

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				Z	1   29
2. AMENDMENT/MODIFICATION NO. FO0001	3. EFFECTIVE DATE 26-Jul-2006	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE USTRANSCOM COMMAND ACQUISITION 508 SCOTT DR SCOTT AFB IL 62285-5357	HTC711	7. ADMINISTERED BY (If other than item 6) CODE <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) CSC INFORMATION SYSTEMS LLC MATTICE, CRAIG 15000 CONFERENCE CENTER DR CHANTILLY VA 20151-3508				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT/ORDER NO. HTC711-06-F-0001
				X	10B. DATED (SEE ITEM 13) 01-Oct-2005
CODE 5E933	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4(c)					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: tchackkr069 The purpose of this bilateral modification is to (1) change the payment office and (2) incorporate the revised Performance Work Statement for United States Transportation Command, Command, Control, Communications and Computer Systems Directorate (TCJ6) - Portfolio Management and Information Technology Strategies Support (Revised, 5 July 2006 (Modification)).  The points of contact for this modification are <span style="background-color: black; color: black;">[REDACTED]</span>  5 U.S.C. 552(b)(6)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) <i>Andrea Vanderberg</i> Contracts Manager			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) LISA A. GROSS / CONTRACTING OFFICER TEL: 618-256-4300 EMAIL: Lisa.Gross@ustrancom.mil		
15B. CONTRACTOR/OFFEROR <i>Andrea Vanderberg</i> (Signature of person authorized to sign)		15C. DATE SIGNED 7/26/06	16B. UNITED STATES OF AMERICA BY <i>Lisa A. Gross</i> (Signature of Contracting Officer)		16C. DATE SIGNED 26-Jul-2006

EXCEPTION TO SF 30  
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$1,227,695.16 from \$7,390,132.00 to \$8,617,827.16.

The 'Payment will be made by' organization has changed from

DFAS-DY/CVFD  
PO BOX 369024  
COLUMBUS OH 43218-9024

to

DEFENSE FINANCE AND ACCOUNTING SERVICE  
ATTN: DFAS-BAASD/CC  
PO BOX 369020  
COLUMBUS OH 43236-9020

## SUPPLIES OR SERVICES AND PRICES

## CLIN 0001

The CLIN extended description has changed from Portfolio Management Support Services in accordance with PWS Tasks 1,2,4,5,6,7,8,9, and 12. Period of Performance: 1 October 2005 - 30 September 2006. to IAW Portfolio Management Support Services in accordance with PWS Tasks 1,2,4,5,6,7,8,9, and 12. Period of Performance: 1 October 2005 - 30 September 2006..

The unit price amount has increased by \$861,146.26 from \$5,833,579.00 to \$6,694,725.26.

The total cost of this line item has increased by \$861,146.26 from \$5,833,579.00 to \$6,694,725.26.

## CLIN 0005

The CLIN extended description has changed from Portfolio Management Support Services in accordance with PWS Tasks 2, subtask 1 (PWS paragraph 2.2.1) (OPTIONAL TASK). Period of Performance: 1 October 2005 - 30 September 2006. to Portfolio Management Support Services in accordance with PWS Tasks 2, subtask 1 (PWS paragraph 2.2.1) (OPTIONAL TASK). The NTE amount for this CLIN is \$2,253,448.00. The remaining NTE amount is \$2,080,999.36. Period of Performance: 1 October 2005 - 30 September 2006..

The unit price amount has decreased by \$2,080,999.36 from \$2,253,448.00 to \$172,448.64.

The option status has changed from Option to Option Exercised.

The total cost of this line item has decreased by \$2,080,999.36 from \$2,253,448.00 to \$172,448.64.

## CLIN 0006

The unit price amount has increased by \$194,100.26 from \$29,284.00 to \$223,384.26.

The total cost of this line item has increased by \$194,100.26 from \$29,284.00 to \$223,384.26.

SUBCLIN 000102 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	Funding for Added Work LH IAW revised Performance Work Statement for United States Transportation Command, Command, Control, Communications and Computer Systems Directorate (TCJ6) - Portfolio Management and Information Technology Strategies Support (Revised, 5 July 2006 (Modification)) POP is 26 July 2006 - 30 September 2006. FOB: Destination PURCHASE REQUEST NUMBER: F3ST956181A100		Lot	\$0.00 (EST.)	\$(EST.)
TOT ESTIMATED PRICE					
CEILING PRICE					
ACRN AE CIN: F3ST956181A1000001					\$513,702.40

SUBCLIN 000103 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000103	Funding for Added Work LH IAW revised Performance Work Statement for United States Transportation Command, Command, Control, Communications and Computer Systems Directorate (TCJ6) - Portfolio Management and Information Technology Strategies Support (Revised, 5 July 2006 (Modification)) POP is 26 July 2006 - 30 September 2006. FOB: Destination PURCHASE REQUEST NUMBER: F3ST956181A100		Lot	\$0.00 (EST.)	\$(EST.)
TOT ESTIMATED PRICE					
CEILING PRICE					
ACRN AF CIN: F3ST956181A1000002					\$347,443.86

SUBCLIN 000501 is added as follows:

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000501	Funding for Added Work LH IAW revised Performance Work Statement for United States Transportation Command, Command, Control, Communications and Computer Systems Directorate (TCJ6) - Portfolio Management and Information Technology Strategies Support (Revised, 5 July 2006 (Modification)) POP is 26 July 2006 - 30 September 2006. FOB: Destination PURCHASE REQUEST NUMBER: F3ST956181A100		Lot	\$0.00 (EST.)	\$ (EST.)
TOT ESTIMATED PRICE					
CEILING PRICE					
ACRN AF CIN: F3ST956181A1000003					\$172,448.64

SUBCLIN 000602 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000602	Funding for Travel COST IAW revised Performance Work Statement for United States Transportation Command, Command, Control, Communications and Computer Systems Directorate (TCJ6) - Portfolio Management and Information Technology Strategies Support (Revised, 5 July 2006 (Modification)) POP 26 July 2006 - 30 September 2006. FOB: Destination PURCHASE REQUEST NUMBER: F3ST956181A100		Lot		
ESTIMATED COST					\$0.00
ACRN AF CIN: F3ST956181A1000004					\$194,100.26

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$1,227,695.16 from \$7,390,132.00 to \$8,617,827.16.

