

**Visible Accessible Understandable Linked Trusted (VAULT)  
Subject Matter Expert (SME) Support  
Indefinite Delivery / Indefinite Quantity (IDIQ) Contract**

**AT**

**VARIOUS CONUS LOCATIONS  
AND  
VARIOUS OCONUS LOCATIONS**

**19 OCT 2020**

**SCOPE AND ORDERING GUIDE**

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## SECTION I

### 1.0 DESCRIPTION OF SERVICES

1.1 Purpose. The purpose of this contract is to obtain contracted Visible Accessible Understandable Linked Trusted (VAULT) Subject Matter Expert support (SME) to advise on and/or perform: data preparation and architecture, development of agile algorithmic solutions, evaluate and/or execute data governance and data maturity models; and conduct data analytics using state of the art mathematical and machine learning/artificial intelligence techniques and other data analytic lines of research/effort as defined in the SAF/CO Strategic Plan, Data Services Reference Architecture and Data For A Digital Air Force which are attached to this contract.

1.2 Background. This requirement is derived from the SAF/CO mission directive mandating the CDO and the broader Air Force community to utilize data as a strategic asset. The Air Force Chief Data Officer's primary role is to ensure that timely high-quality data is available to internal and external stakeholders in order to fulfill mission requirements. SAF/CO Strategy Division is responsible for setting the vision and goals for change, and providing the enabling architecture, standards, governance, and inform AF-wide talent management plans that will empower Airmen and the systems they operate to leverage and act upon quality data at speed and scale. As such, they maintain and update the strategic framework for ensuring the AF data is secure, visible, accessible, understandable, linked, and trusted with and across every function, mission area, and domain of operations to deliver decision advantage. SAF/CO Operations Division is responsible for establishing and leveraging appropriate enterprise environment(s), and operating the resulting Air Force Data Lab to validate and mature processes to operationalize data. They work in collaboration with strategic partners to leverage data to support, enhance and execute the mission. They partner with appropriate analytic organizations to conduct unique use cases, peer review, programmatic development, and technological assessments to provide capabilities that inform the decision-making process and enable data-driven decisions.

## SECTION II

### 2.0 IDIQ SCOPE

2.1 Scope. Services and deliverables include five (5) Data Analytics as a Service categories: Data Acquisition, Preparation & Architecture; Agile Algorithm Solutions; Data Governance; Data Analytics; Data Environment Development. The Contractor shall provide all services, materials, supplies, equipment, and project supervision, as required in connection with any task orders awarded using VAULT IDIQ. The primary NAICS for this IDIQ is: 541990 All other professional, scientific, and technical services.

Task orders issued on the VAULT IDIQ cover services that are: commercial; classified (Secret, Top Secret, SCI and unclassified; and performance shall be CONUS (OCONUS travel is authorized).

Contract Type: Task orders can be Firm Fixed Price (FFP) or Firm Fixed Price Level of Effort (FFP-LOE)

## 2.2 Responsibilities:

### Contracting Officer (CO)

The CO is responsible for the award, administration, and management of the VAULT IDIQ and any solicitations, source selections, task orders and task order modification modifications utilizing the VAULT IDIQ

- Monitoring and evaluating performance of each primary contractors
- Conducting meetings with prime contractors as scheduled and/or necessary
- Providing advice and guidance to appointed Contracting Officer Representative (CORs), Senior leaders, and VAULT primary contract holders regarding all VAULT related matters
- Appointing and terminating all CORs utilizing VAULT
- Providing contract specific training to all appointed CORs
- Ensure Contractor Performance Assessment Reporting Systems (CPARS) completed as required
- Ensure quarterly Program Management Reviews (PMR) are completed with primary contractors

### SAF/CO COR/Program Manager (PM)

The SAF/CO COR/PM is responsible for the overall VAULT program

- Ensuring all VAULT requests forms are properly completed at the appropriate level and sent to the appropriate approval authority within SAF/CO
- Ensuring all requesting agencies have identified a COR and provided list of required training that shall be completed prior to award of any task order
- Ensure all requirement documents are completed prior to submission to the CO
- Ensure annual CPARS reports are completed for each primary contractor annually and by all required task order CORs
- If no CPARS is required due to dollar threshold; ensure CPARS form completed by COR prior to task order closeout
- Ensure COR reports, invoices, and running balance sheets are uploaded into SPM monthly for each task order COR
- Ensure CORs with task orders 12 months or longer have quarterly PMRs

### Task Order CORs:

- Ensure training is up to date
- Ensure COR reports, invoices, running balance sheets are uploaded in JAM monthly
- Monitor contractor performance using develop Quality Assurance Surveillance Plan (QASP)
- Keep up-to-date copy of the Performance Work Statement (PWS) to ensure compliance
- Elevate issues to the SAF/CO COR or AFDW/CO when issues cannot be resolved at lowest level
- Approve invoices; if invoice approval is with the Resource Advisor (RA) ensure invoices are reviewed by the COR for consistency
- Approve Common Access Card request (if applicable)

- Approve DD254 (Security Requirements); if applicable
- Assist with task order closeout
- Conduct quarterly PMR if task order 12 months or longer
- Complete CPARS if task order over \$1M; if not, complete CPARS form and turn-in to SAF/CO COR at the end of task order performance

Contracting Officer Representative Training and System Access Requirements can be found in Appendix 2.

TOPR Evaluators:

Sign Non-Disclosure Agreement  
Sign Conflict of Interest Statement  
Review VAULT training slides  
Evaluate proposals IWA established evaluation criteria

Vendors (IDIQ level):

Shall provide point of contact information for the following:

- Scope Determination Request
- Contract Specific Issues/Awards/Modifications
- Task Order Proposal Request Inquiries
- Executive Leadership Engagement/Inquiries
- Ask Me Anything Sessions

Adhere to the proposal procedures for VAULT  
Update POC information with AFDW/PKS and SAF/CO  
Report any issues to SAF/CO COR and Contracting Officer (as required)  
Attend IDIQ level Program Management Reviews (PMR)  
Provide Monthly Status Reports (MSR)

SECTION III.

