

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1 CONTRACT ID CODE J	PAGE OF PAGES 1 22
2 AMENDMENT/MODIFICATION NO P00008	3 EFFECTIVE DATE 20-Nov-2012	4 REQUISITION/PURCHASE REQ NO		5 PROJECT NO (If applicable)
6 ISSUED BY U.S. ARMY PEO STRI ACQUISITION CENTER ATTN: KOP/CSG 12350 RESEARCH PARKWAY ORLANDO FL 32826	CODE W900KK	7 ADMINISTERED BY (If other than item 6) DCMA V RG NIA 10500 BATTLEVIEW PARKWAY SUITE 200 MANASSAS VA 20109-2342		CODE S2404A
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ELECTRONIC CONSULTING SERVICES, NC. 2750 PROSPERITY AVE STE 600 FA RFAX VA 22031-4338			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			X 10A. MOD. OF CONTRACT/ORDER NO. W900KK-09-D-0006	
CODE 1T1E5			X 10B. DATED (SEE ITEM 13) 10-Aug-2009	
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)				
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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Term of the Contract				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ 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: stpeterd13225 The purpose of this modification is to execute the following actions: 1. Exercise all Option 3 CLINs. 2. Update the PWS to incorporate Rev. 2 dated 10 Oct 12. 3. Update the DD Form 254.				
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)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6) / CONTRACTING OFFICER TEL: (b) (6) EMAIL: (b) (6)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. (b) (6) BY (Signature of Contracting Officer)		16C. DATE SIGNED 20-Nov-2012

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 3001

The option status has changed from Option to Option Exercised.

CLIN 3002

The option status has changed from Option to Option Exercised.

CLIN 3003

The option status has changed from Option to Option Exercised.

CLIN 3004

The option status has changed from Option to Option Exercised.

CLIN 3005

The option status has changed from Option to Option Exercised.

CLIN 3006

The option status has changed from Option to Option Exercised.

CLIN 3007

The option status has changed from Option to Option Exercised.

CLIN 3008

The option status has changed from Option to Option Exercised.

CLIN 3009

The option status has changed from Option to Option Exercised.

CLIN 3010

The option status has changed from Option to Option Exercised.

CLIN 3011

The option status has changed from Option to Option Exercised.

CLIN 3012

The option status has changed from Option to Option Exercised.

CLIN 3013

The option status has changed from Option to Option Exercised.

CLIN 3014

The option status has changed from Option to Option Exercised.

CLIN 3015

The option status has changed from Option to Option Exercised.

CLIN 3016

The option status has changed from Option to Option Exercised.

CLIN 3017

The option status has changed from Option to Option Exercised.

The following have been deleted:

SUMMARY OF MODIFICATION #02

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

PERFORMANCE WORK STATEMENT (PWS) for SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE (SETA) Revision 2, Dated 10 Oct 12

1. INTRODUCTION AND SCOPE

1.1 The mission of the U.S. Army Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) is to provide life-cycle management of interoperable training, testing, and simulation solutions for the Warfighters and the Nation. PEO STRI is the Army's Training, Testing, Modeling and Simulation Materiel Developer and the Army Executive Agent for Combat Training Centers' Instrumentation. PEO STRI provides training aids, devices, simulators, simulations, instrumentation, targets and threat simulators for training and testing. PEO STRI supports other Materiel Developers (PEOs & Program Managers (PM)) and Combatant Commanders, Army Doctrine, and Battle Labs and provides life cycle support from development through disposal.

1.2 The contract provides for Systems Engineering and Technical Assistance (SETA) to the PEO STRI and other U.S. Government agencies worldwide as well as state and local agencies. The services will include related activities in support of all aspects of providing responsive integrated and interoperable infrastructure for Simulation, Training, Testing, and Instrumentation Solutions and Acquisition Services for the Warfighters and the Nation. Support will be required for services for effective, efficient, and responsive full lifecycle management of efforts to include but not limited to: administrative support, vision statements and doctrine; development of architectures; program support e.g., acquisition and budget planning, business and financial programming and execution, modeling, simulation, simulator, training device, and instrumentation development, documentation, fielding and execution, system analysis and integration, integrated logistics support, strategic planning, contingency and mission support, program oversight, independent verification validation and test evaluation, prototype development, sustainment and operation, and analysis of emerging technologies, support; subject matter expert on military tactics, techniques, and procedures. Potential areas of growth are envisioned to be in the areas of: Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR); Information Operations (IO); Infrastructure, Organizational Analysis, and Evaluations; Systems Engineering and Systems Integration Analysis; Simulation and Modeling Development; Rapid Prototyping and Limited Development; Software Development, Network Development, and Information Systems Support; Integrated Logistics Support; Emerging Technologies Analysis; Meetings and Conference Organization Support; Staff Support; and ancillary services. These topics are further detailed in paragraph 3 of this Performance Work Statement (PWS) and will be further defined in each individual Task Order issued.