SUBCLIN 000102:

Funding on SUBCLIN 000102 is initiated as follows:

ACRN: AE

CIN: F3ST956181A1000001

Acctng Data: 97X4930.FD50 6F6 70AB 124000 100470 59290 000000 667100 F67100

Increase: \$513,702.40

Total: \$513,702.40

SUBCLIN 000103:

Funding on SUBCLIN 000103 is initiated as follows:

ACRN: AF

CIN: F3ST956181A1000002

Acctng Data: 97X4930.FD50 6F6 70AB 124000 100801 59290 000000 667100 F67100 ESP:PD

Increase: \$347,443.86

Total: \$347,443.86

SUBCLIN 000501:

Funding on SUBCLIN 000501 is initiated as follows:

ACRN: AF

CIN: F3ST956181A1000003

Acctng Data: 97X4930.FD50 6F6 70AB 124000 100801 59290 000000 667100 F67100 ESP:PD

Increase: \$172,448.64

Total: \$172,448.64

SUBCLIN 000602:

Funding on SUBCLIN 000602 is initiated as follows:

ACRN: AF

CIN: F3ST956181A1000004

Acctng Data: 97X4930.FD50 6F6 70AB 124000 100801 59290 000000 667100 F67100 ESP:PD

Increase: \$194,100.26

Total: \$194,100.26

#### DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to SUBCLIN 000102:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-JUL-2006 TO 30-SEP-2006	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 000103:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-JUL-2006 TO 30-SEP-2006	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 000501:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-JUL-2006 TO 30-SEP-2006	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 000602:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 26-JUL-2006 TO 30-SEP-2006	N/A	N/A FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 000102:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 000103:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 000501:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 000602:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been added by full text:

REVISED PWS - 5 JULY 2006

**PERFORMANCE WORK STATEMENT  
FOR  
UNITED STATES TRANSPORTATION COMMAND  
COMMAND, CONTROL, COMMUNICATIONS AND COMPUTER SYSTEMS DIRECTORATE (TCJ6)  
PORTFOLIO MANAGEMENT AND INFORMATION TECHNOLOGY INVESTMENT STRATEGIES  
SUPPORT**



**Revised  
5 July 2006 (Modification)**

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## PERFORMANCE WORK STATEMENT (PWS)

### 1. DESCRIPTION OF SERVICES:

#### 1.1 SCOPE OF WORK.

The primary objective of this PWS is to provide support for Portfolio Management (PfM) and Information Technology (IT) Investment Management activities for United States Transportation Command (USTRANSCOM). The contractor shall provide functional, technical, and financial analysis support for the development and maintenance of PfM and IT Investment Management processes for two organizational levels. The first organizational level shall be for USTRANSCOM and its component commands of Air Mobility Command, Military Surface Deployment and Distribution Command, and Military Sealift Command. The collection of IT systems, projects, and initiatives for this first grouping is referred to as Defense Transportation System (DTS)–wide. The second organizational level is for the collection of IT systems, projects, and initiatives across the Department of Defense (DOD) that are of significant interest to USTRANSCOM. This collection is referred to as DOD-wide. The DTS-wide systems, programs, and initiatives are under the direct control of USTRANSCOM via the Transportation Working Capital Fund (TWCF). The DOD-wide systems, programs, and initiatives are under indirect control by USTRANSCOM via mechanisms such as the Distribution Process Owner (DPO) and DOD Business Systems Investment Review Boards (IRBs). As part of the support for the PfM and IT Investment Management processes, the contractor will provide support to numerous activities such as the Chief Information Officer (CIO) Program Review Process (CPRP), Joint Capabilities Integration and Development System (JCIDS) processes, the Defense Business Systems Management Committee (DBSMC), the Distribution Portfolio Management process, the Distribution Functional Working Group (DFWG), IRBs, and various USTRANSCOM workshops. The contractor shall also provide support for the Enterprise Capabilities Management (ECM) program to include PfM for USTRANSCOM at all levels within DOD as required by evolving directives. Lastly, the contractor shall provide support for the management of corporate cross-functional review of Automated Information Systems (AIS) supporting DBSMC and data packages in support of IRBs for the Office of the Secretary of Defense (OSD) Acquisition Technology & Logistics (AT&L) guidelines for system funding approval. This PWS provides direct expertise and technical support for complex, direct, near- and long-term strategic, functional, and operational planning capabilities, policies, processes, architectures, performance metrics, systems, and standards in support of USTRANSCOM Directorate of Command, Control, Communications and Computer Systems and joint interoperability concepts, standards, and specifications established in DOD directives policies and guidance.

The contractor must be familiar and experienced in the development and maintenance of the Defense PfM processes, strategies, and activities, as outlined in the most current DOD Architecture Framework and DOD Directive 8115.aa, Information Technology Portfolio Management, and familiar with the Corporate Resource Information Source (CRIS)

ORACLE database structure, CRIS web applications, and NetViz graphics software used to portray Enterprise Architectures (EA) products.

### 2. SPECIFIC CONTRACT REQUIREMENTS:

The contractor shall be required to provide support in the specific areas outlined below in this PWS. The contractor shall work with the PfM and IT Investment Divisions, process owners/stakeholders, Federal and DOD government representatives, and other contractors to accomplish these tasks.

All decisions regarding government requirements or government actions shall be made by government personnel and the contractor's representative shall submit evaluations, recommendations, etc. to the COR or government task manager for further action.”

**2.1. Invoices and Reports.** The contractor shall invoice monthly. Invoice will provide a breakout of hours/costs for each task as specified in this PWS. The contractor shall provide a quarterly status report that briefly summarizes the specifics of the work performed not later than (NLT) the 15<sup>th</sup> day of the month following the end of the quarter. In addition, the report shall summarize status, progress, and recommendations for project areas being undertaken under this PWS. The final status report shall identify accomplishments to date (for the period of performance covered in

this PWS), difficulties encountered, and compare the status achieved to plan goals and resources expended. Status reports will provide specifics on labor hours/costs by major project area as determined by the Contracting Officer's Representative (COR).

**2.1.1. Conduct In-Process Reviews (IPRs).** The contractor shall conduct IPRs as scheduled by the government for up to four IPRs during each period of performance summarizing status, progress, recommendations, and concerns in the development of any tasks or documentation described within this PWS. Presentation materials shall be prepared and provided to the COR 5 working days prior to the IPR. The contractor shall deliver IPR minutes as requested by the COR with a copy of the presentation slides used in the IPR. At a minimum, the minutes should reflect a record of discussion activity, decisions made, date, locations, and attendees.

**2.1.2. Trip Reports.** Within 5 working days of completion of any travel, the contractor shall submit a trip report to include the following details: purpose, location and length of trip, travelers, individuals contacted during trip, synopsis of all discussions, future actions identified, decisions made, or issues of concern arising during trip.

**2.1.3. Task 1, Sub-Task 1. Contract Management Plan.** The contractor shall prepare an integrated (i.e., government and contractor) project plan that defines tasks, resources, and dependencies. The plan should also describe the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution. The plan should not be merely a reiteration of the PWS requirements.

**2.1.4. Task 1, Sub-Task 2. Employment Status Report.** The contractor shall provide an employee status report containing names of personnel supporting each major task. The report will be provided at the beginning of the contract period and whenever changes in support personnel occur.

**2.2. Task 2. DOD-Wide Portfolio Management.** The contractor shall develop a plan for accomplishing the necessary processes, use of tools, and techniques required to gather and analyze the appropriate functional, technical, system, and financial information on DOD IT systems in order to optimize investment decisions. The contractor will provide the support to implement and accomplish the plan as developed. The contractor shall develop an analysis plan to support these activities. The contractor shall develop and recommend and then implement approved plan to establish performance metrics by which to: evaluate the current performance of the Joint Distribution and Deployment Enterprise (JDDE), set targets for future levels of performance, and evaluate the performance impact of proposed PfM initiatives and help provide a governance structure and framework for customer interface and performance improvement. Further, the contractor shall support the integration of the performance metrics into the PfM governance, policies, processes and operations to align PfM activities with strategic goals and objectives. The contractor shall leverage other relevant work to accelerate development of the metrics. The contractor shall develop and document PfM oversight and policy for the command PfM process as it evolves. This will include recommendations for policy, business rules, content, and procedures. PfM activities include: analyze, select, control, and evaluate systems by portfolio relative to mission capabilities and impact on performance. The contractor shall perform PfM activities for all command-designated IT systems as identified by the government task manager. The contractor shall conduct duplication, gap analysis and performance impact assessment and provide solution recommendation as an appropriate conclusion to each of the phases of the PfM process. The contractor shall implement and conduct PfM activities for all new and changing command IT functional, technical, and resource requirements; system functionality, and mission capabilities. The contractor shall accomplish cross Command portfolio analysis for duplications, gaps and performance impact and develop business case studies for each system, group of systems, or focal area requested by the government. The contractor shall provide continuous updates to all documentation associated with the business case reports as directed by the government task manager.