3.0 ORDERING GUIDE

3.1 Who is this Ordering Guide written for? This short guide is written for the users of and contractors on the VAULT SME Support contract. It explains the process that will be used when awarding each task order. The Guide addresses contracting processes and concepts specific to the VAULT IDIQ, please contact AFDW/PKS, Air Force District of Washington Contracting, SAF Enterprise Support Division with applicable questions.

3.2 Restrictions and minimums associated with task orders

Competition and Exception to Fair Opportunity

This is a centralized multi-award IDIQ. There are no minimum task order or dollar requirements (with the exception of the required initial task order at IDIQ award). Task orders will primarily be competitive ([see section 3.8 for evaluation criteria](#)). However, the Government reserves the right to award sole source based on an exception to fair opportunity per FAR 16.505” Ordering.”

### 3.3 Who can use this IDIQ?

All task order request over \$25M shall be made through and approved by SAF/CO prior to submission to AFDW/PKS for solicitation and award. See the approval matrix (Table 1) below:

Approval Matrix (Table 1)

	Request Signature Level <b>**Non-delegable**</b>	Over \$25M <b>**Non-delegable**</b>
Headquarters Air Force	Deputy Directors, Directors, Assistant Principals and Principles (2-Letters)	SAF/CO or SAF/CDO
Major Commands	Deputy Major Command Commanders	SAF/CO or SAF/CDO
Combatant Commands	Deputy Combatant Commanders	SAF/CO or SAF/CDO
Other Services	Service Chief Management Officers (CMO)	SAF/CO or SAF/CDO
Office of the Secretary of Defense (OSD)	Principle Staff Assistants	SAF/CO or SAF/CDO

\*\*\*The request office and approval levels are a permanent requirement. No delegations. No exceptions.\*\*\*

All task order requests under \$25M shall be routed, coordinated, and approved by the Contracting Officer Representative.

### Off Ramping

Awarded VAULT vendors are only allowed to declare a “no bid” two (2) consecutive times. On the third consecutive “no bid” the Offeror will be off ramped (removed) as a VAULT vendor and will no longer be able to propose on future TOPRs.

If the Offeror believes that there is a Conflict of Interest as a reason for their “no bid” they must notify the Contracting Officer immediately for a determination on whether or not a Conflict of Interest exists. If the Contracting Officer determines that there is a valid Conflict of Interest then the Offeror will be able to “no bid” without negative consequences.

The Contracting Officer may also determine that there are extenuating circumstances that may lead an Offeror to submit a “no bid” (e.g. simultaneous TOPRs, at staffing capacity, etc). If the

Offeror believes that there is an extenuating circumstance as a reason for their “no bid” they must notify the Contracting Officer immediately for a determination on whether the extenuating circumstance is valid. If the Contracting Officer determines the circumstance to be valid then the Offeror will be able to “no bid” without negative consequence.

Applies to Extended and Standard TOPR procedures only; DOES NOT apply to Expedited TOPR procedures ([see section 4.5 for TOPR procedures](#))

\*\*If the Government does not receive responses to an expedited TOPR, the Government shall execute an exception to fair opportunity to a VAULT vendor at its sole discretion\*\*

Awarded VAULT vendors are only allowed to receive two (2) marginal/unacceptable technical proposal ratings during the five (5) year ordering period. After receipt of the third marginal/unacceptable technical rating, the vendor will be off ramped (removed) as a VAULT IDIQ vendor and will no longer be able to propose on future task order requests.

Awarded VAULT vendors that provide poor performance will be off ramped (removed) as a VAULT IDIQ vendor and will no longer be able to propose on future task order request. Poor performance includes: missing milestones and deadlines, not performing IAW vendor’s proposal, misconduct of employees, and poor quality of deliverables. Poor performance determinations are at the sole discretion of the Government.

\*\*Any notices of removal will be provided in writing to the vendor from the Contracting Officer\*\*

### On Ramping

The Government anticipates that the scope of this contract may grow throughout the life of this contract depending on emerging/expanding technologies. If the Contracting Officer determines that the number of contractors falls below either a level where competition is no longer reasonable (due to off ramping) or if additional vendors need to be on ramped to meet the increased scope, then the source selection will be re-opened and vendors will be allowed to submit proposals to be on ramped into the VAULT program.

Evaluation criteria will be the same as that used in the original source selection and any vendors currently performing on the VAULT program will be retained on the program and not required to submit new proposals. Any contractor that was off ramped from the program will not be eligible to re-propose during an on ramping cycle.

### 3.4 Scope determination & Request for Information (RFI)

Potential mission partners can submit a request for scope determination and/or RFI for market research purposes to AFDW/PKS.

A scope determination request will require a draft statement of objectives. The Contracting office will provide a response to scope determination requests no later than five (5) business

days. If the scope determination requires input from the vendors, the request will take up to ten (10) business days.

RFI's can be no more than 10 questions and the responses from the IDIQ vendors will be no longer than two (2) pages total.

3.5 VAULT Task Order Proposal Request (TOPR) ordering procedures  
(FOR GOVERNMENT PERSONNEL)

1. Complete the project request form ([see template Appendix 10.1- Attachments](#))
  - a. Mission partners require a trained COR ([see 2.3-Responsibilities for list of required training and system access requirements](#))
  - b. Submit complete requirement package
    - i. Statement of Objectives ([see template Appendix 10.1- Attachments](#))
    - ii. Certified Funding (Form 9, MIPR if outside Air Force)
      1. Planning PR is acceptable for EOY actions
    - iii. Signed Source Selection NDA ([see appendix 10.1-Attachments](#))
    - iv. Signed conflict of interest ([see appendix 10.1-1-Attachments](#))
    - v. Independent Government Estimate ([see appendix 10.1- Attachments](#))
2. The requiring office submits an official request for SAF/CO support for Task Orders over \$25M, under \$25M requests are sent to TBD. For further information regarding the request for project support and to submit a support request please contact SAF/CO.
3. Appropriate office within SAF/CO approves the request for over \$25M (see table 1 for approval matrix).
4. SAF/CO COR provides the completed package to AFDW/PKS for review
5. AFDW/PKS confirms all required documents are complete, provides any feedback and comments (if required)
6. AFDW/PKS sends the requirement package (minus the IGE) and sets up the Ask Me Anything (AMA) session
7. Vendors will be given a suspense for questions in the TOPR. The Government will review the questions prior to the AMA to prepare for the session. The requiring office shall make themselves available for the AMA. SAF/CO nor AFDW/PKS is responsible for AMA sessions. If the requiring office is not available, the request will be cancelled and a new request will need to be submitted.
8. After AMA session, the requiring office in conjunction with AFDW/PKS will make any changes to the TOPR and AFDW/PKS releases the TOPR
9. Depending on the approved request form, vendors have the following timelines to provide a proposal package:

