://www.apd.army.mil/> for Army, and <http://www.tradoarmy.mil/TPUBS/regndx.htm> for TRADOC; it is the responsibility of the Contractor to download the most recent version of publication, as changes in publication will not result in a modification to this contract.

NOTE: Additional and applicable regulations may be specified in the individual TOs.

Publication	Title	Date
DOD 5500.7-R	Joint Ethics Regulation	Aug 93; C7: 17 Nov 11
CJCSI 3170.01H	Joint Capabilities Integration and Development System	10 Jan 12
Army Directive 2014-05	Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors	7 Mar 14
AR 1-201	Army Inspection Policy	25 Feb 15
AR 5-11	Management of Army Models and Simulations	30 May 14
AR 25-1	Army Information Technology	25 Jun 13
AR 25-2	Information Assurance	24 Oct 07
AR 25-30	The Army Publishing Program	3 Jun 15
AR 25-52	Authorized Abbreviations, Brevity Codes, and Acronyms	21 Feb 14
AR 70-1	Army Acquisition Policy	22 Jul 11
AR 70-13	Management and Oversight of Service Acquisitions	30 Jul 13
AR 70-75	Survivability of Army Personnel and Materiel	2 May 05
AR 71-9	Warfighting Capabilities Determination	28 Dec 09
AR 71-11	Total Army Analysis	29 Dec 95
AR 71-32	Force Development and Documentation	1 Jul 13
AR 73-1	Test and Evaluation Policy	1 Aug 06
AR 215-1	Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities	24 Sep 10
AR 350-1	Army Training and Leader Development	19 Aug 14
AR 350-10	Management of Army Individual Training Requirements and Resources (ATRRS Regulation)	3 Sep 09
AR 350-38	Policies and Management for Training Aids, Devices, Simulators, and Simulations	28 Mar 13
AR 351-9	Inter-service Training	29 Aug 12
AR 380-5	Department of the Army Information Security Program	29 Sep 00
AR 380-49	Industrial Security Program	20 Mar 13
AR 380-53	Communications Security Program	23 Dec 11
AR 380-67	Personnel Security Program	24 Jan 14
AR 385-10	The Army Safety Program	27 Nov 13
AR 600-8-10	Leaves and Passes	15 Feb 06
AR 670-1	Wear and Appearance of Army Uniforms and Insignia	10 Apr 15
AR 735-5	Property Accountability Policies	10 May 13
AR 870-20	Army Museums, Historical Artifacts, and Art	11 Jan 99
DA PAM 5-11	Management of Army Models and Simulations	1 Feb 05
DA PAM 350-9	Index and Description of Army Training Devices	12 May 10
DA PAM 350-38	Standards in Training Commission	18 Nov 13
DA PAM 350-58	Army Leader Development Program	8 Mar 13
CTA 50-900	Clothing and Individual Equipment	20 Nov 08
CTA 50-909	Field And Garrison Furnishings and Equipment	1 Aug 93
CTA 50-970	Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)	28 Jan 05
TRADOC Regulation 5-11	TRADOC Models and Simulations (M&S)	16 Nov 98
TRADOC Regulation 11-8	TRADOC Studies and Analyses	31 Jul 91

TRADOC Regulation 25-1 C1	Information Resources Management	16 Sep 06 16 Apr 08
TRADOC Regulation 25-30	Preparation, Production, and Processing of Armywide Doctrinal and Training Literature (ADTL)	30 Mar 90
TRADOC Regulation 25-36 w/Change 1	TRADOC Doctrine Publication Program	4 Sep 12
TRADOC Regulation 71-4	TRADOC Standard Scenarios for Capabilities Development	12 Feb 14
TRADOC Regulation 71-12	TRADOC Capability Management	3 Oct 12
TRADOC Regulation 71-20	Concept Development, Capabilities Determination, and Capabilities Integration	28 Jun 13
TRADOC Regulation 350-6	Enlisted Initial Entry Training (IET) Policies Administration	18 Dec 15
TRADOC Regulation 350-10	Institutional Leader Training and Education	12 Aug 02
TRADOC Regulation 350-18	The Army School System	21 Jul 10
TRADOC Regulation 350-29	Prevention of Heat and Cold Casualties	18 Jul 16
TRADOC Regulation 350-50-3	Battle Command Training Program	23 Jun 14
TRADOC Regulation 350-70	Army Learning Policy and Systems	10 Jul 17
TRADOC Regulation 350-70-9	Budgeting and Resources	12 Oct 12
TRADOC PAM 70-3	Working with Contractors in the Workplace	9 Apr 99
TRADOC PAM 71-20-3	The U.S. Army Training and Doctrine Command Concept Development Guide	6 Dec 11
TRADOC PAM 350-9	TRADOC Training Devices for Armywide Use	19 Feb 09
TRADOC PAM 350-70-1	Training Development in Support of the Operational Domain	01 Feb 12
TRADOC PAM 350-70-4	Systems Approach To Training: Evaluation	12 Jan 04
TRADOC PAM 350-70-5	Systems Approach To Training: Testing	20 Aug 04
TRADOC PAM 350-70-6	Systems Approach To Training: Analysis	7 Sep 04
TRADOC PAM 350-70-7	Army Educational Processes	9 Jan 13
TRADOC PAM 350-70-10	Systems Approach To Training Course And Courseware Validation	29 Mar 04
TRADOC PAM 350-70-12	The Army Distributed Learning (DL) Guide	3 May 13
TRADOC PAM 350-70-16	Army Training and Education Proponents	6 Dec 11
TRADOC PAM 525-3-0	The U.S. Army Capstone Concept	19 Dec 12
TRADOC PAM 525-3-1	United States Army Operating Concept 2016-2028	19 Aug 10
TRADOC PAM 525-3-3	The U.S. Army Functional Concept for Mission Command 2016-2028	13 Oct 10
TRADOC Regulation 350-70	Army Learning Policy and Systems	10 Jul 17
TRADOC PAM 70-3	Working with Contractors in the Workplace	9 Apr 99
TRADOC PAM 71-20-3	The U.S. Army Training and Doctrine Command Concept Development Guide	4 Feb 13
TRADOC PAM 350-9	TRADOC Training Devices for Armywide Use	19 Feb 09
TRADOC PAM 350-70-1	Training Development in Support of the Operational Domain	024 Feb 12
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TRADOC PAM 350-70-9	Budgeting and Resources	12 Oct 12
TRADOC PAM 350-70-10	Systems Approach To Training Course And Courseware Validation	29 Mar 04
TRADOC PAM 350-70-12	The Army Distributed Learning (DL) Guide	3 May 13
TRADOC PAM 350-70-16	Army training and Education Proponents	2 Aug 16
TRADOC PAM 525-3-0	The U.S. Army Capstone Concept	19 Dec 12
TRADOC PAM 525-3-1	United States Army Operating Concept 2016-2028	31 Oct 14
TRADOC PAM 525-3-3	The U.S. Army Functional Concept for Mission Command 2016-2028	6 Feb 17

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

- Technical Exhibit A - Visit Authorization Letter
- Technical Exhibit B – Performance Requirements Summary
- Technical Exhibit C – Sample Quarterly Activity Report
- Technical Exhibit D – Previously Contracted Work Examples
- Technical Exhibit E – JCIDS Process
- Technical Exhibit F – TRADOC Centers of Excellence and other Army Locations (CONUS and OCONUS)
- Technical Exhibit G – Programs of Instruction and Courses

7.1. Technical Exhibit A – Visit Authorization Letter (VAL) Sample

Technical Exhibit A – VISIT AUTHORIZATION LETTER (VAL) SAMPLE

Format may vary from this, but must contain the minimum required data. In the sample below, instructional info or sample data is in red, and should be changed prior to reflect the situation covered.

The VAL contains PII, and must be identified / marked in accordance with security procedures. For example, if the VAL is sent by email, the email must be encrypted. **Where available, VALs may be sent via JPAS notification.**

NOTE: VAL cannot exceed one year, regardless of length of contract; a new VAL must be sent each year.



Company letterhead (logo optional)

From: FSO, **Company name**

To: Security Officer / COR **Name, Directorate**, Fort Benning, GA

Date: **01 Sep 2010**

Subject: Visit Authorization Letter (VAL)

1. (Note that the wording and format can vary, but the gist should be that the personnel were hired for a specific contract/TO, a specific time period, and have clearance levels indicated.) The following personnel are employees of **ABC, LLC / A1B2C (company / cage code)**, providing contract support work at Fort Benning, on Contract Number **W911SF-D-NN-NNNN XXXX (full contract and TO number)**, for the period of **1 Sep 10 – 31 Aug 11 (Date – to – date, not exceeding 1 year. Usually, dates correspond to PoP dates).**

2. Visitor information: **This info is your employees' JPAS data**

Full name	DoB	PoB	Citizen	SSN	Clearance Level	Date	Granted by
Joseph Quincy Public	07/04/1976	Philadelphia, PA	USA	123-45-6789	Secret	05/05/2009	NACLC
Continue as needed							

3. Technical POC: **John Smith, located on Main Post, McGinnis-Wickham Hall, Suite 4309, 706-545-6223, john.smith.civ @ mail.mil. (Give the name, location, phone, e-mail – usually the COR or Security person– of Government representative who will be the main POC for the conduct of work.)**

4. I certify that the clearance information and data provided above is correct as stated.

5. This VAL expires on **31 Aug 11 (one year from the date of the memo or contract expiration, whichever comes first).**

(Signature block – name and rank/title)

I.M. Seekoor, Facility Security Officer

7.2. Technical Exhibit B – Performance Requirements Summary

TECHNICAL EXHIBIT B PERFORMANCE REQUIREMENTS SUMMARY

Technical Exhibit B identifies the performance objectives and standards that will be measured at the contract level. Individual task orders will include additional performance objectives and standards that will measure the quality, timeliness, quantity and other aspects of the contractor's performance.

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance and Frequency	Incentive (Positive and/or Negative)
PWS Para 1.6.1 Provide a Quality Control Plan	Contractor shall develop, implement, and maintain an effective Quality Control System which includes a written Quality Control Plan. The contractor shall upon request provide to the Government their quality control documentation.	Contractor shall be 100% compliant. No deviation will be allowed for compliance with this clause	100% inspection for quality and timeliness. Reviewed on a quarterly basis.	Poor performance or Acceptable performance will be reflected in the annual CPARS Report
PWS Para 1.6.6., Security Requirements	Contractor shall be in compliance with applicable public law, DoD, and Army directives and regulations.	Contractor shall be 100% compliant. No deviation will be allowed.	100% Inspection, Reviewed during Task Order performance	Poor performance or Acceptable performance will be reflected in the annual CPARS Report
PWS Para 1.8. Provide Quarterly Activity Report. See Technical Exhibit C.	Quarterly Activity Report must be submitted by the 10th of the month following the end of the quarter (identified as the DoD FY quarter) and outlines the following: a. OPPORTUNITY: b. AWARDS: c. SUBCONTRACTING: d. OCI:	This AQL is based on timely submission. Contractor shall be 100% compliant for report submissions. No deviation will be allowed for compliance.	100% inspection for quality and timeliness. Reviewed on a quarterly basis.	Poor performance or Acceptable performance will be reflected in the annual CPARS Report

PWS Para 5.1	Contractor shall provide qualified personnel, equipment, supplies, transportation, materials, supervision, and other items for each Task Area for each Task Order.	Contractor shall be 100% compliant. No deviation will be allowed.	100% Inspection, Reviewed during Task Order performance	Poor performance or Acceptable performance will be reflected in the annual CPARS Report
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7.3. Technical Exhibit C – Quarterly Activity Report SAMPLE