2. APPLICABLE DOCUMENTS

The following U.S. Government documents form a part of this contract. In the event of a conflict between documents referenced herein and the contents of this PWS, the contents of the PWS shall be the governing requirement. Other documents required for execution of tasks under this contract will be cited in the relevant Task Orders. The most current approved version will apply to the contract and subsequent task orders.

2.1 UNITED STATES CODE

Title 44 Chapter 35 Subchapter III Federal Information Security Management Act of 2002 (FISMA)

2.2 DEPARTMENT OF DEFENSE (DOD) DOCUMENTS

2.2.1 DOD DIRECTIVES

DODD 8500.01E Information Assurance (IA)

2.2.2 DOD INSTRUCTIONS

DODI 5000.2 Operation of the Defense Acquisition System

DODI 8500.2 Information Assurance (IA) Implementation

2.2.3 DOD MANUALS

DOD 5220.22-M Industrial Security Program Operating Manual

2.2.4 DOD REGULATIONS

DOD 7000.14-R Department of Defense Financial Management Regulations (FMRs)

2.2.5 OTHER DOD DOCUMENTS

DFAS-IN Regulation 37-1 Finance and Accounting Policy Implementation

Defense Acquisition Guidebook

2.3 DEPARTMENT OF THE ARMY DOCUMENTS

2.3.1 ARMY REGULATIONS

AR 25-2 Information Assurance

AR 70-1 Army Acquisition Policy

AR 73-1 Test and Evaluation Policy

AR 381-12 Threat Awareness and Reporting Program (specifically paragraph 2-4.b. and Chapter 3)

AR 700-127 Integrated Logistics Support

2.3.2 ARMY PAMPHLETS

DA Pam 73-1 Test and Evaluation in Support of Systems Acquisition

DA Pam 700-56 Logistics Supportability Planning and Procedures in Army Acquisition

DA Pam 700-142 Instructions for Materiel Release, Fielding, and Transfer

2.3.3 UNITED STATES FORCES KOREA (USFK)

USFK Regulation 350-2 Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK

2.4 PEO STRI DOCUMENTS AND PUBLICATIONS

2.4.1 STANDARD OPERATING PROCEDURES (SOP)

SOP 11-18A Cost Estimating and Validation Responsibility

SOP 25C Processing Procedures for Memoranda of Agreement/Understanding (MOA/MOU) and Intraservice/Interservice/Intra-Governmental Support Agreements (ISA)

SOP 25-2A Information Assurance (IA) Policy for PEO STRI Business Systems

SOP 70-1C Acquisition Program Management and Documentation

SOP 70-1-3A Acquisition Program Data Management

SOP 385-10-2 PEO STRI Environmental, Safety and Occupational Health Evaluation and Documentation in Support of Acquisition Programs

SOP-600-2-1B Hosting Conferences

SOP-690-990-03	SETA In and Out Processing
SOP 700-142-1B	Materiel Fielding
SOP 700-142-2B	Type Classification (TC) and Materiel Release (MR) for Issue

2.4.2 POLICIES

PEO STRI Policy on the Use of Common Standards, Products, Architectures and/or Repositories (CSPAR)

PEO STRI Policy Regarding Facility Access Badging

2.4.3 AVAILABILITY OF PEO STRI DOCUMENTS AND PUBLICATIONS

Copies of the above documents are available from PEO STRI, Attn: SFAE-STRI-KOP, 12350 Research Parkway, Orlando, FL 32826-3276

3. REQUIREMENTS

3.1 GENERAL.

The various elements of work the contractors may be required to perform under this contract are characterized in the following paragraphs, are generic and will not be required on all task orders. Individual task orders will further define the required work. In case of a conflict between the requirements and documents cited herein and the Task Order requirement, the Task Order controls.

3.1.1 EQUIPMENT AND MATERIALS PROCUREMENT.

All contractor purchases less than \$2,500 must be approved by the Alternate Contractor Officer's Representative (ACOR) in advance of any purchases. All purchases greater than or equal to \$2,500 must be approved by the Contractor Officer's Representative (COR). When specified in the task order, the Contractor shall procure, integrate, ship, and track equipment and other items required for the effort. Such equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

3.1.2 FACILITIES.

3.1.2.1 The Government anticipates that most work performed on task orders issued under this contract will be performed at Government owned facilities and that most equipment and support software directly associated with task order performance will be provided by the U.S. Government as specified in individual task orders. The Contractor shall provide all remaining materials, services, equipment, support software, and facilities necessary to fulfill the overall terms and conditions of this contract. Automated systems supporting this contract shall be interoperable among all prime contractors, subcontractors, and designated U.S. Government automation systems. The U.S. Government does not require the establishment of field offices for performance under this contract.