The contractor shall provide the necessary trained and fully-qualified personnel to develop and consult on IT Investment Strategy & Management oversight and policy. The contractor shall develop, implement, and provide management support for IT funding strategies based on IT requirements, system functionality, mission capabilities, impact on performance and associated EA Information Exchange Requirements. The contractor shall partner with the EA support contractor(s) to ensure timely population of systems migration information to the EA System and Technical Views and to ensure timely PfM Interface to current EA. Contractor estimates and timelines shall be

determined based on the deliverable due dates specified in each task. The contractor shall coordinate with the government to ensure financial and economic activities are well synchronized and integrated. The contractor shall provide the capability to create and execute database retrievals from CRIS as required to support the PfM process.

DFWG support link. The DFWG is an O-6/GS-15 working level group representing the principal DOD distribution National Partners in support of the warfighters. The members provide input and feedback to senior DOD leadership relating to requirements, capabilities, and supporting information systems. The principal role of the DFWG is to represent the National Partners concerning process changes that enable the Distribution Community to improve the overall efficiency, effectiveness, and interoperability of distribution-related activities. The DFWG members, by virtue of their positions and influence in their respective organizations, seek to affect the collective strategy and the enterprise-level solutions that provide the required capabilities. The DFWG meets under two venues: (1) quarterly for a 2 or 3-day conference, and (2) for 2-hour video teleconferencing sessions four to six times per year.

The contractor shall support TCJ6 in the planning and execution of the DFWG. The contractor shall support meetings with the following activities: preparation, coordination, organizing planning meetings and teleconferenced executive sessions, executing the meetings, and conducting all follow-up to prepare and coordinate minutes and action items. The contractor shall facilitate meetings, conduct the administration, and support as necessary to include the completion of agendas, meeting briefing packages, seating arrangements, minutes, action items, and other documentation and status reports as necessary. The contractor shall provide web administration support as required. The contractor shall support the completion of action items by coordinating with points of contact, conducting data gathering and analysis, and reporting status as required.

**2.2.1 Task 2, Sub-Task 1. DOD-Wide IT Investment Strategies Support.** (Optional Task) The government intent is to exercise this option during the base year. However, the government reserves the right not to exercise this option and is subject to the availability of funds. The contractor shall support command IRBs and DBSMC organizational and management requirements as directed by OSD. The contractor shall conduct a series of interviews with the appropriate government and contractor personnel to determine what functional, technical, and financial information (above and beyond what is collected by the data calls and National Defense Authorization Act (NDAA) Certification is required for the oversight activities. The contractor shall develop an integrated (i.e., functional, technical, and financial) scoring model as a prototype for use in future system analysis efforts. The contractor will leverage existing data collection tools and tailor them to the DPO effort to provide recommendations to enhance the capabilities of the CRIS database. NDAA certification should include management through specific portfolio areas by acting as a conduit for paperwork flowing to the certification approval process. This will include:

- Ensuring standardization of input
  - Ensuring deadlines are met; initiating changes as appropriate
  - Interpreting and disseminating policies and procedures associated with certification
  - Assuring timely action of information requests and identifying problem areas
- Assuring quality of information in database, written submissions, and taking corrective actions as appropriate.

Modification 1 includes activation of this paragraph

- The contractor shall ensure all policy direction and governance is in CIO Statutory Compliance. The contractor shall develop, review, integrate, and recommend IT Systems Policy and Guidance applicable to PfM processes. The contractor shall develop and support PfM and IT strategic planning connectivity to the Deployment and Distribution process. The contractor shall, without prompting, provide reports and recommendations on focus area analysis and all other portfolio activities. The contractor shall maintain liaison with Directorate and Transportation Component Commands' PfM and IT Investment Management points of contact.

This effort will produce summary reports in the form of electronic Decision Ready Packages (e-DRP) for the IRB. The contractor will ensure quality, consistency, completeness, and timeliness of the information by following up on issues and data calls. The contractor will administer each Investment Review Process level board and will incorporate the individual portfolio's e-DRP into a summary e-DRP to provide to the DPO Investment Review Process. The contractor will populate the database and maintain data quality for support to the IRB. The contractor

shall document results of the IRBs boards to facilitate revisions prior to execution of next cycle. The contractor shall assist in implementing new procedures using the CRIS database or other database as determined by the government.

**2.3. Task 3. DTS-Wide PfM Support.** The contractor shall continue the evolution and further develop and document PfM oversight and policy for the DTS TWCF portfolio process. The contractor shall implement and conduct PfM activities for all new and changing DTS TWCF IT functional, technical, and resource requirements; system functionality; and mission capabilities. The contractor shall provide all support associated with Task 2 equally as appropriate to the DTS portfolio process to include cross portfolio analysis for duplications and gaps, and system functionality analysis to facilitate the analysis and evaluation of IT systems requirements and capabilities for USTRANSCOM mission and strategic planning contribution and applicability. The contractor shall update, refine, and publish the USTRANSCOM PfM Handbook, Training Guide, and Trifolds. The contractor shall use automated tools to collect and report architectural and program data. The contractor shall analyze and assist with implementation of automated tools that the government evaluates or uses to collect and report architectural and program data in support of PfM, Program Managers (PMs), Technical Assessment (TA), Operational Assessment (OA), CPRP, and strategic planning. The contractor shall provide all reports and recommendations associated with management of the DTS portfolios and the CPRP process. The contractor shall provide the capability to create and execute database retrievals from CRIS as required to support the PfM process and portfolio managers.

2.3.1. Task 3, Sub-Task 1. The contractor shall provide cost and financial analysis support for the USTRANSCOM DTS Enterprise Infostructure Program Management Office (PMO). The contractor shall provide financial management support covering a variety of tasks and responsibilities. This will include, but is not limited to, supporting budget and Program Objectives Memoranda submissions, tracking program expenditures at least weekly, developing supporting briefings, monitoring financial reports, ensuring projects are posted correctly in the accounting system, and updating the contract status/funding information database with changes and planning estimates. Additionally, the contractor shall provide Program Management Cost Benefit Analysis (CBA) support to the other programs in the TCJ6-P division. The support shall include, but is not limited to, providing consultation on cost/benefit estimation, and updating cost factors and methodologies, providing Business Case analysis support as required including Earned Value Management System knowledge and support. The contractor shall assist in upgrading the cost benefit analysis model capabilities. The contractor shall document support provided in the quarterly status reports.