Technical Exhibit C - Quarterly Activity Report SAMPLE

Reporting period		Contract #		Company Name		Report by:			
FY17 3Q		W911SF-17-D-1001		ABC & Sons, Ltd		Jaxon Beall (706) 123-4567			
1 Apr 17 - 30 Jun 17						Jaxon.Beall@abc.com			
OPPORTUNITIES THIS QUARTER									
RTOP #	Title / Description	Issued	Due	Proposal ? / Date submitted	Proposed Self/sub %	Reason / Notes			
W911SF-17-R-4003	DOTD, Doctrine Writing	2-Apr	12-Apr	Yes / 10 Apr	75 / 25	AWARDED - TO# 2B04			
W911SF-17-R-4005	CDID, Gadget Program Testing	1-May	15-May	No	N/A	Insufficient expertise on Gadget; no current			
W911SF-17-R-4006	Ft Backyard, Wheeled Maintenance	8-May	30-May	Yes / 22 May	66 / 33	Original due 18 May; delayed for			
W911SF-13-R-4011	G-8 Financial and Admin Support	20-May	1-Jun	N/A	N/A	Cancelled			
W911SF-13-R-4012	MCoE G-3 TADSS I/O	29-Jun	14-Jul	Yes / in work	TBD	To be awarded in next quarter			
AWARDS (Highlighted are new this quarter)									
TO #	Title / Description	Date of award	Full PoP	Total face value	Amount ordered	Mod #	Total Invoiced, to date	Subcontracted, to date	OCI Note
2B01	DOTS L10 Maint	8 Jan	1/15/17-1/14/2	\$2,250,000.00	\$ 450,000.00	Base	\$ 187,500.00	\$ 75,000.00	1
2B02	MCoE Admin and Staff Support	28 Jan	2/1/17-1/31/19	\$ 212,000.00	\$ 106,000.00	Base	\$ 41,606.00	\$ 20,015.00	2
2B03	CDID MBL	15 Feb	2/20/17-2/19/1	\$1,234,567.00	\$1,234,567.00	M 001	\$ 167,958.00	\$ 51,986.00	2
2B04	DOTD, Doctrine Writing	27-Apr	5/1/17-4/30/20	\$1,350,000.00	\$ 427,500.00	Base	\$ 71,250.00	\$ 17,812.50	1
							Totals to date: \$	-	\$ 468,314.00

Utilization of Small Business Contractors (Highlighted are new this quarter)										
TO #	Project ed to sub	% this TO & Co	Value Subcontracted to date	Sub Name	\$ to other LB	\$ to SDB	\$ to WOSB	\$ to VOSB	\$ to SDVOSB	\$ to HUB
2B01	15.0%	16.0%	\$ 30,000.00	S&H Green, Inc	\$ -	\$ 30,000.00	\$ 30,000.00			\$ 30,000.00
2B01	25.0%	24.0%	\$ 45,000.00	Eaglette Co	\$ -			\$ 45,000.00	\$ 45,000.00	
2B02	10.0%	7.2%	\$ 3,000.00	JKL Enterprises	\$ 3,000.00					
2B03	30.0%	31.0%	\$ 51,986.00	Rampart Inc		\$ 51,986.00				
2B04	12.5%	12.6%	\$ 9,000.00	Eaglette Co				\$ 10,812.50	\$ 10,812.50	
2B04	12.5%	12.4%	\$ 8,812.50	Duckling LLC	\$ 7,000.00					
Totals			\$ 147,798.50		\$ 10,000.00	\$ 81,986.00	\$ 30,000.00	\$ 55,812.50	\$ 55,812.50	\$ 30,000.00
Achieved		35.19%			2.14%	17.51%	6.41%	11.92%	11.92%	6.41%
Goals		25%		<=	10%	>=	16%	>=	6%	>=

7.4. Technical Exhibit D – Previously Contracted Work, Examples by Task Area

Technical Exhibit D – Previously Contracted Work, Examples by Task Area

NOTE: This technical exhibit provides examples of work performed under prior versions of this contract. Consecutive or follow-on contracts are included if the major effort remains consistent. This is a sampling of contracts or task orders, with synopsis of scope, intended to give depth of understanding to each of the task areas, and the kind of work previously performed; it is not intended to be inclusive of all work that has been or could have been performed and is not a projection of actual workload requirements that will be performed under this contract.

The chart below depicts the **distribution** of task order awards by percentage in each tasking area, the **range** of man-years (highest and lowest manpower demand) in level of effort, and **overall average** level of effort (man-years and costs). Most task orders were issued as a Base year and 2 one-year Options. To align previous Task Areas to this PWS, Task Areas 1 and 7 are combined:

	TA 1,7	TA 2	TA 3	TA 4	TA 5	TA 6
Awards distribution	18.2%	12.7%	12.7%	29.1%	20.0%	7.3%
Average annual man-year per TO	5.8	8.1	6.8	3.4	10.2	9.2
Average annual \$ value per TO (in thousands)	\$529.5	\$716.2	\$813.2	\$517.0	\$1155.7	\$698.6

Examples for Task Area 1 – General Administrative, Technical, or Analytical

EXAMPLE: (General Administrative, Technical, Analytical) 2006-2011 – Base Realignment and Closure (BRAC) Support Services – Based on the BRAC 2005 Recommendation, the BRAC 2005 Implementation Plan Guide, and other guidance and implementation instructions, this life-limited effort was to provide services to facilitate development and execution of a Campaign Plan for the establishment of the Maneuver Center of Excellence (MCoE) at Fort Benning, Georgia. The Contractor provided research, analysis, and recommendations in support of re-stationing actions, including a draft or recommended: Operations Plan (OPLAN), Campaign Plan, terms of reference, Organizations and Functions manual, and an overall timeline of all actions required to move the Armor Center from Fort Knox to Fort Benning. They provided support to the G-3: scheduled, coordinated, and facilitated weekly meetings of the realignment teams, addressing requirements, issues, and challenges; prepared information papers and decision briefings; presented results of analysis and research to the realignment teams; monitored and recorded communications and approvals; and reviewed infrastructure and training requirements to provide recommendations to leadership.

Examples for Task Area 2 – Training Development

EXAMPLE: 2006 – 2011, Systems Integration – complex, multifunctional effort which included doctrinal & organizational analysis; Standards in Training Commission (STRAC) strategies development; systems and training analysis; integration strategy development; as well as support the Infantry school's effort in integration of institutional training into ARFORGEN cycle.

EXAMPLE: 2008, Mine Resistant Ambush Protected (MRAP) Family of Vehicles Emergency Rollover/Egress Procedures Graphic Training Aid (GTA) 07-09-001 – The development of this GTA addressed the specific changes of operation, and incorporated approved rollover and egress procedures, to supplement the New Equipment Training and unit sustainment training. (The MRAP Family of Vehicles was ramped up during 2007, as a vehicle unlike any other tactical vehicle, with different steering, handling, and maneuvering characteristics.)

EXAMPLE: 2012 – 2015, ILE Course Curriculum Support – support WHINSEC’s educational programs mission by developing and delivering a series of products and services aimed at facilitating the execution of courses Curriculum Lifecycle Management Plans, providing critical technological expertise to support and sustain the required infrastructure, and by delivering a stepped process to blend new capabilities, applications, and processes with readily available Government resources. Provide capability and procedures to sustain curriculum administration & integration, automation, and simulation support. Deliver a complete set of codified procedures and proposed timeline for transition of tasks back the Government. Extract curriculum from repository, prepare & send for

translation (translation I sunder separate contract), receive and review modified materials, and integrate modified materials into the Curriculum Lifecycle Management System (CLMS), (Also includes Task Area 7.)

EXAMPLE: 2012 – 2015, Army Learning Model 2015– review and redesign POIs, lessons, courses, instructional materials, evaluation/examination criteria, and other products for instructional alignment and compliance with the mandates of the Army Learning Model and TRADOC Pam 525-8-2 (6 Jun 11). Conduct analysis of learning needs and outcomes, determine alignment with 21st Century Soldier Competencies, and make revision recommendations to bring materials into alignment.

Examples for Task Area 3 – Doctrine Development

EXAMPLE: 2004 – 2014, Lessons Learned Integration (L2I) – Observations and lessons learned from theater-specific operations were analyzed and integrated into doctrine where applicable and possible. Support in these contracts included the integration of updated Tactics, Techniques, and Procedures (TTPs) into the Field Manuals and other doctrinal publications.

EXAMPLE: 2012-2013, Doctrine 2015 – one-year effort to update/revise six doctrinal manuals within the Army Techniques Publications into the new format and align content with the TRADOC Doctrine 2015 Initiative and ADP 3-0 Unified Land Operations. Manuals include ATP 3-20.97 Dismounted Reconnaissance Troop, ATP 3-20.971 Reconnaissance Troop, ATP 3-21.18 Foot Marches, ATP 3-21.71 Mechanized infantry Platoon/Squad (Bradley), ATP 3-21.9 SBCT Infantry Rifle Platoon/Squad, and ATP 3-21.91 Tactical Employment of Anti-Armor Platoon/Company.

EXAMPLE: 2012-2013, Small Arms – one-year effort to develop/update doctrinal products and training strategy specific to small arms marksmanship, live-fire, and qualification. The effort supports the standardization of individual and crew-served weapon training strategies synchronized to the ARFORGEN cycle, and will identify existing / potential Training Aids, Devices, Simulators, and Simulations (TADSS) to reduce training time and resource expenditures. The term “small arms” applies to M4 carbine, M16 series rifles, and M240/M249/M2HB machine guns.

Examples for Task Area 4 – Capability Development

EXAMPLE: 2013 – 2016, Movement and Maneuver Concept Development – Provide support in development of future concepts, with focus on Brigade Combat Teams (BCT) and the Reconnaissance and Surveillance Brigade (R&SB), to include revision of the functional concept, and future operations. Research, assist, and prepare for publication, documents supporting the Army Operating Concept (AOC), the Army Capstone Concept (ACC), and the Movement and Maneuver Functional Concept (MMFC); defend MMFC work published in military journals and publications.

EXAMPLE: 2012 – 2015, Brigade Combat Team (BCT), GCV Modernization and Integration - Development, staffing, and adjudication of Mounted Maneuver JCIDS documentation. Potentially includes (depending upon higher decisions) CBAs, ICDs, C-BAs, AoA, DOTMLPF Change Recommendations (DCRs), CDDs, and CPDs through AROC and JROC process. Includes briefings and information requests for Heavy Brigade Combat Team (HBCT), Stryker Brigade Combat Team (SBCT), Infantry Brigade Combat Team (IBCT), Armored Cavalry Regiment (ACR) programs, and future technologies applicable to the BCT formations.

EXAMPLE: 2012 – 2015, Minotaur – capability development and training strategy for the Minotaur system. Requirements include Concept of Operations (CONOP), Tactics, Techniques, and Procedures (TTPs) and limited DOTMLPF assessments for the system.

EXAMPLE: 2012 – 2015, Counter-Improvised Explosive Device (C-IED) – identify voids, gaps, or deficiencies in the detection and defeat of IEDs. Operational development of emerging capabilities. Coordination of C-IED training / doctrine documentation for integration.

Examples for Task Area 5 – Instruction

EXAMPLE: 2003 – 2010, Javelin Training Instructors – Contracted personnel augmented the active-duty military, and presented information and instruction on the safe operation of the Javelin weapon system, a shoulder-launched, anti-tank weapon. The approved Program of Instruction (POI) was an 80-hour course, delivered approximately 18 times per year. Target audience was E-1 through E-5, for Infantry, Armor Scout, and Combat Engineers. The requirement for this instruction was discontinued by TRADOC, based on manpower reductions.

EXAMPLE: 2003-2015, Digital Instructor/MSCAP – instruct portions of leader development courses (BOLC, MCCC) involving digital devices (FBCB2, CPOF, BCS3). Training loads are as scheduled in ATRRS. Perform closed-network systems administration and management in digital classroom (e.g., install incremental updates to operating system, ensure connectivity, manage login/logoff access, create backups), and ensure maximum system availability.

EXAMPLE: 2008 – 2012, NCO Academy Instructors – contracted personnel augment the Academy personnel, presenting nearly the entire course's Programs of Instruction for enlisted professional development.