3.1.2.2 Below is a list of the standard common software currently in use. Updates, upgrades, and/or replacements for applications and operating systems occur on a regular basis. The contractor's equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

- Windows OS (Windows 7 at this time)
- MS Office (Office 2007 at this time)
- ActivClient for CAC -PKI Only 6.2.0.82
- ApproveIt Desktop 6.5 (CAC electronic signature software)
- Lotus Forms Viewer 3.5.1
- Adobe Acrobat Reader X
- Java Runtime Environment
- Several plug-ins such as Adobe Flash.
- Installroot

3.2 DETAILED REQUIREMENTS

3.2.1 ACQUISITION PLANNING AND SOURCE SELECTION

3.2.1.1 The Contractor shall act in an advisory capacity to prepare, maintain, review, and revise program documentation necessary to undertake and manage both system and services acquisitions, to include assessment of technical approaches, acquisition strategies and plans, conducting market surveys, assessing operational and performance requirements, and assessing evolving concepts of operation in response to identified requirements. The Contractor shall act in an advisory capacity to prepare, maintain, review and cross-check for completeness, and revise documentation for use in solicitations and contracts for systems and services, including but not limited to Statements of Work (SOW), Statements of Objectives (SOO), Performance Specifications, Systems Engineering Plans (SEPs), data requirements, executive summaries, contract schedules, award fee documents, source selection documents and Requests for Proposal (RFPs) elements.

3.2.1.2 The Contractor shall act in an advisory capacity to review, prepare, maintain, and revise SOWs, specifications, Systems Engineering Plans (SEP) and management documents prepared by program Integrated Product Teams (IPT) for use in acquisitions, identify shortcomings and non-compliances, and recommend changes and improvements to comply with organizational policies, Service, Department of Defense (DOD) and Federal acquisition policies and regulations, and laws.

3.2.1.3 The Contractor shall act in an advisory capacity, after proper authorization has been secured, to provide advice and support on evaluation/review of contractor technical, management and cost proposals in accordance with established evaluation factors and criteria, provide input to proposal evaluation reports, and defend and justify recommendations for award.

3.2.1.4 The Contractor shall act in an advisory capacity to coordinate and review requirements documents with planned or available funding to ensure efforts are compliant with fiscal law rules for proper use of funds. The Contractor shall review and recommend appropriate contract vehicle to program management.

3.2.1.5 The Contractor shall provide assistance in preparation, maintenance review, revision of program, and configuration management documentation necessary to undertake and manage system acquisitions to include: Acquisition Strategies (AS) and Acquisition Plans (AP), Milestone Decision Authority (MDA) and ACAT Designation memorandums, Market Surveys, Performance Specifications, SOW, SOO, Justification & Approval/Exception to Fair Opportunity (J&A / EFO) documents, Source Selection Plans (SSPs), Life-cycle Management Plans (LCMPs), Supportability Strategies, Systems Engineering Plans (SEP), Materiel Fielding Plans (MFP), Memorandums of Notification (MON), Information Support Plans (ISP), and Cost Analysis Requirements Descriptions (CARD). All program documents must be cross-referenced to the appropriate PEO STRI Acquisition Instruction (AI) or Standard Operating Procedure (SOP) for accuracy and completeness.

3.2.2 ADMINISTRATIVE

3.2.2.1 The Contractor shall perform all aspects of office administration and clerical support services to include preparation, receipt, coordination, staffing and distribution of correspondence, materials and briefings, receipt of visitors and phone calls, administration of hardcopy files and electronic records, coordination of travel arrangements, prepare and submit to appropriate approval level travel orders and travel vouchers via PEO STRI travel system or the Defense Travel System (DTS), appointment scheduling and calendar maintenance, action tracking, planning, coordinating, and executing movement of personnel from one office to another, general office management duties, and timecard administration.

3.2.2.2 The Contractor shall perform all aspects of meeting, conference and workshop planning, scheduling, coordination, execution and management to include arrangement of locations, production of materials and audio-visual presentations, identification of speakers and moderators, registration, event facilitation and moderation, and post event close-out activities.

3.2.2.3 The Contractor shall coordinate and submit visit requests and annual or visit specific clearance requests for incoming visitors to PEO STRI and for PEO STRI visits or travel to non-PEO STRI locations/facilities and support personnel in obtaining official and non-official U.S. passports, VISAs, and other documentation as needed for Outside Continental United States (OCONUS) travel.

3.2.2.4 The Contractor shall collect information, draft and submit program activity reports as required by PEO STRI.

3.2.2.5 The Contractor shall perform mail administration services to include sorting and distribution of U.S. postal mail, commercial mail service, internal mail, and other items of distribution; monitoring the postage, metering of outgoing U.S. mail and ensuring all mail has proper postage; and logging and recording of accountable mail and its distribution; and responsible for storage of classified Government documents.