**2.4. Task 4. DTS-Wide IT Investment Strategies Management Support.** The contractor will support this effort with various methods of cost analysis, functional and technical expertise, planning, and administrative actions in order to establish and sustain the IT Investment Strategies Integration office. The primary mission of this office is to integrate efforts associated with IT investment management activities. The contractor shall recommend policy, business rules, and procedures for Clinger-Cohen compliance in IT Investment Strategies Management. The contractor shall refine and manage IT Investment Strategy and IT Strategic Planning for CPRP to ensure CIO Statutory Compliance. The contractor shall provide recommendations and supporting rationale for improvements and enhancements to the CPRP process. This shall include recommendations for policy, business rules, content, and procedures. The contractor shall conduct the analysis and evaluation of IT systems; to include technical review of CPRP funded systems, in preparation for decision ready package reporting. The contractor shall, as directed by the government task manager, support all other day-to-day IT Investment Strategy & Management for the CPRP. The contractor shall prepare and submit all applicable documents and reports to the government task manager. The contractor shall support the development, implementation, and execution of automated media to incorporate data into the appropriate storage format. Support shall include researching, planning, and developing various capital planning and investment-related processes and reports for assigned distribution systems, programs, and initiatives. The contractor shall use functional expertise to develop key summary information for use by the multilevel investment review process for assigned distribution systems. The contractor will recommend an integration method for presenting key decision-making financial information for use by each level of the IT investment review process. The contractor shall provide the capability to create and execute data base retrievals from CRIS as required to support the IT Investment management process.

2.4.1. Task 4, Sub-Task 1. Support to TCJ6 CIO shall include (but is not limited to) researching, planning, and developing various capital planning and investment-related processes for IT. The contractor shall document results

of the CPRP to facilitate revisions prior to execution of next CPRP cycle. The contractor shall assist in implementing new procedures using the CRIS database. The contractor shall provide annually, by 30 September, a written financial analysis for one government selected functional area supported by TWCF IT investments. Annually, within 30 calendar days after the end of the CPRP cycle (normally mid-March), the contractor shall provide a summary analysis of the results of the IT investment analysis review. This report will cover the following areas: CRIS “history” snapshots, highlights of the IT POM review, and financial analysis trends. The contractor shall use functional expertise to identify and recommend key decision-making information for use by each level of the three-tier IT investment review process. The contractor shall support ECM financial analysis as required. The contractor shall prepare a recommendation on how the OMB 300 report summaries can be incorporated into the CPRP and ECM review processes. Of particular importance related to the increased OMB 300 oversight, is how to develop within the CPRP process and supporting CPRP tool, oversight of selected system/capability cost, schedule, and performance tracking. The contractor will provide recommendations in an annotated briefing format. The contractor will provide direct CPRP cost analysis and management support to TCJ6-P. The government anticipates the effort required for Task 4 will involve the following:

- Cost estimation and analysis
- TWCF rules, policies, and procedures
- DOD planning, programming, and budgetary practices and concepts
- Economic Analysis
- Functional Economic Analysis
- Functional Process Improvement
- Use of Microsoft Office
- Use of cost estimating tools such as; System Evaluation and Estimation of Resources – Software Estimating Model (SEER-SEM)
- Sensitivity/Risk Analysis
- IT Capital Planning & Investment
- Portfolio Management
- Earned Value Management
- Project Portfolio Management

**2.5. Task 5. DOD-Wide PfM Focal Area Analysis Support.** The command PfM process is multi-faceted and includes an initial structure for analysis of focal areas such as classes of supply and/or Supply Chain Operational Reference Model (SCOR) break-down of focal areas for analysis. This approach has been developed to facilitate an organized structured approach to the initial analysis of distribution and logistics-related processes, activities, and supporting systems. The contractor shall conduct data gathering activities for the purpose of analyzing, selecting, controlling, and evaluating all command-related IT systems. The contractor shall develop and conduct a system review process no less than annually on each command listed system to ensure each satisfies all DOD operational, system, technical, and resource requirements for business case studies to include DODAF, NII Business Enterprise Architecture (BEA), and others as directed for certification.

The contractor shall manage systems migration input to the current organizational EA and ensure CIO Statutory Compliance on all system analysis and review activities. The contractor shall provide functional, technical, system, and cost subject matter experts to perform the focal area analysis for four separate and concurrent focal area analysis teams. Each team shall conduct functional, cost, and technical analysis for functional working group assessment and development of Business Case Analysis. The contractor shall provide workshop management activities support for the focal area analysis teams. Workshops will include activity/system support for process mapping of activities with resulting reports, recommendations, and IT transition plans.

Support shall include, but is not limited to, providing consultation on cost/benefit estimation associated with systems and process analysis cost estimation. The contractor shall perform analysis on government-identified focal area groups of systems, such as:

SCOR level four or classes of supply. The contractor shall provide research and make recommendations on basic information needed to support management decision making. Contractor will include, as appropriate, entries in standard format to be input into CRIS database.

Support shall include, but is not limited to, providing consultation on cost/benefit estimation associated with DPO systems and process analysis cost estimation. The contractor shall perform analysis on approximately 500 distribution systems, and research and make recommendations on basic information needed to support management decision making. The contractor will include, as appropriate, entries in standard format to be input into the database.

The contractor shall provide cost and financial analysis support to prepare various cost and economic analyses on distribution IT systems. This will include oversight and/or development of formal business case analyses for IT system transitions. Provide financial support for TCJ6, USTRANSCOM, and OSD to expedite financial requirements. This effort includes financial and technical support in developing graphics and documentation associated summaries. It also includes periodic ad hoc cost and financial analysis support for special interest projects/IT systems. The contractor shall provide the capability to create and execute data base retrievals from CRIS as required to support the focal area analysis processes.

The contractor will provide training on the use of EA products to the four separate and concurrent focal area analysis teams and provide EA extraction support as needed for the analyses of government identified systems. This effort includes financial and technical support in developing graphics and documentation associated summaries. It also includes periodic ad hoc cost and financial analysis in support of special interest projects concerning IT systems. The contractor shall provide the capability to create and execute data base retrievals from CRIS as required to support the focal area analysis.

**2.6. Task 6. Cross Functional Reviews.** The contractor shall monitor the DISA web site at URL <http://www.tadmn.itsi.disa.mil/proposals/pts.html> for any new proposed data standards, which impact the command PFM process, at least twice each week. For each new proposed data standard package, the contractor shall notify the appropriate reviewing individuals of the existence of the new package and shall suspend the submission of comments with negative replies required. The contractor shall review, collate, and forward all comments to DISA.

The contractor shall also monitor the USTRANSCOM Corporate Data Office (CDO) mailbox for newly proposed cross corporate model packages. The contractor shall notify the appropriate reviewing individuals and shall suspend the submission of comments. The contractor shall forward all reviewer comments to the package originator, who will provide a complete disposition to comments. The contractor shall send the disposition of comments to the original package reviewers and file all correspondence in the CDO e-mail folders.

**2.7. Task 7. CIO Program Review Process.** The contractor shall support TCJ6 and the USTRANSCOM CPRP and TA process. This includes collecting and evaluating data for systems identified by TCJ6 from the applicable system program managers. The TA data shall be entered/updated in the CRIS database prior to the CPRP. The contractor shall prepare a quarterly report which documents actions completed to support the TA/CPRP and update CRIS data as required. The contractor shall document results of the CPRP to facilitate revisions prior to execution of next CPRP cycle. The contractor shall assist in implementing new procedures using the CRIS database.