EXAMPLE: 2012 – 2015, Instructors, Master Fitness Trainer Course – Contracted personnel lead a 20-day (164 hours) train-the-trainer course (resident or MTT), with practical application of Army physical readiness training doctrine, policy, and procedures. Contractors performed essential functions (teach, lead, drill, and demonstrate exercises) IAW FM 7-22 and TRADOC 350-70. Course content includes rigorous academic content in exercise science and daily hands-on physical training sessions. Height/weight standards and physical restrictions apply. Target audience is Sergeant and above enlisted and all officers; student load projected at 30-50 per class, ratio 1:10.

Examples for Task Area 6 – Training Aids, Devices, Simulations, Simulators (TADSS), Modeling, and Analysis

EXAMPLE: 1999-2017, EST 2000 Operators – Operate small arms engagement skills training device. Edit scenarios across multiple shooting lanes for individual marksmanship or collective exercises, and weapon-specific configurations. Perform preoperational checks on all system components (modified weapons, projector, speakers, air compressor, screen, camera-detection system, and associated cabling/hoses; perform light maintenance to achieve 95% or higher operability / availability. Install operating system/software updates as available.

EXAMPLE: 2012 – 2017 Javelin Training Device – Provide training device prototyping, development, production, and maintenance support services for Javelin Training Device. Includes handling of hazardous materials, receipt of raw materials, delivery of repaired / completed products, and use of common and specialized tools.

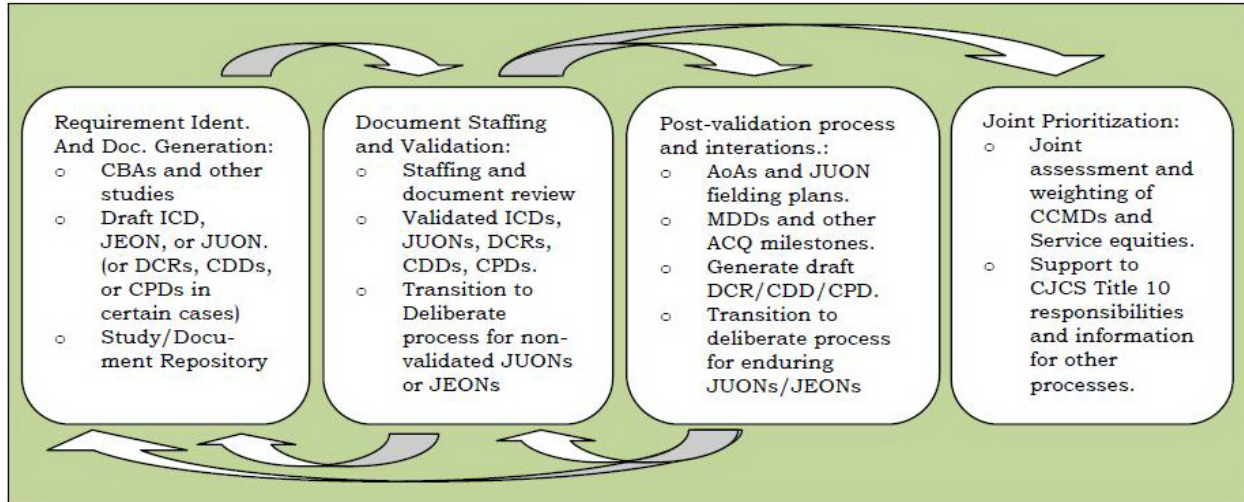
EXAMPLE: Homestation Instrumentation Tracking System (HITS) – Onsite maintenance and system operation on HITS equipment and associated software. Real-time monitoring and tracking during live exercises (force-on-force, force-on-target, and live fire) and events/competitions (Best Ranger). Collect, process, transmit and receive time-correlated position location and exercise data on instrumented players in a 20x20 kilometer area; provide analysis of performance feedback of maneuver training. Inventory, issue, receive, and repair units. Install software updates. Comply with equipment life-cycle restraints; repair or replace components as needed. Requires occasional non-standard workweek.

7.5. Technical Exhibit E – The JCIDS Process

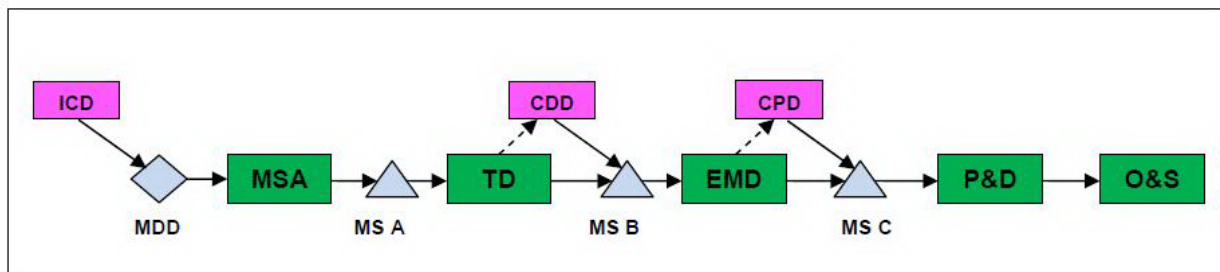
Technical Exhibit E – THE JCIDS PROCESS

NOTE: Information in this TE can be found in CJCSI 3170.01H. The following is an abbreviated summarization, and not intended to provide in-depth understanding.

The JCIDS process is iterative, with each stage driving updates or assessments, as shown below:



The relationship between the acquisition process and the JCIDS documents are shown below:



- MDD – Material Development Decision
- MSA – Material Solution Analysis Phase
- TD – Technology Development Phase
- EMD – Engineering and Manufacturing Development Phase
- P&D – Production and Development Phase
- O&S – Operation and Support Phase

7.6. Technical Exhibit F – TRADOC Centers of Excellence, and other Army Locations (CONUS and OCONUS)

Technical Exhibit F – TRADOC Centers of Excellence and other Army Locations (CONUS and OCONUS)

The following lists are provided as potential locations for TDY and/or MTT, as well as locations with which personnel on Fort Benning have, or could have, interaction. Groupings are listed in order of travel likelihood. All Contractor travel to CONUS/OCONUS locations require COR authorization and verification of funding prior to travel. Purposely omitted for the lists below are known to be: closed installations; temporary facilities; areas/installations with no/minimal Army presence; and locations which are considered unstable or dangerous. Those locations which have been omitted require specific authorization at the task order level, prior to Contractor travel to said location.

TRADOC Centers of Excellence

Aviation – Fort Rucker, AL. Near Dothan, AL
Cyber – Fort Gordon, GA. Near Augusta, GA
Fires – Fort Sill, OK. Near Oklahoma City and Lawton, OK.
Intelligence – Fort Huachuca, AZ. Near Sierra Vista, AZ.
Maneuver – Fort Benning, GA. Near Columbus, GA and Phenix City, GA.
Maneuver Support – Fort Leonard Wood, MO. In the Missouri Ozarks, near St Robert
Mission Command – Fort Leavenworth, KS. Near Kansas City, MO
Sustainment Center – Fort Lee, VA. Near Petersburg, Colonial Heights, Hopewell, VA

CONUS Army (including National Guard), by state

Alabama	Tracy Facility
Fort Rucker	Sierra Army Depot
Redstone Arsenal	
Arizona	Colorado
Camp Navajo (ARNG)	Fort Carson
Fort Huachuca	Fort Logan National Cemetery
Yuma Proving Ground	Pueblo Chemical Depot
Arkansas	Connecticut
Camp Joseph T. Robinson (ARNG)	Camp Niantic (ARNG)
Fort Chaffee Maneuver Training Center (ARNG)	Delaware
Pine Bluff Arsenal	Bethany Beach Training Site (ARNG)
California	District of Columbia
Camp Beale	Fort Lesley J. McNair
Camp Cooke	Florida
Camp Haan	Camp Blanding (ARNG)
Camp Roberts (ARNG)	Georgia
Camp San Luis Obispo (ARNG)	Camp Frank D. Merrill
Fort Hunter Liggett	Fort Benning
Fort Irwin	Fort Gordon
Los Alamitos Joint Forces Training Base	Fort Stewart
Military Ocean Terminal Concord	Hunter Army Airfield
Naval Base Point Loma	
Parks Reserve Forces Training Area	Idaho
Presidio of Monterey	MTA Gowen Field Boise (ARNG)
San Joaquin Depot	Orchard Range TS Boise (ARNG)
Sharpe Facility	
Stockton's Rough & Ready Island	

TS Edgemoade Mountain Home (ARNG)

Illinois

Charles M. Price Support Center
Rock Island Arsenal

Indiana

Camp Atterbury
Fort Benjamin Harrison

Iowa

Camp Dodge
Fort Des Moines (ARNG)
Iowa Army Ammunition Plant

Kansas

Fort Leavenworth
Munson Army Health Center
Fort Riley
Great Plains Joint Training Area (ARNG)
Kansas Regional Training Institute (ARNG)
Nickel Hall Barracks (ARNG)
Smokey Hill Weapons Range (ANG)

Kentucky

Blue Grass Army Depot
Fort Campbell
Fort Knox

Louisiana

Camp Beauregard
Fort Polk
Peason Ridge Artillery Range

Maine

MTA Deepwoods (ARNG)
MTA Riley-Bog Brook (ARNG)
TS Caswell (ARNG)
TS Hollis Plains (ARNG)

Maryland

Aberdeen Proving Ground
Camp Fretterd Military Reservation (ARNG)
Fort Detrick
Fort George G. Meade

Massachusetts

Camp Curtis Guild (ARNG)
Camp Edwards (ARNG)
Fort Devens
Natick Army Soldiers Systems Center

Michigan

Camp Grayling (ARNG)
Detroit Arsenal
Fort Custer (ARNG)

Minnesota

Camp Ripley (ARNG)
Fort Snelling (USAR)

Mississippi

Camp McCain (ARNG)
Camp Shelby
Mississippi Ordnance Plant

Missouri

Camp Clark (ARNG)
Fort Leonard Wood

Montana

Fort William Henry Harrison (ARNG)

Nebraska

Camp Ashland (ARNG)

Nevada

Hawthorne Army Ammunition Depot

New Jersey

Fort Dix, part of Joint Base McGuire-Dix-Lakehurst
Picatinny Arsenal

New Mexico

Los Alamos Demolition Range
White Sands Missile Range

New York

Camp Smith (New York) (ARNG)
Fort Drum
Fort Hamilton
United States Military Academy at West Point
Watervliet Arsenal

North Carolina

Camp Butner (ARNG)
Camp Davis
Camp Mackall
Fort Bragg
Military Ocean Terminal Sunny Point

North Dakota

Camp Grafton (ARNG)

Ohio

Camp Perry (ARNG)
Camp Ravenna Joint Military Training Center (ARNG)
Camp Sherman (ARNG)

Oklahoma

Camp Gruber (ARNG)
Fort Sill
McAlester Army Ammunition Plant

Oregon
 Camp Rilea (ARNG)
 Umatilla Chemical Depot

Pennsylvania
 Carlisle Barracks
 Fort Indiantown Gap (ARNG)
 Harrisburg Military Post (ARNG)
 Letterkenny Army Depot
 New Cumberland Army Depot
 Tobyhanna Army Depot

Rhode Island
 Camp Varnum (Narragansett, RI) (ARNG)
 Camp Fogarty (East Greenwich, RI) (ARNG)

South Carolina
 Fort Jackson

South Dakota
 Fort Meade (ARNG)

Tennessee
 Holston Army Ammunition Plant
 Kingston Demolition Range
 Milan Army Ammunition Plant

Texas
 Camp Bowie
 Camp Bullis
 Camp Mabry
 Camp Stanley
 Camp Swift
 Camp Wolters (ARNG)
 Corpus Christi Army Depot
 Fort Bliss
 Fort Hood
 Fort Sam Houston, part of Joint Base San Antonio
 Brooke Army Medical Center