*Extended	30 Calendar Days
*Standard	10 Calendar Days
*Expedited	3 Calendar Days

\* Exact number of days will be indicated in each task order proposal request

10. Vendors respond with technical proposal including a Pricing, Technical solution (PWS), Staffing Matrix (see appendix 2), and SB utilization plan (see appendix 2).
11. The Government requiring office has five (5) business days to evaluate proposals submitted by the vendors and respond to AFDW/PKS via the evaluation worksheets (see

appendix 2) with recommendations using the established evaluation criteria.

- a. Deviation from the established evaluation criteria will cause delays in the acquisition process. Unsubstantiated ratings will be returned to evaluators for re-write. The Contracting officer will remain the decision authority on all task orders unless a formal request is made to change the decision authority.
12. Actual start of work is based on the defined period of performance, but a minimum of five (5) business days is recommended to allow coordination for a task order initiation meeting and the contractor finalizing and ensuring availability of personnel.

### 3.6 VAULT evaluation task order proposal request and evaluation procedures (FOR VENDORS)

1. AFDW/PKS provides the applicable Vendors with TOPR package. The Contracting office will schedule the AMA.
2. Vendors shall respond by the suspense date stated in the TOPR.
3. Vendors shall identify if any questions are strategy specific. If any questions are deemed specific to a vendor’s strategy, a follow-up call will be made to answer those questions only. All other questions will be answered openly during the AMA. The requesting company will not be revealed during the AMA.
  - a. The Contracting officer is the only individual that will deem a question strategy specific. If the question is deemed non-strategy specific by the CO, the CO will provide that response to the vendor prior to the AMA. The vendor has the option to either withdraw the question or have the question submitted for response during the AMA.
4. Any changes made to the TOPR as a result of the AMA will be incorporated into an amended TOPR package. The TOPR timeline starts when the TOPR is sent. TOPR response time depends on the process selected by the mission partner.
5. Depending on the procedure selected, vendors have the following timelines to provide a proposal package:

*Extended	30 Calendar Days
*Standard	10 Calendar Days
*Expedited	3 Calendar Days

\* Exact number of days will be indicated in each task order proposal request

6. Vendors respond with technical proposal including Pricing, Technical solution (PWS), Staffing Matrix with actual hire information (key personnel only), and SB utilization plan ([see appendix 10.1-Attachments](#)).
7. All written submittals shall be on 8 ½ x 11 paper with 1 inch margins. Font shall be no smaller than 12pt with no smaller than 6pt under graphics, pictures, charts, etc. The proposal will provide the vendor’s solution in the form of a performance work statement which will include milestones (timeline) and deliverables. The proposal will also provide any assumptions. Pricing will be either an overall priced FFP or FFP-LOE CLIN with a narrative package which will include all labor, travel, materials, tools, etc. to complete the project. Do not include a breakdown of cost elements in your narrative.
8. For any oral presentation requests, only the technical solution will be provided via PowerPoint slides. All other elements will still be written.
  - a. In an Exception to Fair Opportunity situation, the Government will require Other

than Cost or Pricing Data to determine the price Fair and Reasonable. This may include but is not limited to recent contracts for similar services

9. Each vendor must also provide an Excel Spreadsheet with each employee's name and security clearance that will be working each individual task order with its proposal (if applicable). Once awarded clearance verification will be required.
10. The Contract officer will notify the awardee and non-awardees in writing via the evaluation form of their respective overall technical rating and price. The evaluation form will provide feedback for each respective vendors proposal (each vendor will only receive their own evaluation form). The final form will also provide the successful vendors overall technical rating and price.
11. Actual start of work is based on the defined period of performance, but a minimum of five (5) business days is recommended to allow coordination a task order initiation meeting and the contractor finalizing and ensuring availability of personnel required at initiation.

### 3.7 How will each task order be priced?

Each task order will be priced as a package with one CLIN which will include all labor, travel, materials, tools, licenses, etc. required to complete the task. All task orders will be awarded as FFP or FFP-LOE.

If options or optional tasks are required, they will be clearly requested in the TOPR and separate CLINs will be required and priced.

### 3.8 How will each task order be evaluated?

#### Technical Evaluation

The technical evaluation includes the technical solution, staffing plan (staffing matrix), and SB utilization plan.

The Government will evaluate each vendors' understanding of the requirement and technical solution to achieving the outcome required by the Government IAW the provided statement of objectives (SOO). The Government will evaluate each vendor's proposed performance work statement to ensure the approach is realistic and captures all required regulations, stakeholders, deliverables, milestones, and meets the required deadline (if one is provided).

\*\*Contractors should avoid proposing proprietary solutions\*\*

\*\*If a proprietary solution is proposed, provide a statement on the cover page of the proposal\*\*

The Government will evaluate the vendor's proposed staffing matrix that assigns the actual hires IAW its proposed PWS tasks. The staffing matrix will also be evaluated to assess the vendor's full understanding of the requirement for staffing resources and overall management of the entire

project and scope. The Government will review provided education and experience level for key personnel to show an understanding of the requirement.

**\*\*The Government may include additional evaluation factors at its sole discretion. If this occurs, Evaluation Instructions and Criteria will be provided to each vendor\*\***

The SB utilization plan will be reviewed to ensure each vendor is utilizing SBs to the maximum extent practicable. For some TOPRs, specific socio economic groups or non-traditional SB goal will be required. The SB utilization plan will be evaluated to ensure vendor's proposed at least the minimum required goal and the tasks and complexity of the tasks assigned to the small business. Any proposal below the minimum will be deemed unacceptable, rendering the entire proposal unacceptable.