**2.8. Task 8. Groupware Workshop Support.** The contractor shall provide Group Systems software and technical support to USTRANSCOM, DISA, process owners, and organizations designated by the government task manager for use of the facility. The contractor shall provide support for workshops using mobile Group Systems suite to include setup/breakdown of all equipment, (Local Area Network, laptops, audiovisual), planning, and technographer support at the designated location. The contractor shall manage the use of the Groupware facilities in coordination with COR and other government task managers to include the publishing and maintenance of a schedule of GroupWare Facility and Mobile suite activities. The contractor shall provide professional facilitation for workshops conducted with groupware assets.

**2.9. Task 9. Chief Information Officer and Integration Management Support.** The contractor shall recommend policy, business rules, and procedures for Clinger-Cohen compliance in IT, PFM EA assessment, and interoperability. The contractor shall provide detailed analysis of command systems against these policies. The

contractor shall analyze and assist with implementation of automated tools that the government evaluates or uses to collect and report data in support of the PFM, and IT Investment Management process and/or strategic planning.

**2.10.** Task 10, Sub-Task 1. Enterprise Capabilities Management. The contractor shall work with representatives from TCJ6, other USTRANSCOM directorates, contractors, USTRANSCOM Component Commands, and DTS organizations to institutionalize the ECM process across the command and components. Knowledge of ECM, Clinger-Cohen Act of 1996, PFM, EA, Strategic Planning, and the USTRANSCOM funding process and associated review boards is essential, as these processes will be integrated with ECM. Functional and technical support is required to conduct ECM activities. The contractor shall provide detailed analysis of DTS systems against established ECM processes and ensure compliance with Clinger-Cohen and alignment with Strategic Planning, PFM, Program Management, and systems development processes defining policy and business rules to ensure integration of these major processes and incorporation into ECM. The contractor shall update and improve the ECM handbook. This shall include activities associated with new business practices and rules required for conducting the ECM process. The contractor shall maintain a next steps program management plan that details the way ahead for the ECM process. The contractor shall participate in training personnel on the ECM process. The contractor shall establish initial information/data transfers from different sources to selected requirement tracking, workflow, and analysis tools. The contractor shall conduct conceptual analysis, which will further refine ECM methodology and shall participate in ECM implementation and ongoing change management activities. The contractor shall assist in resolving potential problems arising from integration and implementation of ECM. The contractor shall support production of technical documents and provide recommendations to enhance IT management. The contractor shall establish performance metrics for the ECM process being institutionalized throughout the Command.

**2.10.1.** Task 10, Sub-Task 2. Operational Assessment. The contractor shall work with representatives from the TCJ6, other USTRANSCOM directorates, contractors, USTRANSCOM Component Commands, and DTS organizations refining methodology and business rules to support the OA process. The contractor shall accomplish a conceptual analysis assessing targeted Enterprise Infrastructure DTS systems in support of CPRP objectives. The contractor shall assist in resolving potential problems arising from integration of OA with the JDA and ECM. The contractor shall document the established repeatable methodology for accomplishing OA activities.

**2.10.2.** Task 10, Sub-Task 3. Dynamic Object Oriented Requirements System (DOORS). The contractor shall provide DOORS database management. The contractor shall provide support to the ECM and requirements capture efforts using DOORS. The contractor shall provide support to the DOORS application and explore the expansion of the existing DOORS capability to include configuration management and analysis of functionality in support of ECM. The contractor shall support requirements capture efforts as directed by the government.

**2.10.3.** Task 10, Sub-Task 4. ECM Technical Support. The contractor shall provide technical support for data collection, import/export activities related to both the CRIS database and DOORS in support of ECM analysis and integration processes. The contractor shall develop and document code to accomplish import and export activities in accordance with established DOD standards and guidelines. The contractor shall update and refine the web interface that will allow users to submit Enterprise Change Proposals interactively online and to receive updates as their proposal is touched by the ECM office and interfaces. The contractor shall recommend a technical solution in the development and implementation of the interactive IT solution for PMs to submit proposals to the ECM processes. This shall include any process activity and documentation that will be required to establish the procedures and develop the code to support the processes.

**2.11.** Task 11. Strategic, Functional, and Operational Plans and Policy Support. The contractor shall review and become familiar with the current organizational and management structure and management control review processes of USTRANSCOM, Joint Staff, Joint Forces Command (JFCOM) in order to provide technical support for direct near- and long-term strategic operations, and functional planning to USTRANSCOM, Directorate of Command, Control, Communications and Computer Systems (C4S). The contractor shall assist government personnel with the functional management of collaborative analysis tools. The contractor shall provide development, integration, and interoperability of USTRANSCOM processes with USTRANSCOM architectures, Systems, and the Joint community. The contractor shall assist and provide functional expertise to government personnel in the IT Investment and Policy arena with functional program management of plans, policy,

and programs. The contractor shall provide engineering and integrations services to initiate and improve USTRANSCOM distribution capabilities efforts and enhance the support to the warfighter into the 21<sup>st</sup> century by providing requirements analysis, planning, and integrations of USTRANSCOM and DOD Strategic Operational and Functional concepts, plans, and policies which provide the foundation and impetus for transformation, and change.

#### Task 11 Explanation:

**Organizational Familiarity and Orientation Meeting.** The contractor shall review and become familiar with the current organizational and management structure and management control review processes of TCJ6. The contractor shall meet within five (5) business days of the date of contract award. The meeting will orient the contractor with TCJ6 staff contacts.

**Plans and Policy.** Specifically, the contractor shall participate in the continuous strategic planning and integration management systemic process; providing technical support and recommendations to members of the command making decisions about the future; developing the necessary documentation, procedures, processes, and plans to achieve this future; and determine how success is to be measured. Contractor recommendations are subject to review and approval by the TCJ6 Program Manager. Example activities requiring technical support and recommendations: preparing and reviewing technical reports, (e.g., Initial Capabilities Document (ICD), Capability Development Document (CDD), Capability Production Document (CPD), and Concepts of Operation (CONOPs)); Performance Attributes and Key Performance Parameters (KPP); reviewing and updating Strategic Guidance, Plans, Policies, Command and Control Communications and Computer (C4) Information Supportability Assessments, Metrics and Corporate Resource Plans.

Development and integration of USTRANSCOM DPO and DTS processes. Support in the analysis, development, integration, and interoperability of USTRANSCOM DPO and DTS processes are consistent with other USTRANSCOM architectures, systems, and the joint community. Support in the development, planning, researching, coordinating, and/or review of Strategic, Functional, Operational, Plans and Policies, Key Performance Parameters, Doctrine, Organization, Training, Material, Leadership, Personnel, and Facilities (DOTMLPF) Capability Change Recommendations (CCR), and supporting Joint Requirements Oversight Council (JROC), JCIDS, Functional Capabilities Boards (FCBs), Joint Battle Management Command and Control Boards, Integrated Priorities List, and the Joint Requirements Board. Joint Community and local command standards to be enforced are those defined under the guidelines set forth by the OSD, DOD, USTRANSCOM EA, Department of Defense Architecture Framework (DODAF), Global Information Grid (GIG) Enterprise Services, and Business Management Moderation Program (BMMP), and those advocated or established by the TCJ6.