Martindale Army Airfield
 Red River Army Depot

Utah
 Camp W. G. Williams (ARNG)
 Dugway Proving Ground
 Tooele Army Depot

Vermont
 Camp Ethan Allen Training Site (ARNG)

Virginia
 Camp Pendleton State Military Reservation (ARNG)
 Fort A.P. Hill
 Fort Belvoir
 Fort Eustis, part of Joint Base Langley-Eustis
 Fort Lee
 Fort McNair (part of Joint Base Myer-Henderson Hall)
 Fort Myer (part of Joint Base Myer-Henderson Hall)
 Fort Pickett (ARNG)
 The Judge Advocate General's Legal Center and School
 Quantico Military Reservation
 National Ground Intelligence Center
 Radford Army Ammunition Plant
 Warrenton Training Center

Washington
 Fort Lewis, part of Joint Base Lewis-McChord
 Yakima Training Center

West Virginia
 Camp Dawson West Virginia Training Area (ARNG)

Wisconsin
 Fort McCoy
 Camp Williams (ARNG)

Wyoming
 Guernsey Maneuver Area (ARNG)

POSSIBLE OCONUS Army Locations – US and Territories

Alaska
 Fort Greely
 Fort Wainwright
 Joint Base Elmendorf-Richardson

Hawaii
 Fort DeRussy (MWR Resort)
 Hale Koa Hotel
 Fort Shafter
 Kunia Field Station
 Pohakuloa Training Area

Schofield Barracks
 Tripler Army Medical Center
 Wheeler Army Airfield

Puerto Rico
 Fort Buchanan
 Army National Guard Aviation Support Facility
 Camp Santiago
 Fort Allen
 Roosevelt Roads Army Reserve Base

OCONUS Locations (Army, Joint, or Allied, listed by country, name, then location)

Germany

Allied Air Command (AIRCOM), Ramstein
Artillery Kaserne, Garmisch-Partenkirchen
Bismarck Kaserne, Ansbach
Bleidorn Housing Area, Ansbach
Edelweiss Lodge and Resort, Garmisch-Partenkirchen
Gen. Lucius D. Clay Kaserne (former Wiesbaden Army Airfield, renamed 2012), Wiesbaden
Germersheim Army Depot, Germersheim
Grafenwöhr Training Area, Grafenwöhr/Vilseck
Hohenfels Training Area/Joint Multinational Readiness Center, Hohenfels (Upper Palatinate)
Husterhoeh Kaserne, Pirmasens
Kaiserslautern Military Community
Katterbach Kaserne, Ansbach
Kelley Barracks, Stuttgart
Kleber Kaserne, Kaiserslautern Military Community
Landstuhl Regional Medical Center, Landstuhl
McCully Barracks, Wackernheim
Miesau Army Depot, Miesau
Oberdachstetten Storage Area, Ansbach
Panzer Kaserne, Stuttgart
Patch Barracks, Stuttgart
Pulaski Barracks, Kaiserslautern
Rhine Ordnance Barracks, Kaiserslautern
Robinson Barracks, Stuttgart
Rose Barracks, Vilseck
Sembach Kaserne, Kaiserslautern
Sheridan Barracks, Garmisch-Partenkirchen
Shipton Kaserne, Ansbach
Smith Barracks, Baumholder
Storck Barracks, Illesheim
Stuttgart Army Airfield, Filderstadt
USAG Wiesbaden Military Training Area, Mainz, Gonsenheim/Mombach
USAG Wiesbaden Training Area, Mainz Finthen Airport
USAG Wiesbaden Radar Station, Mainz Finthen Airport

Italy

Allied Joint Force Command, Naples
Casarma Del Din, Vicenza
Casarma Ederle, Vicenza
Camp Darby, Pisa

Japan

Akasaka Press Center (Hardy Barracks), Minato, Tokyo
Akizuki Ammunition Depot, Etajima, Hiroshima
Army POL Depots, Uruma, Okinawa
Camp Zama, Zama, Kanagawa
Gesaji Communication Site, Higashi, Okinawa
Haigamine Communication Site, Kure, Hiroshima
Hiro Ammunition Depot, Kure, Hiroshima
Kawakami Ammunition Depot, Higashihiroshima, Hiroshima
Kure Pier No.6, Kure, Hiroshima
Naha Port, Naha, Okinawa
Sagami General Depot, Sagamihara, Kanagawa
Shariki Communication Site, Tsugaru, Aomori
Torii Communications Station (Torii Station), Yomitan, Okinawa

USFJ Yokota Air Base, Tokyo
Yokohama North Dock, Yokohama, Kanagawa

Technical Exhibit G – PROGRAMS OF INSTRUCTION AND COURSES

7.7. Technical Exhibit G – Programs of Instruction and Courses

7.7.1 This technical exhibit includes information for courses and programs of instruction which potentially require contractor support in Task Area 2 (Training Development), Task Area 5 (Instruction), and/or Task Area 6 (TADSS); those for which contractor support is unlikely (no historic support and/or does not lend itself to contractor support) are NOT listed herein. Additional information can be found on the Armor and Infantry Schools' websites, at <http://www.benning.army.mil/armor/> and <http://www.benning.army.mil/Infantry/>, and on the Army Training Requirements and Resources System (ATRRS) website (CAC required).

Theoretically, any POI or Course – whether Institutional or Functional Training – could be potential work within this ID/IQ, in whole or in part, for POI review or revision, or for instruction. In practice, it is the Army's preference to have Soldiers teach Soldiers. The use of contractors as instructors and/or training developers is generally limited to times when it is more advantageous to the Government for contractors perform, e.g., staff augmentation, surge requirements, or supplement to contingency operations.

The chart below lists courses taught or managed at the MCoE, a short description of the course, Armor (A) or Infantry (I) focused, and the impact/involvement of contractors within the last 3 years.

Course	Short Description	A / I	Contract
Advanced Situational Awareness (ASA)	Basic and Advanced courses. Focuses on teaching students to integrate domains of human behavior into training and combat, mitigate insider threats through recognition of behavior patterns, and applying human behavior patterns to fitness and resilience.	I	Instruction, train the trainer, and supporting functions
Basic Officer Leadership Course (ABOLC or IBOLC)	Phased instruction, all resident. Initial officers' course, including foundations, communication, operations (offensive, defensive, reconnaissance, security), intelligence preparation of the battlefield, mission and operational variables, capabilities (weapon, equipment, vehicles), command and control, and other basic leadership skills and knowledge.	A / I	Instruction of digital tools and related science & technology. TADSS use and operation.
Maneuver Captains Career Course (MCCC)	Phased instruction (4 phases: Phases 1 and 3 are distance learning, Phases 2 and 4 are resident) designed for O3 and promotable O2. Phase 2 – Small group instruction, planning and preparing company-level operations orders, troop-leading procedures, some combat simulations. Phase 4 – Emphasis on Battalion-level military decision-making process. Uses JCATS simulation and role play as battalion and brigade staff officers.	A / I	Instruction of digital tools and related science & technology. TADSS use and operation.
Select OSUT courses	One Station Unit Training cycles which include basic and unit marksmanship training and utilize simulated training, with or without live fire.	A / I	Instruction, safety, and operation of TADSS (e.g., marksmanship training devices EST 2000 / EST II).

Other courses taught on Fort Benning, UNLIKELY to use contractor support for instruction or training development (with the possible exception of “common” POI sections which are used across multiple courses) are:

Airborne

Armor Crewman

Army Basic Instructor

Basic Officer Leaders (Direct Commission) (Armor / Infantry)

Bradley Leader Course
Cavalry Leader
Cavalry Scout
Combat Lifesaver Course
Combatives Master Trainer
Heavy Weapons Leaders Course
Infantryman
Infantry Mortar Leader
Indirect Fire Infantryman
International Military Student Office (IMSO) Prep Course
Jumpmaster
Maneuver Leaders Maintenance
Master Gunner Common Core
Mobile Gun System Commander
NCO Academy (multiple leader courses)
Officer Candidate School (Armor / Infantry)
Pathfinder
Ranger
Reconnaissance and Surveillance Leaders Course (RSLC)
Recovery Operations
SBCT Master Trainer
Small Unmanned Aerial Systems (SUAS) Course
Small Unmanned Aircraft Systems (SUAS) Master Trainer
Small Unmanned Ground Vehicle (SUGV) Trainer
Sniper
Stryker Leader Course
Tank Commander Cours

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-4 Inspection Of Services--Fixed Price

AUG 1996

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 31-DEC-2018 TO 30-DEC-2023	N/A	MANEUVER CENTER OF EXCELLENCE SUSAN BAILEY G-3 DPTMS 1 KARKER STREET FORT BENNING GA 31905-5000 706-545-7315 FOB: Destination	W56F2W
0002	POP 31-DEC-2018 TO 30-DEC-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W56F2W
0003	POP 31-DEC-2018 TO 30-DEC-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W56F2W
0004	POP 31-DEC-2018 TO 30-DEC-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W56F2W
0005	POP 31-DEC-2018 TO 30-DEC-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W56F2W

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

CLAUSES INCORPORATED BY FULL TEXT

52.211-11 LIQUIDATED DAMAGES--SUPPLIES, SERVICES, OR RESEARCH AND DEVELOPMENT (SEP 2000)

(a) If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$ **(To be Determined (TBD) at the Task Order Level)** per calendar day of delay [Contracting Officer insert amount].

(b) If the Government terminates this contract in whole or in part under the Default--Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

(c) The Contractor shall not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor as defined in the Default--Fixed-Price Supply and Service clause in this contract.

(End of clause)

Section G - Contract Administration Data

CONTRACT ADMINISTRATION

G.1.0. Contract Administration of Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ)

G.1.1. The Maneuver Center of Excellence (MCoE) Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ) contract and Task Orders will be administered by Mission and Installation Contracting Command - Fort Benning.

G.1.2. All contract administration associated with individual task orders will be performed by the ordering office issuing the Task Order unless otherwise designated.

CLAUSES INCORPORATED BY REFERENCE

252.201-7000 Contracting Officer's Representative DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(e) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-in-1

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

W56F2W

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0490
Issue By DoDAAC	W911S0
Admin DoDAAC	W911SF
Inspect By DoDAAC	W56F2W
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	W56F2W
Service Acceptor (DoDAAC)	W56F2W
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

susan.e.bailey4.civ@mail.mil

(f) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

susan.e.bailey4.civ@mail.mil
vernessa.hampton.civ@mail.mil
yewston.n.myers.civ@mail.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Section H - Special Contract Requirements

MANEUVER CENTER OF EXCELLENCE (MCoE)
Fort Benning, GA

MCoE-Ordering Procedures

H.1 Ordering Procedures (FAR 16.504 and FAR 16.505 (a)(4)(iv)).

Issuance of Task Orders: Awardees shall be given a fair opportunity to be considered for each order based on the procedures summarized below and IAW FAR 16.505(b).

The Government intends to award up to seven (7) Multiple Award Indefinite Delivery/Indefinite Quantity (MAIDIQ) contracts, utilizing full and open competition, with up to four (4) of those contracts reserved for Service Disabled Veteran Owned Small Business (SDVOSB) concerns.

a. Task orders for Task Areas 1, 2, 3, 5 and 6, or any combination thereof, shall be set-aside for competition solely among SDVOSB concerns if two or more contracts have been awarded and the “Rule of Two” has been met. Task Orders for these requirements may be set-aside and awarded on a sole source basis if only one Reserved contract is awarded to an SDVOSB concern. If the Government does not receive an acceptable proposal from an SDVOSB concern for a set-aside requirement, the Contracting Officer may compete that action among all awardees.

b. Task orders for Task Area 4, alone or in combination with another tasking area, will be competed among offerors awarded unrestricted MAIDIQs. SDVOSB concerns with Reserved contracts will be permitted to compete against offerors with unrestricted MAIDIQ contracts for task orders that include Task Area 4. The Contracting Officer reserves the right to set-aside future task orders that include Task Area 4 for SDVOSB concerns, pursuant to AFARS 5119.202-1, if subsequent market research indicates that two or more SDVOSB concerns have the required capability and the capacity to perform the requirement at a fair and reasonable price consistent with the Limitations on Subcontracting.