For the purpose of this IDIQ, "Nontraditional Small Business (NTSB) Contractor means "A small business entity that is not currently performing and has not performed any contract or subcontract for DoD that is subject to full coverage under the cost accounting standards prescribed pursuant to 41 U.S.C. 1502 and the regulations implementing such section, for at least the 1-year period preceding the solicitation of sources by DoD for the procurement (10 U.S.C. 2302(9))".

Each vendor will receive a Technical rating below:

<b>Adjectival Rating</b>	<b>Color</b>	<b>Description</b>
Outstanding	Blue	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
Good	Purple	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
Acceptable	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Marginal	Yellow	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable	Red	Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

**\*\*Any vendor that receives a Marginal rating will not be further evaluated, will be informed in writing by the Contracting Officer, and be removed from competition for the particular task order. Vendors are reminded that they**

are only allowed to receive two (2) Marginal Technical ratings during the five (5) year ordering period. After the third Marginal rating, the vendor will be off ramped immediately.

### Price Evaluation

The Government will evaluate the total evaluated price for fairness and reasonableness. The Government reserves the right to eliminate a proposal from further evaluation due to evaluated prices that are unfair or unreasonable.

Reasonableness. Comparison of proposed prices received in response to this TOPR is the preferred and intended price analysis technique. Other techniques and procedures found in FAR 15.404-1, if deemed necessary and reasonable, may be used to ensure a fair and reasonable price.

The Government will evaluate options in accordance with FAR clause 52.212-2(b), as prescribed in FAR 12.301(c)(1). The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options shall not obligate the Government to exercise the option(s).

Each TOPR will detail the methodology for determining the Total Evaluated Price.

As part of price evaluation, the Government will evaluate its option to extend services (IF FAR Clause 52.217-8 is included in any task order). This portion of the price evaluation does not affect the ranking of proposals based on price. The option can be exercised in increments less than six months but for no more than a total of six months during the life of the contract. In accordance with the clause, price for any option exercised under this clause will be at the same rates as those in effect in the contract for the period of performance current at that time. This evaluation will not obligate the Government to exercise any option under FAR 52.217-8

### 3.9 Basis of task order awards

Relative importance of factors: Technical is always more important than Price.

The Government will award a task order resulting from any TOPR to the responsible vendor whose proposal, conforming to the TOPR was the most advantageous to the Government, price and technical considered. The following factors shall be used to evaluate offers: (i) Technical and (ii) Price.

Each TOPR will list out the evaluation criteria to be utilized.

## SECTION IV

### 4.0 SERVICE SUMMARY

4.1 Vendor service requirements. Vendor service requirements are summarized into performance objectives that relate directly to requirements at the IDIQ level and some performance objectives flow down to the task order level. *Each task order will have its own services summary which will be provided in the statement of objectives (SOO).* The performance threshold briefly describes the minimum acceptable levels of service required for each requirement and will be

assessed on an “Acceptable” or “Unacceptable” basis. These thresholds are critical to success of the VAULT mission.

<b>Performance Objective</b>	<b>PWS paragraph</b>	<b>Performance Threshold</b>
Provide qualified people at TO start	Task Order Level 8.10.1	<p>Performance is excellent when 100% of qualified personnel are on the job at the start of the contract, unless previously negotiated by the CO.</p> <p>Performance is very good when 95% of qualified personnel are on the job at the start of the contract, unless previously negotiated by the CO.</p> <p>Performance is satisfactory when 90% of qualified personnel are on the job at the start of the contract, unless previously negotiated by the CO.</p> <p>Performance is marginal when 80 to 89% of qualified personnel are on the job at the start of the contract, unless previously negotiated by the CO.</p> <p>Performance is unacceptable when &lt; 80% of qualified personnel are on the job at the start of the contract, unless previously negotiated by the CO.</p>
Maintain stable workforce	IDIQ & Task Order Level 8.10	Performance is acceptable when the turnover rate is less than 20%. The CPARS rating for Management will be negatively affected if the contractor exceeds the maximum 20% turnover rate on 3 or more task orders per year.
Effectively replaces/ substitutes key personnel	Task Order Level 8.10.1	Performance is acceptable when: Key personnel vacancies are filled with qualified personnel within 14 calendar days of vacancy, unless approved in writing or otherwise directed in advance by the CO, AND there is no mission impact due to position vacancies or unqualified personnel

Develop and submit all required deliverables	Task Order Level 8.11.1	Performance is acceptable when: a) 95% of deliverable requirements are met and received on time AND b) information is accurate
Meet required subcontracting small business goals	IDIQ level	Performance is acceptable when minimum small business subcontracting goals are met or exceeded. The CPARS rating for Small Business will be negatively affected if the contractor does not meet its proposed goals and/or does not meet required goals at the task order level.
Meet small business commitment document (SBCD) target goals (per each vendors proposal)	IDIQ level	Performance is accepted when the SBCD goals are met or exceed. The CPARS rating for Small Business will be negatively affected if the contractor does not meet its proposed goals and/or does not meet required goals at the task order level.

## SECTION V

### 5.0 DELIVERABLES

5.1 Deliverables requirement. Vendors shall provide deliverable(s) in a format mutually agreed upon by the Government and the vendor.

The following enumerated deliverables are not expected to change. Due Date intervals are not expected to change but actual dates may need to be revised depending on actual contract start date.

DELIVERABLE	PWS PARA	DUE DATE	DELIVERY
Monthly Status Report (see Gov't Template)	IDIQ & Task Order Level 8.15.1	10th business day of each month	By email to the COR in Microsoft Word format
Monthly / Technical Meeting Minutes/Reports	Task Order Level 8.13.1	No Later than (NLT) one (1) business days after the meeting	By email to the COR in Microsoft Word format