The contractor shall provide technical support and functional expertise in the development and adherence of command strategic, functional, and technical standards for those DOD and Joint, Services, and Agencies staff C4S programs requiring integration into the DPO/DTS.

The contractor will assist the IT Investment and Policy effort in defining future strategies to satisfy command strategic and tactical requirements. Emphasis should be on functional strategy, user requirements, budget, and technical constraints. This will entail developing, creating, writing, or reviewing plans and policies, reports, briefings, and trip reports.

The contractor will be required to provide functional and technical expertise to bridge the gap between technical and functional conflicting issues between all the Strategic, Functional, and Operational plans, policies, and concepts.

**Engineering and Integrations Services.** The contractor shall provide engineering and integration services to initiate and improve USTRANSCOM services and support to the Warfighter. Integration shall encompass all activities necessary to focus on specific and multiple IT efforts determined by the government. In general, project support services include operational support planning, researching, scheduling, collaboration, and coordination between USTRANSCOM and DOD remote sites collaborative planning sessions utilizing USTRANSCOM suite of Defense Collaboration Tools (DCTS), InfoWorkSpace (IWS) and video teleconferencing.

**2.12. Travel.** Travel will be on a cost reimbursement contract line item to the contractor. Performance under this PWS will require contractor travel within the US and overseas. The government will reimburse the contractor for travel expenses in accordance with the Federal Acquisition Regulation or Joint Travel Regulation (JTR), Volume 2, Paragraph C6002, as applicable. All travel shall be coordinated with and approved by the primary or alternate COR prior to contractor incurring any travel expenses. Invoices (along with associated receipts) shall support all travel reimbursement requests. The government will not reimburse local travel and related expenses to the contractor for daily travel to or from work at Scott AFB or off base worksites.

### 3. DELIVERABLES:

<b>PWS Para</b>	<b>Deliverable Title</b>	<b>Schedule</b>
2.1.	Monthly Invoice with project specific breakouts  Quarterly Status Reports (electronic copy only)	Monthly  Quarterly on the 15 <sup>th</sup> of the month following the end of the quarter. Final to be delivered by last day of the contract
2.1.1.	IPRs	As scheduled by the government
2.1.2.	Trip Reports	Within 5 working days after completion of travel
2.1.3.	Contract Management Plan	Draft – within 20 working days of contract award. Final – within 5 days of Government comment
2.1.4.	Service Provider Employment Status Report	5 <sup>th</sup> workday after contract start and within 5 working days of any changes
2.2.	PfM Oversight and policy documentation  Analysis Plan to support task 2  Internal procedures for managing the Investment Review Process  Data calls  Integrated (i.e., government and contractor) Project Plan that defines tasks, resources, and dependencies and integrates and directs efforts of: Individual PfMs and Focal area analysis  Develop master business case (holistic approach)  Rules for the oversight of the business case  Integrate functional, technical, and cost analysis input into summary business case document  Standardize Business Case formats and perform or task out business case development  <i>Develop and integrate performance metrics into</i>	Within tasking time frames  Draft within 30 days of contract award Final within 45 days of contract award  Within tasking time frames  Within tasking time frames  Draft within 30 days of contract award. Final Plan within 45 days of award.  Within 30 days of contract award  Within 30 days of contract award  Within 30 days of contract award  Within tasking time frames

	<p><b><i>PfM processes</i></b></p> <p>Change documentation for any changes in PfM processes</p> <p>Direct PfMs to integrate individual Business Case Analysis Reports into Integrated Decision Packages (IDP)</p> <p>Summary electronic decision ready packages</p> <p>Quarterly status reports</p>	<p><b><i>Within tasking time frames</i></b></p> <p>Within 30 days of change</p> <p>Within tasking time frames</p> <p>Within tasking time frames</p> <p>Quarterly on the 15<sup>th</sup> of the month following each quarter</p>
<p>2.2.1 Optional Task</p>	<p>DBSMC and IRB documentation packages</p> <p>Integrated (i.e., functional, technical, and financial) Scoring Model</p>	<p>Within tasking time frames</p> <p>Draft within 30 days of exercise of the Optional task. Final within 45 days of exercise of the Optional task.</p>
<p>2.3.</p>	<p>DTS PfM Instruction Updates</p> <p>DTS PfM Handbook, Training Guide Updates, and Trifolds</p> <p>MS Project work plan</p> <p>Other PfM related guidance documents</p>	<p>Annually within tasking time frames</p> <p>Bi-annually within tasking time frames</p> <p>Quarterly, 31 December, 31 March, 30 June, 30 September</p> <p>Within tasking time frames</p>
<p>2.3.1</p>	<p>Technical Report – Study/ Services – Program Management CBA Support</p> <p>Economic Analysis</p> <p>Status of Funds Report – Programs Division</p>	<p>Within tasking time frames</p> <p>Within tasking time frames</p> <p>Within tasking time frames</p>

<p>2.4.</p>	<p>IT Investment Strategy Oversight and Policy documentation</p> <p>Technical Report – Infostructure Program TWCF Planning &amp; Investment Support</p> <p>Analysis on selected functional area</p> <p>TWCF Cost, Schedule, Performance Recommendation to include Recommendations on OMB 300 report Incorporation into CPRP and ECM process</p> <p>Budget Change Proposal (BCP)</p>	<p>Within tasking time frames</p> <p>Within tasking time frames</p> <p>Within tasking time frames</p> <p>Draft 1 November each year Final 1 December each year</p> <p>Within tasking time frames</p>
<p>2.4.1</p>	<p>Written financial analysis supported by Transportation Working Capital Fund (TWCF) IT investments</p> <p>A summary analysis of the results of the IT investment analysis review, including: CRIS “history” snapshots, highlights of the IT Program Objective Memorandum (POM) review, and financial analysis trends</p>	<p>Annually, within 30 calendar days after the end of CPRP cycle (normally mid-March)</p> <p>The contractor shall provide annually, by 30 September</p>

2.5.	<p>Focal Area Business Case Analysis</p> <p>Training on use of EA products</p> <p>System review report</p> <p>Mini-financial assessments of existing programs</p> <p>Impact analyses of estimated versus actual costs</p> <p>Graphics and documentation summaries</p> <p>Benefits, savings, variance analysis, program impacts, etc.</p>	<p>Within tasking timelines</p> <p>As directed by task manager</p> <p>Annually as directed by task manager</p> <p>Within tasking timelines</p> <p>Within tasking timelines</p> <p>Within tasking timelines</p> <p>Within tasking timelines</p>
2.6.	<p>Review new proposed standards packages</p> <p>Coordinate USTRANSCOM comments for submission to DISA</p> <p>Review Cross Corporate packages</p>	<p>Minimum of twice weekly</p> <p>Within suspense set by DISA for each package</p> <p>Continuous task</p>
2.7.	<p>Maintain CRIS data accuracy</p> <p>Report on CRIS update actions</p>	<p>Continuous task</p> <p>Within 5 working days of the end of quarter, except 4<sup>th</sup> quarter to be done by 30 September</p>
2.8.	<p>Develop and maintain Groupware Facility and Mobile Suite availability Calendar to include schedule of use for both capabilities</p> <p>Groupware technical support</p> <p>Provide facilitation support</p>	<p>Within 5 days of contract award and continuously thereafter</p> <p>Within 5 days of contract award and continuously thereafter</p> <p>As required</p>
2.9.	<p>Report – recommendations and supporting rational improvements and enhancements to the PFM data collection and analysis processes</p>	<p>Draft 31 March</p> <p>Final within 15 days of government review</p>
2.10.	<p>ECM Performance metrics</p> <p>CONOPS for the refinement, implementation and improvement of the ECM process</p> <p>System Project or Initiative ECM based analysis</p> <p>Reports of already completed analysis</p>	<p>Draft 15 days after start of contract</p> <p>Final 15 days after task manager review of draft</p> <p>30 days after award of contract</p> <p>5<sup>th</sup> workday after start of analysis</p> <p>3<sup>rd</sup> workday after tasking by TCJ6</p>