H.2. CONTRACT MANAGEMENT: The Mission and Installation Contracting Command (MICC) – Fort Benning is the contracting activity for this program/contract. As the contracting activity, the MICC-Fort Benning will centrally manage the basic contracts, and will delegate authority to solicit, award and administer TOs pursuant to the H.3, Ordering, below. The MCoE Contracting Officer has the ultimate responsibility for administration of the basic IDIQ contracts and the Program. TOs will be awarded and administered by Task Order Contracting Officer (TOCO).

H.3. TOTAL EVALUATED PRICE WORKSHEETS: The Total Evaluated Price Worksheets sets forth the labor categories that shall be used and the maximum rates that may be paid/reimbursed under this contract inclusive of options, if exercised. These rates are inclusive of prime labor, subcontract labor, overhead and other burden, and profit. Requests to make changes to the pricing matrix may be submitted to the MCoE Contracting Officer on an annual basis to reflect changes in the wage determinations used to establish capitalization rate, and additions/deletions of labor categories. In isolated cases, additional labor categories may be added at the TO level with the express written consent of the TOCO. Requests to add additional labor categories shall be commensurate with the pricing methodology employed to establish the rates awarded with the basic contract.

H.4. CHANGES IN TEAM MEMBERS/SUBCONTRACTORS

A. General: The Contractor may not add any team members to the Contractor’s team without MCoE Contracting Officer’s authorization to do so. When subcontractors are approved, their services shall be provided within the labor categories and at a rate no higher than the labor rates included in Section J, Attachment 1 - Total Evaluated Price Worksheets of each Contractor’s MCoE MAIDIQ. The Contractor shall advise the MCoE Contracting Officer of team member deletions as they occur.

H.5. INSURANCE SCHEDULE (IN ACCORDANCE WITH FAR 28.310(a))

A. General: In accordance with FAR clause 52.228-5, Insurance--Work on a Government Installation, incorporated in Section I, the Contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance to specifically include liability assumed by the Contractor under this contract. The Contractor shall maintain the following types of insurance and coverage listed below:

Insurance types and minimum amounts:

Workmen's compensation insurance as required by the laws of the State.

Comprehensive bodily injury liability insurance with limits of not less than \$500,000 for each accident. Property damage liability with a limit of not less than \$100,000 for each accident.

Automotive bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property damage liability insurance, with a limit of not less than \$40,000 for each accident.

B. The Contractor shall agree to insert the substance of these clauses in all sub-contracts hereunder.

H.6 MAIDIQ Ombudsman.

The Ombudsman for this MAIDIQ will be:

Ms Kimberly A. Wentreck
HQ Mission and Installation Contracting Command (MICC)
2219 Infantry Post Road
JBSA Ft Sam Houston TX 78234-1361
Phone: (210)466-2277
Email: kimberly.a.wentreck.civ@mail.mil

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-1	Approval of Contract	DEC 1989
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2016
52.204-12	Unique Entity Identifier Maintenance	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2016
52.204-15	Service Contract Reporting Requirements for Indefinite- Delivery Contracts	OCT 2016
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.210-1	Market Research	APR 2011
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 2010
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data -- Modifications	OCT 2010
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	NOV 2016
52.219-14	Limitations On Subcontracting	JAN 2017
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-27	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside	NOV 2011
52.219-28	Post-Award Small Business Program Rerepresentation	JUL 2013
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-19	Child Labor -- Cooperation with Authorities and Remedies	OCT 2016

52.222-20	Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000	MAY 2014
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.222-62	Paid Sick Leave Under Executive Order 13706	JAN 2017
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance with Environmental Management Systems	MAY 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-1	Buy American--Supplies	MAY 2014
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.227-14	Rights in Data--General	MAY 2014
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	FEB 2013
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-11	Extras	APR 1984
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-23	Assignment Of Claims	MAY 2014
52.232-25	Prompt Payment	JAN 2017
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-37	Multiple Payment Arrangements	MAY 1999
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt II	Changes--Fixed-Price (Aug 1987) - Alternate II	APR 1984
52.243-7	Notification Of Changes	JAN 2017

52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	JAN 2017
52.245-9	Use And Charges	APR 2012
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	OCT 2010
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.251-1	Government Supply Sources	APR 2012
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7004	Display of Hotline Posters	OCT 2016
252.204-7002	Payment For Subline Items Not Separately Priced	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.219-7003 (Dev)	Small Business Subcontracting Plan (DOD Contracts)--Basic (Deviation 2016-O0009)	AUG 2016
252.222-7006	Restrictions on the Use of Mandatory Arbitration Agreements	DEC 2010
252.223-7004	Drug Free Work Force	SEP 1988
252.225-7040	Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States	OCT 2015
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States	JUN 2015
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	MAY 2013
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7007	Limitation Of Government's Obligation	APR 2014
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012

252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	SEP 2016
252.246-7000	Material Inspection And Receiving Report	MAR 2008
252.247-7023	Transportation of Supplies by Sea	APR 2014
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.203-5 COVENANT AGAINST CONTINGENT FEES (MAY 2014)

(a) The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee," as used in this clause, means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee," as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence," as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$5,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$10,000,000.00

(2) Any order for a combination of items in excess of \$10,000,000.00; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal

Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within two (2) days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 12 months from the expiration of the Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ) contract vehicle.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six (6) months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days prior to the expiration of the contract.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to the contract expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government

to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, to be determined at the Task Order Level.

(End of clause)

52.219-13 Notice of Set-Aside of Orders (Nov 2011)

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

WORKCLASSIFICATION	GRADE	BASE SALARY	BENEFITS	TOTAL SALARY
SR Training Analyst	GS-13	\$96,958.00	\$34,904.88	\$131,862.88
Training Analyst	GS-12	\$81,541.00	\$29,354.76	\$110,895.76
SR Military Analyst	GS-13	\$96,958.00	\$34,904.88	\$131,862.88
Military Analyst	GS-13	\$96,958.00	\$34,904.88	\$131,862.88
Tech Writer/Editor	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Doctrine Writer	GS-12	\$81,541.00	\$29,354.76	\$110,895.76
Instructional Designer	GS-12	\$81,541.00	\$29,354.76	\$110,895.76
Instructor II	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Military Trainer	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Courseware Developer	GS-12	\$81,541.00	\$29,354.76	\$110,895.76
Media Specialist	GS-09	\$56,229.00	\$20,242.44	\$76,471.44
Audio-Visual Technician	GS-09	\$56,229.00	\$20,242.44	\$76,471.44
Multimedia Software Engineer	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Database Management Specialist	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Business Specialist	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Organizational Specialist	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Instructional Designer	GS-11	\$68,025.00	\$24,489.00	\$92,514.00
Senior Operations Specialist	GS-09	\$56,229.00	\$20,242.44	\$76,471.44

Motor Vehicle Operator	WG-07	\$39,916.80	\$14,370.05	\$54,286.85
Logistic Specialist	GS-09	\$56,229.00	\$20,242.44	\$76,471.44

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 30 September 2019. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 30 September 2019, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DFARS (48 CFR 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.204-7000 DISCLOSURE OF INFORMATION (OCT 2016)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless--

(1) The Contracting Officer has given prior written approval;

(2) The information is otherwise in the public domain before the date of release; or

(3) The information results from or arises during the performance of a project that involves no covered defense information (as defined in the clause at DFARS 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting) and has been scoped and negotiated by the contracting activity with the contractor and research performer and determined in writing by the contracting officer to be fundamental research (which by definition cannot involve any covered defense information), in accordance with National Security Decision Directive 189, National Policy on the Transfer of Scientific, Technical and Engineering Information, in effect on the date of contract award and the Under Secretary of Defense (Acquisition, Technology, and Logistics) memoranda on Fundamental Research, dated May 24, 2010, and on Contracted Fundamental Research, dated June 26, 2008 (available at DFARS PGI 204.4).

(b) Requests for approval under paragraph (a)(1) shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 10 business days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement, including this paragraph (c), in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

(End of clause)

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall--

(a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and

(b) Separately identify a payment amount for each contract line item included in the payment request.

(End of clause)

252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from 31 December 2018 through 30 December 2023.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered "issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered "issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

FAR 52.219-9

52.219-9 Small Business Subcontracting Plan (DEVIATION 2016-O0009).

As prescribed in 19.708(b), insert the following clause:

SMALL BUSINESS SUBCONTRACTING PLAN (DEVIATION 2016-O0009) (AUG 2016)

(a) This clause does not apply to small business concerns.

(b) Definitions. As used in this clause—

“Alaska Native Corporation (ANC)” means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(e)(1). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures, and partnerships that meet the requirements of 43 U.S.C. 1626(e)(2).

“Commercial item” means a product or service that satisfies the definition of commercial item in section 2.101 of the Federal Acquisition Regulation.

“Commercial plan” means a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line).

“Electronic Subcontracting Reporting System (eSRS)” means the Governmentwide, electronic, web-based system for small business subcontracting program reporting. The eSRS is located at <http://www.esrs.gov>.

“Indian tribe” means any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act (43 U.S.C.A. 1601 et seq.), that is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C. 1452(c). This definition also includes Indian-owned economic enterprises that meet the requirements of 25 U.S.C. 1452(e).

“Individual contract plan” means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror’s planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

“Master plan” means a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

“Subcontract” means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for

supplies or services required for performance of the contract or subcontract.

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, servicedisabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all sub-contracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs. In accordance with [43 U.S.C. 1626](#):

(i) Subcontracts awarded to an ANC or Indian tribe shall be counted towards the subcontracting goals for small business and small disadvantaged business (SDB) concerns, regardless of the size or Small Business Administration certification status of the ANC or Indian tribe.

(ii) Where one or more subcontractors are in the subcontract tier between the prime contractor and the ANC or Indian tribe, the ANC or Indian tribe shall designate the appropriate contractor(s) to count the subcontract towards its small business and small disadvantaged business subcontracting goals.

(A) In most cases, the appropriate Contractor is the Contractor that awarded the subcontract to the ANC or Indian tribe.

(B) If the ANC or Indian tribe designates more than one Contractor to count the subcontract toward its goals, the ANC or Indian tribe shall designate only a portion of the total subcontract award to each Contractor. The sum of the amounts designated to various Contractors cannot exceed the total value of the subcontract.

(C) The ANC or Indian tribe shall give a copy of the written designation to the Contracting Officer, the prime Contractor, and the subcontractors in between the prime Contractor and the ANC or Indian tribe within 30 days of the date of the subcontract award.

(D) If the Contracting Officer does not receive a copy of the ANC's or the Indian tribe's written designation within 30 days of the subcontract award, the Contractor that awarded the subcontract to the ANC or Indian tribe will be considered the designated Contractor.