DELIVERABLE	PWS PARA	DUE DATE	DELIVERY
Kickoff Meeting Agenda	Task Order Level 8.2	NLT 3 days after contract award	By email to the COR in Microsoft Word format
Quality Control Plan	Task Order Level 8.5	Submitted at Kickoff Meeting and annual revisions submitted 15 days after OY award.	By email to the COR in Microsoft Word format
Trip Reports	Task Order Level 8.9.5	5 Days after completion of TDY	By email to the COR in MS Word IAW AFH 33- 337 (T&Q)
Key Executive's Contact List	IDIQ level 8.10	As updates occur	By email to COR in MS Excel
Program Management Reviews (PMR)	IDIQ Level 8.12.1	Quarterly, scheduled by the VAULT COR	Email slides to VAULT COR 2 days before scheduled PMR
Turnover Rate Report (prime and sub)	IDIQ Level 8.10	First Monday of every Month	Via email to the VAULT COR
Vendor Contact Info	IDIQ Level 10.1	1 Day after award; as updated occur	Via email to the VAULT COR and CO
Project Management Plan	Task Order Level 8.16	15 work days after contract award and monthly thereafter to be delivered with the MSR.	TO COR via email
Problem Notification Reports	IDIQ & Task Order Level 8.14.1	15 work days after contract award and monthly thereafter to be delivered with the MSR.	VAULT COR and TO COR via email
Deliverables/Ad-Hoc Reports	Task Order Level 8.11.1	Gov. Program Manager, COR, Project Lead via electronic format	As required per task order
Transition Out Plan	Task Order Level 8.4	60 days before end of period of performance	Gov. Program Manager, COR, Project Lead via electronic format

DELIVERABLE	PWS PARA	DUE DATE	DELIVERY
OCI Plan IDIQ Level	IDIQ Level 9.0	10 Days after award	Email to the CO and CS
Quarterly SB Report	IDIQ Level 8.7.4 & 8.7.5	Quarterly, 1 <sup>st</sup> Monday of the Quarter	Email to VAULT CO and CS

## SECTION VI

### 6.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, MATERIAL, INFORMATION, OR SERVICES

6.1 Government Furnished Property, Equipment, Material, Information, or Services. The Government will not furnish property or services for this requirement.

6.2 Contractor Acquired Property. The contractor will not be required to acquire any property.

## SECTION VII

### 7.0 GENERAL INFORMATION

#### 7.1 Scheduling Concerns.

7.1.1 Duty Hours. The Contractor shall have access to Government facility five days per week, Monday through Friday, eight hours a day, except when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings, unless otherwise approved. Contractor personnel are expected to conform to customer agency normal operating hours; however the Contractor may be required access to Government facility outside of duty hours based on the customer agency's needs. As a baseline, Contractor personnel shall work 8 hours per day, 40 hours per week. Compensatory time arrangements are permissible for temporary spikes in worktime; but overtime pay is prohibited without COR and CO approval. Federal Holidays shall be observed in accordance with Office of Personnel Management policy. Hours may change based on task order requirements.

7.1.2 Core Duty Hours and Base Shutdown/Inclement Weather. Core duty hours are 0800 - 1600, Monday through Friday (excluding federal holidays). The Contractor shall follow guidance of the installation containing their place of performance to determine reporting schedules whether due to a base closure or inclement weather. The website for guidance regarding status of performance for work to be performed in the National Capital Region (NCR)

is <http://www.opm.gov/status/>. *If place of performance is outside of the NCR, please work with the assigned COR for policy on inclement weather and base shutdown.*

## 7.2 Kickoff Meeting/Orientation Meeting

7.2.1 Upon award of a task order, the successful task order vendor shall schedule and coordinate a Project kick-off Meeting no later than (NLT) five (5) calendar days after task order award at the location approved by the Government. The meeting will provide an introduction between the Contractor personnel and Government personnel who will be involved with the contract. The meeting will provide the opportunity to discuss technical, management, and logistic issues; travel authorization; communication process between Government and Contractor; and reporting procedures. At a minimum, the attendees shall include key Contractor personnel, key Government representatives, and the COR. The Contractor shall provide a Kick-Off Meeting Agenda that will include, but not be limited to, the following.

- Introduction of personnel
- Overview of project tasks
- Review of organization (complexity)
- Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each)
- Communication Plan/lines of communication overview (between both Contractor and Government)
- Discussion of draft Program Management Plan (PMP)
- Travel notification and processes
- Security requirements (Building access, badges, Common Access Cards (CAC))
- Invoice procedures
- Monthly meeting dates
- Reporting Requirements, e.g. Monthly Status Report (MSR)
- POCs
- Roles and Responsibilities
- Prioritization of Contractor activities
- Any initial deliverables
- Other logistic issues
- Quality Control Plan (QCP)
- Sensitivity and protection of information
- Additional issues of concern (Leave/back-up support)

7.2.2 The Contractor shall provide a draft copy of the agenda NLT 3 days after contract award for review and approval by the COR prior to finalizing. The Government will provide the Contractor with the number of participants for the kick-off meeting and the Contractor shall provide sufficient copies of the presentation for all present.

7.2.3 The Kickoff Meeting location will be held at the agreed upon location and the date and time will be mutually agreed upon by both parties.

## 7.3 Transition-In Plan (If Applicable \*will be a requirement in the TOPR\*)

7.3.1 The Contractor shall provide a Transition-In Plan at the Kickoff Meeting, the plan shall facilitate the accomplishment of a seamless transition from the incumbent Contractor (if applicable) and incoming Contractor. The Contractor shall identify how it will coordinate with the incumbent Contractor and Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government
- Coordination of IT related programs, issues

7.3.2 The Contractor shall also establish and maintain effective communication with the incumbent Contractor and Government personnel for the period of the transition via weekly status meetings per the COR's direction.

#### 7.4 Transition-Out Plan (If applicable)

7.4.1 The Contractor shall provide a Transition-Out Plan NLT than 60 calendar days prior to expiration of the contract. The plan shall facilitate the accomplishment of a seamless transition from the incumbent to and incoming Contractor (if applicable). In addition, the Contractor will continue to accomplish all tasks as outlined in the contract during this period. The Contractor shall identify how it will coordinate with the incoming Contractor and Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government
- Coordination of IT related programs, issues

7.4.2 The Contractor shall also establish and maintain effective communication with the incoming Contractor and Government personnel for the period of the transition via weekly status meetings.

#### 7.5 Quality Control.

7.5.1. Quality Assurance. The Government shall rely on the Contractors' existing quality assurance system as the method to ensure that the requirements of the contract and performance

thresholds are met; however, the Government reserves the right to monitor and evaluate the quality of services provided and compliance with the contract terms and conditions at any time.