	<p>ECM process handbook Update</p> <p>Operational Assessment Methodology</p> <p>Operational Assessment Methodology Documentation</p> <p>Report outlining systems requirements added to the DOORS database</p> <p>Develop, Document, effect and maintain IT solution program and project managers to feed changes to the ECM process</p>	<p>Draft 31 January, Final 30 August</p> <p>Within tasking timelines</p> <p>Within tasking timelines</p> <p>5<sup>th</sup> day of each month following system adds</p> <p>Within 90 days after start of contract</p>
<p>2.11.</p>	<p>Verbal Weekly Activity Report (informal)</p> <p>Contractor shall maintain and modify as required all performance measurement metrics for use in overall evaluation of performance following industry standard best practices</p> <p>Report – recommendations and supporting rationale for improvements and enhancements to the government task manager</p>	<p>Weekly</p> <p>Within tasking time frames</p> <p>Within tasking time frames</p>

#### 4. PERFORMANCE OBJECTIVES SUMMARY.

Performance Objectives will be evaluated by the USTRANSCOM/TCJ6 assigned task manager, or TCJ5 on behalf of TCJ6 as requested.

<b>PWS Para.</b>	<b>Performance Objectives</b>	<b>Performance Threshold</b>
2.1.	Quarterly Status Reports	95% of time received by 15 <sup>th</sup> of month following end of quarter. Final by end of contract period
2.1.1.	Presentation Materials IPRs covering work under all tasks in place for TCJ6	100% of the time, presentations materials cover all ongoing tasks
2.1.3.	Contract Management Plan	95% of the time within designated timeline with all areas of concern resolved
2.2.	<p>PfM Oversight and policy documentation</p> <p>Internal procedures for managing the Investment Review Process</p> <p>Develop master business case (holistic approach)</p> <p>Rules for the oversight of the business case</p> <p><i>Develop and integrate performance metrics into PfM processes</i></p> <p>Integrate functional, technical and cost analysis input into summary business case document</p> <p>Standardize Business Case formats and perform or task out business case development.</p> <p>Direct PfMs to integrate individual Business Case Analysis Reports into Integrated Decision Packages (IDP)</p>	<p>Report is 98% accurate for content and 95% on time for delivery</p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p> <p><i>95% of the time within scheduled time frames</i></p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p>
2.2.1	<p>Integrated (i.e., functional, technical, and financial) Scoring Model</p> <p>DBSMC and IRB documentation packages</p>	<p>95% of the time within scheduled time frames</p> <p>99% of the time within scheduled time frames</p>

2.3.	DTS PfM Instruction Updates  DTS PfM Handbook Updates	95% of the time within scheduled time frames  98% of the time within scheduled time frames
2.3.1	Technical Report - Study/ Services – Program Management CBA Support  Economic Analysis  Status of Funds Report - Programs Division	95% of the time within scheduled time frames  98% of the time within scheduled time frames  99% of the time within scheduled time frames
2.4.	IT Investment Strategy Oversight and Policy documentation  Technical Report - Infostructure Program TWCF Planning & Investment Support  TWCF Cost, Schedule, Performance Recommendation  Budget Change Proposal (BCP)	Report is 98% accurate for content and 95% on time for delivery  95% of the time within scheduled time frames  99% of the time within scheduled time frames  99% of the time within scheduled time frames
2.4.1	Written financial analysis supported by Transportation Working Capital Fund (TWCF) IT investments  A summary analysis of the results of the IT investment analysis review. Including: CRIS “history” snapshots, highlights of the IT POM review, and financial analysis trends.	95% of time within tasking time frames  100% user friendly and 98% available to all users/customers
2.5.	Class of Supply Business Case Analysis  Mini-financial assessments of existing programs  Impact analyses of estimated versus actual costs Graphics and documentation summaries  Benefits, savings, variance analysis, program impacts, etc.	95% of the time within scheduled time frames  95% of the time within scheduled time frames  95% of the time within scheduled time frames 95% of the time within scheduled time frames  95% of the time within scheduled time frames
2.6	Review new proposed standards packages  Coordinate USTRANSCOM comments for	95% of time within tasking time frames  Comments submitted on time 95% of time

	<p>submission to DISA</p> <p>Review Cross Corporate packages</p>	<p>95% of time within tasking time frames</p>
2.8.	<p>Electronic calendar of requirements for use the static and Groupware Facility by organization request and POC</p> <p>Report of facility use</p>	<p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p>
2.9.	<p>Enter TA data into CRIS</p> <p>Actions Report</p>	<p>98% of the time 30 days before CPRP</p> <p>95% of the time within 5 days following end of quarter except 4<sup>th</sup> quarter which shall be delivered on 30 September</p>
2.10.	<p>ECM Performance metrics</p> <p>CONOPS for the refinement, implementation and improvement of the ECM process</p> <p>System Project or Initiative ECM based analysis</p>	<p>98% measurable and linkable with work activities</p> <p>CONOPS reflects a quantifiable improvement in the ECM process</p> <p>Analysis is 100% linked to USTRANSCOM baseline documents such as EA, Strategic Plan, CPRP as applicable</p>
2.11.	<p>Verbal Weekly Activity Report (informal)</p> <p>Contractor shall maintain and modify as required all performance measurement metrics for use in overall evaluation of performance following industry standard best practices.</p> <p>Any documents created for the government by the contractor shall be provided both hardcopy and electronic format in Microsoft suite unless otherwise directed. All documents shall become the property of the United States government and such information shall be kept confidential.</p> <p>Report – recommendations and supporting rationale for improvements and enhancements to the government task manager</p>	<p>100% user friendly and 98% accurate for content</p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p> <p>95% of the time within scheduled time frames</p>

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## **5. GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI):**

The government will allow the contractor to gather information from TCJ6 technical and functional personnel as required. The government will provide existing documentation when required for use by the contractor. The government will provide the most current version of software directed for use by the government. The government will also notify the contractor of software changes for each set of government furnished software. Both the government and the contractor will retain copies of GFE/GFI listings for traceability and accountability. GFE/GFI provided to the contractor team and used at the contractor facilities will be contractor managed and controlled. Software provided by the government and used at contractor facilities will be treated as GFE. GFE provided to the contractor team and used at government facilities will be tracked by contractor onsite personnel under government management and control. The contractor shall release all GFE to the government, upon termination of the specific task or subtask, whichever date is earlier.