(2) A statement of—

(i) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;

(ii) Total dollars planned to be subcontracted to small business concerns (including ANC and Indian tribes);

(iii) Total dollars planned to be subcontracted to veteran-owned small business concerns;

(iv) Total dollars planned to be subcontracted to service-disabled veteran-owned small business;

(v) Total dollars planned to be subcontracted to HUBZone small business concerns;

(vi) Total dollars planned to be subcontracted to small disadvantaged business concerns (including ANCs and Indian tribes); and

(vii) Total dollars planned to be subcontracted to women-owned small business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to—

- (i) Small business concerns;
 - (ii) Veteran-owned small business concerns;
 - (iii) Service-disabled veteran-owned small business concerns;
 - (iv) HUBZone small business concerns;
 - (v) Small disadvantaged business concerns; and
 - (vi) Women-owned small business concerns.
- (4) A description of the method used to develop the subcontracting goals in paragraph (d)(1) of this clause.
- (5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the System for Award Management (SAM), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of SAM as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.
- (6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with—
- (i) Small business concerns (including ANC and Indian tribes);
 - (ii) Veteran-owned small business concerns;
 - (iii) Service-disabled veteran-owned small business concerns;
 - (iv) HUBZone small business concerns;
 - (v) Small disadvantaged business concerns (including ANC and Indian tribes); and
 - (vi) Women-owned small business concerns.
- (7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.
- (8) A description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts.
- (9) Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$700,000 (\$1.5 million for construction of any public facility) with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of this clause.
- (10) Assurances that the offeror will—
- (i) Cooperate in any studies or surveys as may be required;
 - (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
 - (iii) Submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph (l) of this clause using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The reports shall provide information on subcontract awards to small business concerns (including ANCs and Indian tribes that are not small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as small disadvantaged businesses), women-owned small business concerns, and for NASA only, Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with this clause;
 - (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR

and/or the SSR using eSRS;

(v) Provide its prime contract number, its DUNS number, and the e-mail address of the offeror's official responsible for acknowledging receipt of or rejecting the ISRs, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs; and

(vi) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the subcontractor's official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

(11) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (e.g., SAM), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating—

(A) Whether small business concerns were solicited and, if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;

(D) Whether HUBZone small business concerns were solicited and, if not, why not;

(E) Whether small disadvantaged business concerns were solicited and, if not, why not;

(F) Whether women-owned small business concerns were solicited and, if not, why not; and

(G) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact—

(A) Trade associations;

(B) Business development organizations;

(C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(D) Veterans service organizations.

(v) Records of internal guidance and encouragement provided to buyers through—

(A) Workshops, seminars, training, etc.; and

(B) Monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns.

Where the Contractor's lists of potential small business, veteran-owned small business, servicedisabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be

made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all “make-or-buy” decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

(4) Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the SAM database or by contacting SBA.

(5) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor’s subcontracting plan.

(6) For all competitive subcontracts over the simplified acquisition threshold in which a small business concern received a small business preference, upon determination of the successful subcontract offeror, the Contractor must inform each unsuccessful small business subcontract offeror in writing of the name and location of the apparent successful offeror prior to award of the contract.

(f) A master plan on a plant or division-wide basis that contains all the elements required by paragraph (d) of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided—

(1) The master plan has been approved;

(2) The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and

(3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror’s planned subcontracting generally, for both commercial and Government business, rather than solely to the Government contract. Once the Contractor’s commercial plan has been approved, the Government will not require another subcontracting plan from the same Contractor while the plan remains in effect, as long as the product or service being provided by the Contractor continues to meet the definition of a commercial item. A Contractor with a commercial plan shall comply with the reporting requirements stated in paragraph (d)(10) of this clause by submitting one SSR in eSRS for all contracts covered by its commercial plan. This report shall be acknowledged or rejected in eSRS by the Contracting Officer who approved the plan. This report shall be submitted within 30 days after the end of the Government’s fiscal year.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) A contract may have no more than one plan. When a modification meets the criteria in 19.702 for a plan, or an option is exercised, the goals associated with the modification or option shall be added to those in the existing subcontract plan.

(j) Subcontracting plans are not required from subcontractors when the prime contract contains the clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items, or when the subcontractor provides a commercial item subject to the clause at 52.244-6, Subcontracts for Commercial Items, under a prime contract.

(k) The failure of the Contractor or subcontractor to comply in good faith with—

(1) The clause of this contract entitled “Utilization Of Small Business Concerns;” or

(2) An approved plan required by this clause, shall be a material breach of the contract.

(l) The Contractor shall submit ISRs and SSRs using the web-based eSRS at

<http://www.esrs.gov>. Purchases from a corporation, company, or subdivision that is an affiliate

of the prime Contractor or subcontractor are not included in these reports. Subcontract award data reported by prime Contractors and subcontractors shall be limited to awards made to their immediate next-tier subcontractors. Credit cannot be taken for awards made to lower tier subcontractors, unless the Contractor or subcontractor has been designated to receive a small business or small disadvantaged business credit from an ANC or Indian Tribe. Only subcontracts involving performance in the United States or its outlying areas should be included in these reports.

(1) *ISR*. This report is not required for commercial plans. The report is required for each contract containing an individual subcontract plan.

(i) The report shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

(ii) When a subcontracting plan contains separate goals for the basic contract and each option, as prescribed by FAR 19.704(c), the dollar goal inserted on this report shall be the sum of the base period through the current option; for example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.

(iii) The authority to acknowledge receipt or reject the *ISR* resides—

(A) In the case of the prime Contractor, with the Contracting Officer; and

(B) In the case of a subcontract with a subcontracting plan, with the entity that awarded the subcontract.

(2) *SSR*.

(i) Reports submitted under individual contract plans—

(A) This report encompasses all subcontracting under prime contracts and subcontracts with the awarding agency, regardless of the dollar value of the subcontracts.

(B) The report may be submitted on a corporate, company or subdivision (e.g. plant or division operating as a separate profit center) basis.

(C) If a prime Contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$700,000 (over \$1.5 million for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors.

(D) The consolidated *SSR* shall be submitted annually for the twelve month period ending September 30. The report is due 30 days after the close of each reporting period.

(E) Subcontract awards that are related to work for more than one executive agency shall be appropriately allocated.

(F) The authority to acknowledge or reject *SSRs* in e*SRS*, including *SSRs* submitted by subcontractors with subcontracting plans, resides with the Government agency awarding the prime contracts unless stated otherwise in the contract.

(ii) Reports submitted under a commercial plan—

(A) The report shall include all subcontract awards under the commercial plan in effect during the Government's fiscal year.

(B) The report shall be submitted annually, within thirty days after the end of the Government's fiscal year.

(C) If a Contractor has a commercial plan and is performing work for more than one executive agency, the Contractor shall specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.

(D) The authority to acknowledge or reject *SSRs* for commercial plans resides with the Contracting Officer who approved the commercial plan.

(End of clause)

FAR 52.219-9, ALT II

Alternate II (**DEVIATION 2016-O0009**) (**AUG 2016**). As prescribed in 19.708(b)(1)(ii), substitute the following paragraph (c) for paragraph (c) of the basic clause:

(c) Proposals submitted in response to this solicitation shall include a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, servicedisabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract.

Section J - List of Documents, Exhibits and Other Attachments

MANEUVER CENTER OF EXCELLENCE (MCoE)
Fort Benning, GA

MCoE-Historical Labor Categories

Common Labor Categories

The Government anticipates that performance under this contract will require the labor categories and qualifications specified below. Individuals performing in the same or similar labor categories shall meet the qualifications specified below. It is the contractor's responsibility to propose and employ contractor personnel with the correct labor types, skillsets, mix and hours to perform all individual task orders satisfactorily and professionally.

The contracting officer may allow additional labor categories to be used when they are required to perform individual task orders. Contractors who desire to use additional labor categories shall provide a written justification for that request in their task order proposals along with the qualifications (e.g., education, certifications, experience) and burdened hourly rate for that position. If approved by the contracting officer, the contract will be modified to incorporate the additional labor category, qualifications and burdened hourly rate which shall serve as a cap and be used to price future task orders as needed.

NOTE: Task areas (TA) **most likely** to use the labor category are listed following the title, in brackets, as one or more numbers, one (1) through six (6) inclusive. An "A" is used for all/any task areas,

A.1. Audio-Visual Technician. [TA 1, 2, 5, 6] Provides needed equipment for events; transport, set up, and repack sound and electronic equipment; may operate equipment at event. Maintains and cleans equipment; troubleshoot and resolve technical problems, minor repairs; arranges major repairs; tracks warranty information on equipment. Maintains inventory and usage records; schedules use of equipment; resolves usage conflicts.

A.2. Capabilities Writer. [TA 4] Any level of technical writer specializing in the military documents which support capability development. Experienced in writing documents within the Joint Capabilities Integration and Development System (JCIDS).

A.3. Computer Based Training Specialist. [TA 2, 5] Works with courseware production team (especially the instructional designer) to design, develop, revise and validate interactive computer based courseware. Uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. Uses appropriate programming/branching logic; plans screen layout and remediation/feedback techniques. Implements quality control, review processes, and revision procedures throughout the courseware development process.

A.4. Courseware Developer. [TA 2, 5] Responsible for curriculum development, revision, and maintenance. Technical curriculum may involve highly technical areas such as electronics repair or operation of weapons systems. Developer uses a computer to: organize and draft a curriculum that breaks a complex subject into blocks or units of instruction; create or edit graphics; and integrates graphics into curriculum. Courses may be instructor-based, computer-based, simulator-based, interactive, or non-interactive. Develops short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. May develop testing mechanisms (test questions, practical applications, or other proof of learning). May assist/train instructors in incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development of classroom techniques, development of alternative teaching techniques, and development of scenarios. May act as the testing officer, conduct test analysis, and development or revision of test items. Also known as Training Developer.

A.5. Doctrine Writer. [TA 3] Any level of technical writer specializing in the military documents which support doctrine development. Experienced in writing Army or other DoD doctrinal products.

A.6. Document Editor. [A] Collects and organizes technical, management and administrative information required for preparation of DOD manuals, training materials, installation guides, studies, briefs and reports. Leads and performs technical, journalistic and expository writing per requirements. Edits technical documentation including functional descriptions, system specifications, users' manuals, special reports, plans, technical documents, presentation graphics, or other customer deliverables and documents. Proofreads for grammar and spelling. May integrate graphics with deliverable documents in format required by the task. Bachelor's degree in English or related field.

A.7. Education Technologist. [TA 2, 5] Provides administrative expertise in instructional methodology, tests and measurement, curriculum development, and courseware format guidelines. Reviews and maintains task lists and objective hierarchies, and writes courseware materials in designated format (student study guide, workbooks, etc.). Works with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. Plans graphics and integrates completed graphics into curriculum. Tracks process/status on individual lesson; reviews lesson materials before submission to ensure revisions do not impact instructional flow. Monitors Alpha and Beta lecture presentations to evaluate course flow, and assist with lesson organization and content.

A.8. Graphics Artist. [TA 1, 2, 3, 5] Works with other teams to design and develop graphic/visual effects used in material (usually training or doctrine). Uses variety of specialized computer software to develop high quality illustrations, drawings, and animations supporting various media used within training curriculum, doctrinal products, and other publications. Uses specialized hardware and/or software for video/audio capture and editing of multimedia presentations; incorporates principles of layout design throughout the courseware production process; responsible for quality control, review and revision of all aspects of graphics development.

A.9. Information Security Specialist. [A] Under general supervision, uses current information security technology disciplines and practices to ensure the confidentiality, integrity and availability of government information assets in accordance with established standards and procedures. Also may be called **Cyber Security Specialist** or **Information Assurance Specialist**. Requires IAM/IAT certification.

A.10. Instructional Designer I. [TA 2, 5] Provides technical expertise in instructional methodology, tests and measurement, curriculum development, and courseware format guidelines. Develops strategies for delivery combination (e.g. large or small group or independent learning; instructor-led, student-led, or computer-based; seminar/lecture or hands-on/practical application) for effective learning. Works with Courseware Developers, Instructors, and SMEs to ensure accurate content. For computer-based learning: plans/designs level of interactivity; researches technologies available for implementation; determines platform(s) for delivery; develops storyboards, graphic placement, and narration; tests completed products for usability.

A.11. Instructional Designer II. [TA 2, 5] Provides technical expertise in instructional methodology, tests and measurement, curriculum development, and courseware format guidelines. Makes recommendations regarding strategies for delivery combination (e.g. large or small group or independent learning; instructor-led, student-led, or computer-based; seminar/lecture or hands-on/practical application) which would be most effective. Works with Courseware Developers, Instructors, and SMEs to ensure accurate content. Plans and designs delivery methods. Assists with research and development of instructional products.

A.12. Instructor I. [TA 2, 5] Experienced Instructor II, often with additional experience as a training analyst or courseware developer. Leads/trains team of instructors.