7.5.2. Quality Control Plan (QCP). The Contractor shall develop and maintain an effective quality control program to ensure services are performed IAW this PWS, applicable laws and regulations, and best commercial practices. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services with special emphasis placed on those services listed in this PWS. The Contractor's quality control program is the means by which it assures itself that the work complies with the requirement of the contract.

7.6 Emergency Operations/Mission Essential Personnel.

8.6.1. Continuation of Essential Contractor Services During Crisis. All services in this IDIQ HAVE NOT been defined or designated as essential services for performance during crisis IAW DFARs 252.237-7023, "Continuation of Essential Contractor Services." This will be defined or designated at Task Order level.

7.7 Contractor Manpower Reporting Application (CMRA)

7.7.1 The Contractor shall report ALL labor hours (including subcontractor labor hours) required for performance of services provided under this contract via the secure Contractor Manpower Reporting Application (CMRA) data collection site. The Contractor is required to completely fill in all required data fields at: <http://www.ecmra.mil>. Reporting inputs shall be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported anytime during the FY, all data shall be reported not later than 31 October of each calendar year. The Contractor may direct questions to the CMRA help desk.

7.7.2 Subcontractor Input in CMRA: Prime Contractors are responsible to ensure all subcontractor data is reported. Subcontractors will not be able to enter any data into CMRA, but will enter their information into a Bulk Loader spread sheet available from the AF CMRA helpdesk. Subcontractor shall fill in columns A-C then return it to the AF CMRA helpdesk after it's completed and a technician team will enter the information into CMRA.

7.7.3 Unit Identification Code. Vendors shall request the Unit Identification Code (UIC) from the TO COR no later than 30 days after the start of performance to ensure compliance with the eCMRA requirement. Vendors shall report if the UIC is not received within 30 days to the SAF/MG COR.

7.7.4 Small Business Quarterly Report. The primary contractor shall report on a quarterly basis its small business utilization percentage (based on total task order awards amount). The report shall include the name, socio economic status, the task order number(s), and the tasks being performed by the subcontractor(s) and the task(s) complexity.

7.7.5 Subcontractor Quarterly Report. All small business subcontractors shall report on a quarterly basis (directly to the CO) the name of the primary contractor it has a contract with, the tasks and the complexity of the tasks being performed, and if payments are timely.

## 7.8 Security Instructions

7.8.1 Physical Security. The Contractor shall safeguard all Government property, documents and controlled forms provided for Contractor use and adhere to the Government property requirements contained in this contract. At the end of each work day, all Government facilities, equipment, and materials shall be secured by a Government POC. Contractors are not allowed to secure Government facilities, equipment, and materials.

7.8.2 Access Control. The Contractor shall establish and implement methods of ensuring that no building access instruments issued by the Government are lost, misplaced or used by unauthorized persons. Access codes shall not be shared with any person(s) outside the organization. The Contractor shall control access to all Government provided lock combinations to preclude unauthorized entry. The Contractor is not authorized to record lock combinations without written approval by the Government COR. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers.

7.8.3 Pass and Identification Items. The Contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-Government owned vehicles.

7.8.4 Retrieving Identification Media. The Contractor shall retrieve all identification media, including vehicle passes, from employees who depart for any reason before the contract expires.

7.8.5 Traffic Laws. The Contractor and its employees shall comply with base traffic regulations.

7.8.6 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned vehicle or privately-owned vehicle while on any military facility.

7.8.7 Communications Security (COMSEC). Contractors may require access to COMSEC information on Air Force installations. The Contractor shall not require a COMSEC account. Access shall be controlled by the sponsoring agency. Access to COMSEC material by personnel is restricted to US citizens holding final US Government clearances. Such information is not releasable to personnel holding only reciprocal clearances. If it is determined the Contractor is required to access COMSEC information, the necessary training information and courses shall be provided by the COR. The DD Form 254 shall give further instructions on safeguarding and managing COMSEC material.

**Security Requirements.** A DD Form 254, Contract Security Classification Specification, applies to this IDIQ. Task orders on this IDIQ can support up to Top Secret (SCI). Classification requirements will be established at the task order level. When responding to TOPR, proposed personnel shall possess the minimum security clearance, or higher required, prior to proposal submission or being issued a Common Access Card (CAC). There is one exception that pertains to Contractor personnel with an interim security clearance. Fingerprints must be complete, favorable and on file for validation by 11th Wing Information Protection office (this is only applicable for contractors providing supporting in the NCR, all other locations shall follow local procedures). Contractor personnel must have a SECRET security clearance prior to performance on a Task Order if they require a Pentagon-sponsored Government e-mail. All Contractor personnel must maintain the level of security required for their contracted duties for the life of the contract.

The security requirements are in accordance with the attached DD Form 254. Any extracts or use of such data shall require the Contractor to apply derivative classifications and markings consistent with the source from which the extracts were made in accordance with DoDM 5200.1 Volumes 1-4, Information Security Program, a manual for safeguarding classified information; and Executive order 12356, Classified National Security Information. Pursuant to DoD 5220.22M; Chapter 6, Visits and Meetings; the contractor shall submit visit requests to applicable security managers (see task order CORs for security manager POCs). Contractor shall complete necessary documentation for sub-contractor(s) associated with each IDIQ holder.

The Contractor's facility identified in Block 6 in the DD Form 254 shall be cleared as a Top Secret facility at the time of proposal. Contractor facility verification is through the Industrial Security Facilities Database (ISFD) using the company commercial and Government entity (CAGE) code submitted with its proposal. In the event that a company has more than one CAGE Code assigned, the CAGE Code submitted with its proposal shall be for the facility where the actual work that is performed in support of this IDIQ. "Personnel" clearance is different from "Facility" clearance.