The government will provide 53 work areas for the contractor personnel within USTRANSCOM facilities on or near Scott AFB IL. Work areas are comparable to that already occupied by present government personnel. The government will also provide access to Class "A" phone service, fax machine, and copier (to be shared with government employees already on site). Additional work areas required by the contractor will be provided by the contractor and at the contractor's expense. The contractor shall control all equipment and software provided by the government as GFE. The contractor shall release all GFE to the government upon termination of the specific task or subtask, whichever date is earlier, in which its use is no longer necessary. The government will provide the contractor with information about the development of, and plans to implement future transportation process improvements. This information will be reviewed by the contractor and incorporated as appropriate in contractor products.

## **6. GENERAL INFORMATION:**

This services requirement is in support of USTRANSCOM at Scott AFB IL. TCJ6 Directorate must support the Chief Information Officer in providing essential command, control, communications, and computer systems support in the performance of the command's mission. The normal hours of support will be from 0730 to 1630, Monday through Friday, excluding government holidays except where indicated differently within individual task areas. TCJ6 must provide and maintain the most modern fully mission-capable C4S for USTRANSCOM and ensure suitability for interoperability among its components, the DTS, and the supported Combatant Commands. The development and maintenance of the DTS EA and support for the CPRP, ECM, and PM process, as well as, development and maintenance of the CRIS, contribute in a substantial way to the success of the TCJ6 mission. Any documents created for the government by the contractor shall be provided both hardcopy and electronic format in Microsoft suite unless otherwise directed. All documents shall become the property of the United States government and such information shall be kept confidential. Any software and/or applications created by the contractor will become the property of the United States government.

**6.1. Contractor Employees.** The contractor shall provide a workforce possessing the skills, knowledge, and training to perform the services required by this contract. The contractor shall identify the minimum requirements for each labor category to be used in performance of this contract. The contractor shall provide a non-disclosure agreement for each employee working the assigned tasks (See Appendix 1).

### **6.2. Quality Control.**

In compliance with the clause entitled "Inspection of Services" the contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The CO will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO before the start of the performance period. The Government has the right to require revisions of the Quality Control Plan (at no cost to the Government) should the incorporated plan fail to control the quality of the

services provided at any time during the contract performance. All on-site records of all inspections conducted by the Contractor shall include:

- Date, time and location of the inspection.
- A signature block for the person who performed the inspection.
- Rating of acceptable or unacceptable.
- Area designated for deficiencies noted and corrective action taken.
- Total number of inspections.

**6.3. Security Requirements.** Contractor shall establish, document, and execute procedures to comply with contractor requirements cited in AFI 31-601. The contractor shall acquire all necessary installation passes for contractor personnel. Contractors operating on government installations shall ensure their personnel always wear a contractor-furnished identification badge and provided USTRANSCOM Security Badges on their outer clothing, on the front of the body, between the neck and the waist, and it shall be visible at all times.

**6.3.1. Notification of Installation Security.** The contractor shall notify local security personnel of contract start at each installation IAW AF FAR Sup 5352.204-9000, Notification of Government Security Activity, and enter into a security agreement IAW AF FAR Sup 5352.204-9001. At a minimum, the security agreement shall address the following topics:

- Visitor/Vehicle Pass.
- National Agency Check (NAC) (AF Form 2584) as required.
- Restricted Area Badges, AF Form 1199, as required.
- Designated government security manager.
- Issue and turn in.
- Control and accountability Inventories and associated training.
- Escorts.
- Pre-announcement Procedures.

**6.3.2. Security Regulation Compliance.** The contractor is required to comply with all security regulations and directives as identified herein, and other security requirements in this contract. The contractor shall comply with DD Form 254, Contract Security Classification Specification, attached to this contract.

**6.3.3. Personnel Security Clearances.** All contractor personnel shall possess Secret security clearances. The contractor shall ensure that sufficient personnel on duty have appropriate security clearance to accomplish all services specified in this PWS prior to the start of the conversion date at each installation.

a. If security clearances are not received prior to the contract start date (or conversion date) at each installation, the contractor can request an interim clearance from Defense Industrial Security Clearance Office (DISCO) or supplement the contractor's work force to perform those tasks requiring security clearances. If any delays in receipt of security clearances are due to the contractor's late submission of security clearance requests, the costs required to perform the services listed in this PWS shall be deducted from the contractor's monthly payment.

b. If an investigation reveals the contractor's designated employee is determined not eligible for clearance, the costs of any government performance required to complete the services in PWS shall be deducted from the contractor's monthly payment.

c. Security clearances required because of contractor turnover shall not constitute an excuse for nonperformance of this contract. The costs for government performance (in-house or contractor) while contractor personnel are awaiting clearances shall be deducted from the contractor's monthly payment based on actual costs incurred.

**6.4. Period of Performance.** The base period for this contract is 1 October 2005 to 30 September 2006 with four 1-year options as follows:

Option Year 1: 1 Oct 2006 – 30 Sep 2007

Option Year 2: 1 Oct 2007 – 30 Sep 2008

Option Year 3: 1 Oct 2008 – 30 Sep 2009

Option Year 4: 1 Oct 2009 – 30 Sep 2010

**6.5. Employment of Foreign Nationals.** For purposes of this clause, foreign nationals are all persons not citizens of, not nationals of, nor immigrant aliens to, the United States. A foreign representative is anyone (regardless of nationality) acting as an agent, representative, official or employee of a foreign government, a foreign-owned or influenced firm or corporation or person. Nothing in this clause is intended to waive any requirement imposed by any other US government agency with respect to employment of foreign nationals or export control.

Foreign Nationals are not allowed to fill AIS-1 positions based on regulation DOD 5200.2R, Personnel Security Regulation, Appendix H, Para D, which states, "Foreign Nationals shall not be assigned to automated information systems, AIS-1 positions." "Foreign Nationals will be assigned to AIS II or AIS III positions, as stated in Appendix H, Section E, if a National Agency Check for Foreign Nationals (NACFN) has been processed and documentation provided to the Contracting Officer."

The parties acknowledge that technical data generated under this contract will be subject to export control, including disclosure to foreign nationals/representatives, defined in subparagraph (b) whether such data is provided orally or in written form. The contractor agrees to obtain written approval from the Contracting Officer before assigning any foreign national/representatives to perform work under the contract or before granting foreign nationals or their representative's access to data related to this contract.

**6.6. Phase In/Out.** The incumbent contractor shall provide phase-in/out orientation if there is a change in contractor or if the operation reverts to the DOD. The incumbent contractor shall begin phase-in/out orientation as soon as possible after contract award or changeover is directed. During the phase-in/out orientation period, the incumbent contractor shall be fully responsible for PWS performance requirements and cooperate to the extent required to permit an orderly changeover to the successor.

**6.7. Performance of Services During Crisis Declared by the President or Secretary of Defense up to and Including War:** None.

## **7. GOVERNMENT REPRESENTATIVES:**

The COR and task Managers will be assigned after award of this contract.

## APPENDIX 1

**NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES  
ON USTRANSCOM CONTRACTS**

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, \_\_\_\_\_ currently an employee of \_\_\_\_\_, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # \_\_\_\_\_ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and information that has not been released to the general public and has not been authorized for such release (as defined for government employees in 5 CFR 2635.703).

c) Not to use such information for any non-governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject of protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Government COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

(End of Summary of Changes)