A.13. Instructor II. [TA 2, 5] Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Reviews and updates course materials; makes recommendations for improvements. Reviews test results for trends, incorporates mitigation procedures to reverse negative trends.

A.14. Military Analyst – Senior. [A] Provides research and analytical support for more than one U.S. Department of Defense (DoD) component (Army, Navy, Air Force, and Marine Corps) on Transformation and Modernization initiatives, emerging doctrine and tactics, future Warfighting concepts and strategic plans, or new systems

acquisition and fielding. Collects and analyzes lessons and best practices to produce Doctrine, Organization, Training and Education, Leadership, and Personnel (DOTLP) gap-filling products for the force. Also conducts analysis to identify and facilitate the resolution or mitigation of Army issues at the tactical, operational and strategic levels of war to include the institutional aspects of the Army. Min experience: **20 years** of active duty or related military work experience. Master's degree in any field.

A.15. Military Analyst - Intermediate. [A] SME who provides research and analytical support for a DoD component (U.S. Army, Navy, Air Force and Marine Corps) on Transformation and Modernization initiatives, emerging doctrine and tactics, future Warfighting concepts and strategic plans, or new systems acquisition and fielding. Collects and analyzes lessons and best practices to produce DOTLP gap-filling products for the force. Conducts analysis to identify and facilitate the resolution or mitigation of Army issues at the tactical, operational and strategic levels of war to include the institutional aspects of the Army. Min experience: **10 years** of active duty or related military work experience. Bachelor's degree in any field.

A.16. Military Analyst – Associate (or Junior). [A] SME who provides research and analytical support for a DoD component (U.S. Army, Navy, Air Force and Marine Corps) on Transformation and Modernization initiatives, emerging doctrine and tactics, future Warfighting concepts and strategic plans, or new systems acquisition and fielding. Minimum **6 years** of related military work experience. Associate's degree in any field.

A.17. Media Specialist. [TA 1, 2, 5, 6] Provides expertise and advice on types and use of media equipment appropriate to event or presentation audience. Creates audio, video, and other media content. May include 2D and 3D graphics, animation, photography, or video. Works with team in creating instructional materials.

A.18. Military Trainer. [TA 2, 4, 5] Training analyst, training specialist, or instructor who trains or develops training specific to military audiences. May train through demonstration, lecture/seminar.

A.19. Multimedia Software Engineer. [TA 1, 2, 6] Uses software design to develop function. Works with programmers / coders to map out programming tasks; combines tasks into larger programs, or new features for existing software. Tests and documents software features; troubleshoots and debugs applications; develops event-driven application routines or sub-routines; writes or revises simulator/simulation scenarios.

A.20. Operations Specialist - Associate (or Junior). [A] Under supervision, performs routine functions, processes, and procedures associated with the management of an organization. May provide recommendations for process improvements. Acts as project officer for recurring events. May also be responsible for one or two integral aspects, such as resource management, logistics, planning and execution, administration, personnel management, or security. Associate's degree in any field, and experience in the organization.

A.21. Operations Research Analyst. [A] Performs or assists in projects/assignments; works with team, applying conventional operations research methods and techniques to complete projects; checks reports, records, ledgers, and other documents against source documents; researches using appropriate methods or techniques; develops courses of action which include appropriate elements (cost, time, personnel, dependencies, anticipated outcomes, challenges, uncertainties, etc.); draws conclusions and makes recommendations based on facts and known factors. Uses critical thinking and innovation for more complex problems. Bachelor's degree with major field of study/specific course requirements in operations research or related (mathematics, probability, statistics, mathematical logic, or general science).

A.22. Operations Specialist – Intermediate. [A] With minimal supervision, performs routine and special functions, processes, and procedures associated with the management of an organization; researches and provides recommendations for process improvements. Acts as project officer for recurring and non-recurring events. Responsible for multiple aspects. Bachelor's degree in any field, and **5 years** of experience in operations.

A.23. Operations Specialist – Senior. [A] Supervises and/or performs all functions in the normal operations of an organization. Responsible for oversight or performs most functional areas and aspects within the organization. Implements improvements to processes and procedures. Project officer for special events. Master's degree in any field, and **10 years** of experience in operations.

A.24. Program Manager. Organizes, directs, and manages contract operation support functions, involving multiple and complex inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Bachelor's degree in any field with **15 years** of experience in management of projects and leading teams OR Master's degree in any field with **12 years** of experience in management of projects and leading teams.

A.25. Project Manager – Intermediate. [A] Oversees the operational planning, establishment, execution, and evaluation of less complex program/project typically consisting of a set of closely related subprograms or associated activities. Minimum of **5 years** of increasing responsibility, including experience successfully managing a variety of less complex projects. Oversees budgetary, operational, administrative, and human resources management of the program, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

A.26. Project Manager - Senior. [A] Oversees the operational planning, establishment, execution, and evaluation of complex, multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Minimum of **10 years** of increasing responsibility, with at least **5 years** of managing increasingly complex projects. Oversees budgetary, operational, administrative, and human resources management of the program, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

A.27. Subject Matter Expert. [A] Possesses an in-depth knowledge of a particular area. Provides technical knowledge, advice, and/or analysis in their specialty, such as: highly specialized applications and operational environments; high-level functional system analysis, design, integration, documentation and implementation; exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, to resolve exceptionally difficult and/or narrowly defined technical problems, and arrive at automated, practical, or feasible solutions. Participates and advises in all phases of development, with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. SME categories/areas of expertise used herein include:

- **Analytic** – Requires certification in an analytic mathematics-based discipline which employs advanced mathematical principles and/or scientific methods, such as Six Sigma, Lean Six Sigma, or Operations Research Systems Analysis (ORSA)
- **Functional** – Requires extensive knowledge/degree in a functional area or applied discipline not otherwise defined herein, such as: business and business practices; general engineering; or educational techniques for adult education.
- **IT Level I** – Requires a degree/experience in computer science/related field, appropriate computer certifications with elevated permissions/access for computer system administration, computer desktop support, computer helpdesk, and computer-user interface issues.
- **IT Level II** – Requires a degree/experience in computer science/related field, appropriate network certifications with elevated permissions/access for network administrator, network engineer, or database administrator.
- **Military** – Requires extensive knowledge, use, employment, or tactical application of military-specific vehicles, weapons, weapon systems, or processes. Such knowledge is usually gained by hands-on application through active duty or reserve military service, or an advanced degree in military science. (Examples: Bradley Master Gunner, Small Arms Armorer, Tank Mechanic, Mortar Crewman.)

Services under this LCAT are not senior mentor services as defined by Secretary of Defense Memorandum, subject: Policy on Senior Mentors (April 1, 2010).

A.28. Technical Writer – Associate. [A] Revises or writes material that is mostly standardized for reports, manuals, briefs, regulations, policies, and training/education materials. Receives assignment and technical information from a supervisor or senior writer; may be provided notes or manuals containing operating procedures and details; and may observe production, developmental, or experimental activities to expand or verify the provided

operating procedures and details. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; may maintain records and files of work and revisions; may select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication; and coordinate publication, duplication and distribution of material.

A.29. Technical Writer/Editor. [A] Possesses the combined skills of a document editor and technical writer (any level).

A.30. Technical Writer – Intermediate. [A] Develops, writes, and edits material for reports, manuals, briefs, regulations, policies, and training/education materials. Conducts interviews and/or research necessary. Plans sequence and detail; organizes material; completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May perform all of the following tasks: maintain records and files of work and revisions; select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication; coordinate publication, duplication and distribution of material; write speeches, articles, and public or employee relations releases; and edit, standardize, or make changes to material prepared by others. Minimum experience: 6 years of related work experience.

A.31. Training Analyst. [TA 2, 5] SME who analyzes user needs in simple subjects to determine training requirements as they apply to the topic in question. Works with senior training analyst to incorporate the training solution into new or existing training programs.

A.32. Training Analyst - Senior. [TA 2, 5] SME who analyzes user needs in complex subjects to determine training requirements. Works with technical experts and instructional technologists to incorporate the training solution into new or existing training programs. May provide life-cycle support for resulting training systems or programs.

A.33. Training Specialist. [TA 2, 5] Trains personnel by conducting formal classroom courses, workshops, seminars and/or computer-based/computer-aided training. Conducts the research necessary to develop and revise training courses and prepares appropriate training products. Develops all instructor and student materials and training evaluation methods. Designs and implements user support help systems for applications developed in-house.

A.34. Word Processor - Associate. [A] Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

WD 15-4527 (Rev.-9) was first posted on www.wdol.gov on 08/14/2018

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 | WASHINGTON D.C. 20210

| Wage Determination No.: 2015-4527
 Daniel W. Simms Division of | Revision No.: 9
 Director Wage Determinations | Date Of Revision: 08/08/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts

States: Alabama, Georgia

Area: Alabama County of Russell
 Georgia Counties of Chattahoochee, Harris, Marion, Muscogee

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.45
01012 - Accounting Clerk II		15.15
01013 - Accounting Clerk III		17.27
01020 - Administrative Assistant		22.45
01035 - Court Reporter		17.71
01041 - Customer Service Representative I		11.67
01042 - Customer Service Representative II		13.13
01043 - Customer Service Representative III		14.32
01051 - Data Entry Operator I		12.11
01052 - Data Entry Operator II		13.34
01060 - Dispatcher, Motor Vehicle		15.20
01070 - Document Preparation Clerk		14.10
01090 - Duplicating Machine Operator		14.10
01111 - General Clerk I		11.81
01112 - General Clerk II		12.88
01113 - General Clerk III		14.46
01120 - Housing Referral Assistant		19.75
01141 - Messenger Courier		11.24
01191 - Order Clerk I		13.56
01192 - Order Clerk II		15.04
01261 - Personnel Assistant (Employment) I		15.61
01262 - Personnel Assistant (Employment) II		17.47
01263 - Personnel Assistant (Employment) III		19.49
01270 - Production Control Clerk		21.29
01290 - Rental Clerk		11.56
01300 - Scheduler, Maintenance		15.83
01311 - Secretary I		15.83
01312 - Secretary II		17.71
01313 - Secretary III		19.75
01320 - Service Order Dispatcher		13.35
01410 - Supply Technician		22.45
01420 - Survey Worker		14.94
01460 - Switchboard Operator/Receptionist		11.52
01531 - Travel Clerk I		11.62
01532 - Travel Clerk II		12.49
01533 - Travel Clerk III		13.23
01611 - Word Processor I		14.10
01612 - Word Processor II		15.83

01613 - Word Processor III	17.71
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.32
05010 - Automotive Electrician	17.62
05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	13.96
05130 - Motor Equipment Metal Mechanic	17.93
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	17.93
05220 - Motor Vehicle Mechanic Helper	13.86
05250 - Motor Vehicle Upholstery Worker	15.59
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	16.98
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	12.30
05400 - Transmission Repair Specialist	17.93
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.07
07041 - Cook I	11.37
07042 - Cook II	13.07
07070 - Dishwasher	9.02
07130 - Food Service Worker	9.28
07210 - Meat Cutter	15.06
07260 - Waiter/Waitress	8.81
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.65
09040 - Furniture Handler	12.85
09080 - Furniture Refinisher	19.65
09090 - Furniture Refinisher Helper	15.03
09110 - Furniture Repairer, Minor	17.36
09130 - Upholsterer	19.65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.87
11060 - Elevator Operator	10.87
11090 - Gardener	14.59
11122 - Housekeeping Aide	9.65
11150 - Janitor	9.65
11210 - Laborer, Grounds Maintenance	12.62
11240 - Maid or Houseman	9.46
11260 - Pruner	11.54
11270 - Tractor Operator	14.76
11330 - Trail Maintenance Worker	12.62
11360 - Window Cleaner	10.55
12000 - Health Occupations	
12010 - Ambulance Driver	17.51
12011 - Breath Alcohol Technician	17.51
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	24.72
12020 - Dental Assistant	16.00
12025 - Dental Hygienist	32.84
12030 - EKG Technician	26.39
12035 - Electroneurodiagnostic Technologist	26.39
12040 - Emergency Medical Technician	17.51
12071 - Licensed Practical Nurse I	15.05
12072 - Licensed Practical Nurse II	16.84
12073 - Licensed Practical Nurse III	18.78
12100 - Medical Assistant	12.69
12130 - Medical Laboratory Technician	19.45
12160 - Medical Record Clerk	14.28
12190 - Medical Record Technician	16.58
12195 - Medical Transcriptionist	16.08
12210 - Nuclear Medicine Technologist	37.01
12221 - Nursing Assistant I	10.38
12222 - Nursing Assistant II	11.34
12223 - Nursing Assistant III	12.38
12224 - Nursing Assistant IV	13.89
12235 - Optical Dispenser	17.11
12236 - Optical Technician	14.62
12250 - Pharmacy Technician	13.96