**Visitor Group Security Agreement (VGSA).** The Contractor shall enter into a long-term VGSA if contract performance is on Government installation for ninety (90) days or more. This agreement shall outline how the Contractor integrates security requirements for contract operations with the AF to ensure effective and economical operation on the installation. Enter into a long term VGSA through the host base Information Security Program Manager, when applicable. Provide the information requested by the Notification of Government Security Activity and VGSA Clause, AFFARS 5352.204-9000. Visitor Groups shall safeguard all collateral classified information IAW DoDM 5200.1 Volumes 1-4, Information Security Program; AFI 16-1404, Information Security Program Management; AFI 16-1406, Industrial Security Program Management, and other directives deemed necessary by the servicing Information Protection office. In addition to the items required by AFFARS 5352.204-9000, the VGSA shall outline how the Contractor integrates security requirements for contract operations with the AF to ensure effective and economical operation on the installation, the use of security forms and conducting inspections required by DoDM 5220.22 Volume 2, National Industrial Security Program Industry Security Procedures for Government Activities, and protection of high value preferable property.

7.8.8 Contractor Identification. All Contractor personnel shall wear the Air Force issued Common Access Card at all times when away from their immediate work area so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone or via electronic mail, Contractor personnel shall identify themselves as a contractor to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, contractors occupying collocated space with their Government program customer should identify their work space area with their name and company affiliation or as a minimum “Contractor” after name.

7.8.9 Drug, Tobacco, and Alcohol Use Policy. The consumption of alcoholic beverages or illegal drugs by contractor personnel, while on duty, is strictly forbidden. Contractor shall immediately remove any employee who is under the influence of alcohol or drugs.

## 7.9 Travel

7.9.1 Local Travel. Local travel to attend meetings or events may be required at no cost to the Government. Travel within the National Capital Region commuting vicinity is considered a cost of doing business and shall not be separately reimbursed.

7.9.2 CONUS Travel: Prior to travel, the Contractor shall coordinate with, and receive approval from, the COR at least 10 business days prior to trip.

7.9.3 OCONUS Travel: (e.g., to EUCOM and/or PACOM Area of Responsibility) Prior to travel, the Contractor shall coordinate with, and receive approval from, the COR at least 20 business days prior to trip. Theater Business Clearances shall be obtained, as necessary, prior to travel.

7.9.3.1. Defense Base Act (DBA) Insurance. All vendors shall ensure traveling contractors have DBA Insurance prior to accepting OCONUS work. This cost should be included in the pricing proposal (only if applicable)

7.9.4 Further guidance for Contractor travel can be found at <https://www.defensetravel.dod.mil/site/faqctr.cfm>.

7.9.5 Trip Reports: Following each trip, the Contractor shall prepare and deliver Trip/After Action Reports to the COR IAW AFH 33-337. The trip report shall be completed in accordance with the agreed upon format with the task order COR.

## 7.10 Employee Accountability & Turnover

7.10.1 Staffing of Contractor Personnel. This is a Professional Services Advisory and Assistance Contract. Contractor shall provide a qualified, experienced, and stable workforce, throughout the duration of the contract, and maintain a 20% or less employee turnover rate. Key personnel shall

not be vacant for more than 14 calendar days. The Government shall not be billed for key personnel positions left vacant over 10 calendar days unless the vacancy is due to Government delay and otherwise approved by the CO. This is a performance based contract; however, turnover affects the Government's ability to focus on the mission when contractors have to gain or re-grain building access, computer access, etc. The requirement to keep employee turnover rate at or less than 20% will be based on the number of employees submitted in the accepted proposal.

7.10.2 Key Personnel & Executive Contact List. Key personnel will be identified at the Task Order level. Vendors shall maintain and provide a contact list of Key Executive's to the VAULT COR on a monthly basis (only if updates required).

7.10.2.1 List of Employees. The Contractor shall maintain a current listing of employees assigned under each task order. The list shall include the employee's name, social security number and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the Contracting Officer, Program Manager, and Servicing Security Activity. An updated listing shall be provided upon request.

7.10.3 Contractor professionalism. The contractor shall:

- Present a professional appearance and maintain professional demeanor and conduct at all times.
- Conduct their work assignments IAW project schedules
- Function effectively and efficiently during extended periods of high pressure and stress.
- Function as an integral member of a team of highly trained professionals responsible for the safety and security of USAF personnel and resources

7.11. Deliverables/Ad-Hoc Reports.

7.11.1 The Contractor shall provide deliverables as specified in the IDIQ contract and all Task Orders. If a deliverable due date falls on a weekend or holiday, the Contractor shall submit the deliverable on the last work day prior to the due date. The contractor shall provide task-specific reports, informal analyses, papers, opinions, databases, briefings, etc. generated on an as-required (ad-hoc) basis during the performance of this contract and other deliverables as detailed in the IDIQ PWS and all Task Order PWSs.

7.12 Program Management Reviews

7.12.1 Attend quarterly PMRs, as notified by the Government. The CO, PM, and other Government personnel, as appropriate, will meet quarterly with each vendor to review performance. PMRs will be held quarterly. PMRs will cover status and feedback on performance measures, Contractor performance, and any significant events. PMRs are intended to serve as an opportunity for open and frank discussions on the current status of the contract and applicable TOs. The Government will provide advance copies of PMR agendas, seeking

Contractor input/discussion items, and will provide meeting minutes for Contractor review and approval prior to making them official. The Contractor shall provide written notice to the PM and COR identifying any areas of nonoccurrence.

### 7.13 Meeting Minutes

7.13.1 The contractor shall provide detailed meeting minutes as requested and required in the format agreed upon by the contractor and the Government. Meeting minutes are due as specified at the task order level.

### 7.14 Problem Notification Reports

7.14.1 The contractor shall file a Problem Notification Report (PNR) to notify the Government of schedule delays, assumptions upon which tasks were based, and any all other perceived contractual issues. The PNR shall include a plan detailing the proposed resolution. The contractor shall file the PNR as soon as possible, but no later than two business days after the contractor's discovery of the issue(s).

### 7.15 Monthly Status Reports

7.15.1 The contractor shall provide two written Monthly Status Report (MSR), one to the IDIQ COR to summarize all active task orders and to the TO COR for task order specific performance in electronic format for all task orders issued by the close of business (COB) of the 10th workday after the month of service, documenting task order services provided, issues, and progress. The report will detail contractor activities during the reporting month and plans for the following two months. The report will include a summary of work performed and deliverables completed, current or projected problems and issues and their resolution, an explanation of deviations from the previous month's projections, and any recommendations related to the effort. The report shall detail travel for the month of service. The report shall analyze the current task orders and provide task order accounting information.

### 7.16 Project Management Plan (PMP)

7.16.1 The contractor shall develop and maintain throughout the contract period of performance, PMP with integrated master schedule that shall be used as a foundation for information and resource management planning. The contractor shall deliver the initial PMP to the Government within 15 work days after task order award. The PMP shall include, but not be limited to, the following:

- Status of current and planned tasks and subtasks
- Base schedule overlaid with actual schedules, for each task
- Project Organization
- Project Transition Processes and Schedule
- Work Breakdown Structure (WBS)
- Process Management and Control
- Overall Organizational Structure

- Project Responsibilities to include process flowcharts for all major tasks
- Task dependencies and interrelationships
- Contractor personnel assignments and duration (Staffing Plan)
- Updated Deliverable Schedule (based on solution)
- Deliverables (draft, interim, final, etc.),
- Contingency Plans (where appropriate),
- Contractor travel information
- Quality Control plan
- Risk Management plan
- Subcontract Management (organization of personnel, software and hardware)
- Monitoring mechanisms including Program Metrics
- Automated Tools, Techniques, and Methods

7.16.2 The contractor shall keep the PMP and integrated master schedule up-to-date, keep it accessible electronically at any time, and be prepared to brief any PMP content to the Government at short notice (within 24 hours). The PMP shall be used as a foundation for the Monthly Status Report.

#### 7.17 Miscellaneous Paragraphs.

7.17.1 Freedom of Information Act (FOIA). All official Government records affected by this contract are subject to the provisions of the FOIA (5 U.S.C. 552/DoD 5400.7-R/AF Supplement). Any request received by the Contractor for access/release of information from these records to the public (including Government/Contractor employees acting as private citizens), whether oral or in writing, shall be immediately brought to the attention of the CO for forwarding to the FOIA Manager to ensure proper processing and compliance with the Act.

7.17.2 For Official Use Only (FOUO). The Contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

7.17.3 Privacy Act. Work on this contract may require that personnel have access to information protected by the Privacy Act. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations when handling such information.

7.17.4 Records. All records created and received by the Contractor in the performance of this contract shall be maintained and readily accessible. Records shall remain the property of the Government.

7.17.5 Safety Concerns. The Contractor is solely responsible for compliance with OSHA standards for the protection of their employees. The Government is not responsible for ensuring that Contractors comply with “personal” safety requirements that do not present the potential to damage Government resources.

7.17.6 Project Policy. The Contractor shall comply with all industry standards. All work shall be done in accordance with all federal, local, and state laws and regulations.

7.17.7 Inherently Governmental Functions. The Contractor shall not perform inherently Governmental functions as defined in the Federal Acquisition Regulation (FAR) Subpart 7.5 in relation to this PWS.

7.17.8 Ethics. The Contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the Contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DoDD 5500-7, Joint Ethics Regulation.

7.17.9 Professional Appearance of Work Space. The Contractor shall keep work space areas neat and orderly and avoid conditions leading to safety violations.

7.17.10 Non-Personal Services. The Government shall not supervise or task Contractor employees in any manner that generates actions of the nature of personal services, or that creates the perception of personal services. It is the responsibility of the Contractor to manage its employees directly and to guard against any actions that are of the nature of personal services, or give the perception of personal services to the Government or to Government personnel. If the Contractor feels that any actions constitute, or are perceived to constitute personal services, it is the Contractor's responsibility to notify the CO immediately. Non-personal Contractor services shall not be used to perform work of a policy/decision making or management nature.

## SECTION VIII

### 8.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

8.1 Organizational Conflict of Interest. Performance on any of the task orders awarded under the VAULT contract MAY by definition in FAR 9.5 be a Conflict of Interest as either Impaired Objectivity or Unfair Competitive Advantage (unequal access to information). Due to the unknown tasks requests, it is impossible to complete a focused OCI plan at the IDIQ level; however, if vendors either during the TOPR process, during performance of a task order, or at any time become aware of an OCI, they shall immediately inform the Contracting office. This may result in a work stoppage until (if) the OCI can be neutralized or mitigated. If it cannot, the task order will be terminated immediately and re-competed. If a vendor does not inform the Contracting officer of an OCI that it has been made aware of, the Contracting office may terminate the task order, may remove the vendor as a VAULT awardee, or request debarment.

If an OCI is discovered during the TOPR process, provide (in writing) the nature of the OCI and why the OCI is precluding the vendor from proposing. The CO will determine if the OCI is

mitigatable or not and provide a response in writing notifying the vendor if they are exempt from proposing or not. If the vendor is exempted from proposing by the CO, it does not count toward the annual “no bid” limit for the vendor. If the vendor is not exempted by the CO, the vendor is required to propose. If the vendor makes the determination not to propose, it will be counted as a “no bid” against the vendors annual “no bid” limit.

Each awardee shall submit a general OCI plan detailing its internal processes to avoid and mitigate OCI's. A tailored OCI plan may be required at the task order level that may require firewalled personnel with tailored NDAs.

SECTION IX

9.0 VENDOR LISTING

9.1 Provide listing of primary and alternate point of contact for VAULT.

## SECTION X

## 10.0 APPENDIX 1 - Definitions, abbreviations, and acronyms

**Contracting Officer (CO).** The duly appointed Government agent authorized to award or administer contracts. The contracting officer is the only person authorized to contractually obligate the Government.

**Defective Service.** A service output that does not meet the standard of performance specified in the contract for that service.

**Government Furnished Property (GFP).** Facilities, equipment, tools, supplies, parts, or any other items furnished for the concessionaire's use by the Government. A full list, if applicable, is in Section V.

**Performance Threshold.** The minimum performance level of a performance objective required by the Government.

10.1 APPENDIX 2 – Attachments **(SPECIFICS PENDING)**

IGCE Template  *Labor rates are generic. For guidance purposes only	COR Training	Monthly Status Report *Shall be signed by the COR and contractor lead monthly	DD254
Contractor Performance Report (less than \$1M)	TO Evaluation Sheet	Non-Disclosure Agreement	SF 312 Non-Disclosure Agreement
Conflict of Interest	Project Request Form	Staffing Matrix	Ask Me Anything (AMA) Question Form
Contract Specific Training			