12280 - Phlebotomist	14.19
12305 - Radiologic Technologist	23.98
12311 - Registered Nurse I	21.20
12312 - Registered Nurse II	25.94
12313 - Registered Nurse II, Specialist	25.94
12314 - Registered Nurse III	31.36
12315 - Registered Nurse III, Anesthetist	31.36
12316 - Registered Nurse IV	37.60
12317 - Scheduler (Drug and Alcohol Testing)	21.69
12320 - Substance Abuse Treatment Counselor	19.77
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.65
13012 - Exhibits Specialist II	26.82
13013 - Exhibits Specialist III	32.80
13041 - Illustrator I	21.65
13042 - Illustrator II	26.82
13043 - Illustrator III	32.80
13047 - Librarian	29.70
13050 - Library Aide/Clerk	11.73
13054 - Library Information Technology Systems Administrator	26.82
13058 - Library Technician	21.65
13061 - Media Specialist I	19.35
13062 - Media Specialist II	21.65
13063 - Media Specialist III	24.14
13071 - Photographer I	14.46
13072 - Photographer II	16.18
13073 - Photographer III	20.04
13074 - Photographer IV	24.51
13075 - Photographer V	29.66
13090 - Technical Order Library Clerk	20.50
13110 - Video Teleconference Technician	19.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.15
14042 - Computer Operator II	16.95
14043 - Computer Operator III	18.90
14044 - Computer Operator IV	21.00
14045 - Computer Operator V	23.25
14071 - Computer Programmer I	(see 1) 22.26
14072 - Computer Programmer II	(see 1) 27.59
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.15
14160 - Personal Computer Support Technician	21.00
14170 - System Support Specialist	32.79
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.27
15020 - Aircrew Training Devices Instructor (Rated)	34.20
15030 - Air Crew Training Devices Instructor (Pilot)	40.99
15050 - Computer Based Training Specialist / Instructor	28.27
15060 - Educational Technologist	32.28
15070 - Flight Instructor (Pilot)	40.99
15080 - Graphic Artist	21.43
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	39.48
15086 - Maintenance Test Pilot, Rotary Wing	39.48
15088 - Non-Maintenance Test/Co-Pilot	39.48
15090 - Technical Instructor	21.88
15095 - Technical Instructor/Course Developer	26.78
15110 - Test Proctor	17.67
15120 - Tutor	17.67
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.58
16030 - Counter Attendant	8.58
16040 - Dry Cleaner	10.41
16070 - Finisher, Flatwork, Machine	8.58
16090 - Presser, Hand	8.58
16110 - Presser, Machine, Drycleaning	8.58

16130 - Presser, Machine, Shirts	8.58
16160 - Presser, Machine, Wearing Apparel, Laundry	8.58
16190 - Sewing Machine Operator	11.03
16220 - Tailor	11.62
16250 - Washer, Machine	9.15
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.81
19040 - Tool And Die Maker	24.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.09
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29
21050 - Material Handling Laborer	11.19
21071 - Order Filler	11.23
21080 - Production Line Worker (Food Processing)	14.09
21110 - Shipping Packer	15.27
21130 - Shipping/Receiving Clerk	15.27
21140 - Store Worker I	11.13
21150 - Stock Clerk	14.55
21210 - Tools And Parts Attendant	14.09
21410 - Warehouse Specialist	14.09
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.14
23019 - Aircraft Logs and Records Technician	17.50
23021 - Aircraft Mechanic I	20.94
23022 - Aircraft Mechanic II	22.14
23023 - Aircraft Mechanic III	23.26
23040 - Aircraft Mechanic Helper	15.15
23050 - Aircraft, Painter	19.81
23060 - Aircraft Servicer	17.50
23070 - Aircraft Survival Flight Equipment Technician	19.81
23080 - Aircraft Worker	18.71
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	18.71
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	20.94
23110 - Appliance Mechanic	19.65
23120 - Bicycle Repairer	13.59
23125 - Cable Splicer	29.67
23130 - Carpenter, Maintenance	16.50
23140 - Carpet Layer	18.56
23160 - Electrician, Maintenance	21.24
23181 - Electronics Technician Maintenance I	19.46
23182 - Electronics Technician Maintenance II	20.76
23183 - Electronics Technician Maintenance III	23.23
23260 - Fabric Worker	17.36
23290 - Fire Alarm System Mechanic	20.69
23310 - Fire Extinguisher Repairer	16.16
23311 - Fuel Distribution System Mechanic	20.78
23312 - Fuel Distribution System Operator	16.16
23370 - General Maintenance Worker	16.27
23380 - Ground Support Equipment Mechanic	20.94
23381 - Ground Support Equipment Servicer	17.50
23382 - Ground Support Equipment Worker	18.71
23391 - Gunsmith I	16.29
23392 - Gunsmith II	18.71
23393 - Gunsmith III	20.94
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.65
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	20.77
23430 - Heavy Equipment Mechanic	21.33
23440 - Heavy Equipment Operator	16.27
23460 - Instrument Mechanic	20.78
23465 - Laboratory/Shelter Mechanic	19.81
23470 - Laborer	10.96
23510 - Locksmith	19.65
23530 - Machinery Maintenance Mechanic	20.94
23550 - Machinist, Maintenance	20.08
23580 - Maintenance Trades Helper	11.99

23591 - Metrology Technician I	20.78
23592 - Metrology Technician II	21.97
23593 - Metrology Technician III	23.08
23640 - Millwright	21.00
23710 - Office Appliance Repairer	18.44
23760 - Painter, Maintenance	15.59
23790 - Pipefitter, Maintenance	21.00
23810 - Plumber, Maintenance	19.86
23820 - Pneudraulic Systems Mechanic	20.78
23850 - Rigger	20.78
23870 - Scale Mechanic	18.56
23890 - Sheet-Metal Worker, Maintenance	22.99
23910 - Small Engine Mechanic	18.56
23931 - Telecommunications Mechanic I	21.77
23932 - Telecommunications Mechanic II	23.02
23950 - Telephone Lineman	18.61
23960 - Welder, Combination, Maintenance	18.82
23965 - Well Driller	20.78
23970 - Woodcraft Worker	20.78
23980 - Woodworker	16.16
24000 - Personal Needs Occupations	
24550 - Case Manager	13.70
24570 - Child Care Attendant	11.06
24580 - Child Care Center Clerk	13.83
24610 - Chore Aide	9.46
24620 - Family Readiness And Support Services Coordinator	13.70
24630 - Homemaker	15.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.78
25040 - Sewage Plant Operator	18.18
25070 - Stationary Engineer	20.78
25190 - Ventilation Equipment Tender	15.24
25210 - Water Treatment Plant Operator	18.18
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.33
27007 - Baggage Inspector	13.38
27008 - Corrections Officer	16.85
27010 - Court Security Officer	18.14
27030 - Detection Dog Handler	15.58
27040 - Detention Officer	16.85
27070 - Firefighter	20.34
27101 - Guard I	13.38
27102 - Guard II	15.58
27131 - Police Officer I	18.65
27132 - Police Officer II	20.72
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.30
28042 - Carnival Equipment Repairer	12.15
28043 - Carnival Worker	8.84
28210 - Gate Attendant/Gate Tender	12.90
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.42
28510 - Recreation Aide/Health Facility Attendant	10.53
28515 - Recreation Specialist	15.99
28630 - Sports Official	11.49
28690 - Swimming Pool Operator	17.09
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.67
29020 - Hatch Tender	19.67
29030 - Line Handler	19.67
29041 - Stevedore I	18.38
29042 - Stevedore II	20.81
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.30
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.97
30021 - Archeological Technician I	17.25
30022 - Archeological Technician II	19.28
30023 - Archeological Technician III	23.89

30030 - Cartographic Technician	23.89
30040 - Civil Engineering Technician	24.01
30051 - Cryogenic Technician I	26.47
30052 - Cryogenic Technician II	28.64
30061 - Drafter/CAD Operator I	17.25
30062 - Drafter/CAD Operator II	19.28
30063 - Drafter/CAD Operator III	21.51
30064 - Drafter/CAD Operator IV	26.47
30081 - Engineering Technician I	15.43
30082 - Engineering Technician II	17.32
30083 - Engineering Technician III	19.38
30084 - Engineering Technician IV	27.52
30085 - Engineering Technician V	33.30
30086 - Engineering Technician VI	35.53
30090 - Environmental Technician	21.72
30095 - Evidence Control Specialist	23.41
30210 - Laboratory Technician	22.33
30221 - Latent Fingerprint Technician I	26.47
30222 - Latent Fingerprint Technician II	28.64
30240 - Mathematical Technician	23.89
30361 - Paralegal/Legal Assistant I	18.37
30362 - Paralegal/Legal Assistant II	22.75
30363 - Paralegal/Legal Assistant III	27.83
30364 - Paralegal/Legal Assistant IV	33.68
30375 - Petroleum Supply Specialist	28.64
30390 - Photo-Optics Technician	23.24
30395 - Radiation Control Technician	28.64
30461 - Technical Writer I	24.01
30462 - Technical Writer II	29.36
30463 - Technical Writer III	35.53
30491 - Unexploded Ordnance (UXO) Technician I	24.24
30492 - Unexploded Ordnance (UXO) Technician II	29.33
30493 - Unexploded Ordnance (UXO) Technician III	35.16
30494 - Unexploded (UXO) Safety Escort	24.24
30495 - Unexploded (UXO) Sweep Personnel	24.24
30501 - Weather Forecaster I	26.47
30502 - Weather Forecaster II	31.54
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 21.51
30621 - Weather Observer, Senior	(see 2) 24.01
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	29.33
31020 - Bus Aide	12.43
31030 - Bus Driver	16.72
31043 - Driver Courier	11.99
31260 - Parking and Lot Attendant	10.35
31290 - Shuttle Bus Driver	12.77
31310 - Taxi Driver	10.53
31361 - Truckdriver, Light	12.77
31362 - Truckdriver, Medium	13.62
31363 - Truckdriver, Heavy	18.26
31364 - Truckdriver, Tractor-Trailer	18.26
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.30
99030 - Cashier	8.81
99050 - Desk Clerk	10.10
99095 - Embalmer	24.24
99130 - Flight Follower	24.24
99251 - Laboratory Animal Caretaker I	11.50
99252 - Laboratory Animal Caretaker II	12.35
99260 - Marketing Analyst	24.55
99310 - Mortician	24.24
99410 - Pest Controller	16.71
99510 - Photofinishing Worker	12.74
99710 - Recycling Laborer	14.89
99711 - Recycling Specialist	17.42
99730 - Refuse Collector	13.62
99810 - Sales Clerk	10.80
99820 - School Crossing Guard	12.27
99830 - Survey Party Chief	16.51

99831 - Surveying Aide	11.70
99832 - Surveying Technician	16.00
99840 - Vending Machine Attendant	15.37
99841 - Vending Machine Repairer	18.98
99842 - Vending Machine Repairer Helper	15.37

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.48 per hour or \$179.20 per week or \$776.53 per month

HEALTH & WELFARE EO 13706: \$4.18 per hour, or \$167.20 per week, or \$724.53 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dyeing, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms

of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that

determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).