3.2.3 AGENCY COORDINATION

3.2.3.1 The Contractor shall maintain an understanding of program acquisition strategies with emphasis on cost, schedule, and performance and attend organizational business reviews and meetings to keep abreast of programs and ensure early identification of problem areas.

3.2.3.2 The Contractor shall maintain liaison and attend conferences and meetings with Headquarters, Department of the Army (HQDA) staff, Army Acquisition Executive (AAE) agency personnel, representatives in the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) organization and other officials and groups, ensure their awareness of program planning and programming actions, resolve problems and issues to limit impacts on program cost, schedule and performance, and coordinate and collect pertinent data from multiple points of contact for organization use and action. Evaluate data to ensure sufficient current information to provide ready, accurate and complete responses to inquiries from the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB) Joint Chiefs of Staff (JCS), HQDA, Congress, and other Department of Defense (DOD) agencies and other Service headquarters.

3.2.3.3 The Contractor shall coordinate, prepare and review documentation for submission to HQDA, OSD, OMB and Congress to support and defend positions on specific program matters. The Contractor shall develop supporting documentation and provide statements on the impact of policy, program and budget changes to the organization and its operations.

3.2.3.4 The Contractor shall coordinate, prepare and justify funding requirements, prepare and review program documentation in support of the budget process, and monitor programs for executability and compliance with established program decisions. The Contractor shall coordinate and prepare Unfunded Requirement (UFR) requests and impact statements.

3.2.3.5 The Contractor shall prepare detailed briefings and information papers for government presentation to senior leadership, HQDA, OSD, OMB and Congressional staff.

3.2.3.6 The Contractor shall monitor acquisition policy, program and budget actions, and analyze trends, policies and actions at Congress, OSD, OMB, HQDA, other service headquarters and other DOD agencies for effects on the organization, and report pertinent developments. The Contractor shall recommend courses of action related to materiel acquisition.

3.2.3.7 The Contractor shall assist the organization's strategic planning efforts with recommendations and guidance pertaining to Joint support activities across the full spectrum of Combatant Commands, Service, and OSD Staffs. The Contractor shall review existing strategic planning and related documentation and assist in the development of organizational goals and objectives. The Contractor shall identify strategic and operational requirements effecting

Joint/Army Staff and provide analysis and recommendations concerning how the PEO STRI can most effectively meet strategic goals and objectives. The Contractor shall provide liaison between senior industry and organizational representatives.

3.2.4 AUDIO-VISUAL AND GRAPHICS

3.2.4.1 The Contractor shall provide Visual Information Support Services (VISS) management, special studies for audio-visual requirements, library services, equipment maintenance, and operate video telecommunication systems in conference rooms and gathering areas. The Contractor shall execute specialized operation and use of visual technology equipment to include cameras, Closed Caption TV, audiovisual aids, and image scanners as well as hybrid computers that produce multimedia visuals.

3.2.4.2 The Contractor shall design, develop, and produce graphic documents to include charts, graphs, diagrams, cartoons, computer-generated graphic files, view-graphs/slides, reproductions, publication pages, illustrations, status/wall charts, nameplates/certificates, signs/posters, mounting/laminating, custom displays/exhibits, structural display/exhibit design, interactive screens/pages for web sites or multimedia projects, animation, Three Dimensional (3D) modeling, video digitization, monitor display screens, electronic data transfer/file format conversion, multimedia productions, murals, and other managerial, operational, educational and administrative artwork.

3.2.4.3 The Contractor shall plan, develop, and produce Multimedia productions utilizing an interactive scripting language to produce electronic files for use in kiosks, information display stations, the World Wide Web, CD-ROMs, DVD, and various other appropriate outlets.

3.2.4.4 The Contractor shall provide photographic services for location (on and off site) and studio photography. Studio photography shall include official portraits, passport photographs, citizenship photographs, ID badges with photographs, and command portraits. Perform all photographic processing and output including product photography and copy photography.

3.2.4.5 The Contractor shall design, develop, and produce custom static displays/exhibits. Designs may be Two-Dimensional (2D) or 3D, and use custom graphics (i.e., camera-ready artwork including illustrations, typesetting, renderings, artwork, lettering, photographs, lighting effects) to complement the object.

3.2.4.6 The Contractor shall develop and provide presentation and audiovisual services in support of all Command official functions in Government buildings and associated grounds, along with officially designated off-site locations. Services to include, but not limited to, the set-up and operation of cameras, videotaping equipment, projectors, audio systems, and other special visual information equipment (video projector, video playback units, etc.).

3.2.4.7 The Contractor shall maintain a current inventory of Government Furnished Property (GFP) throughout the contract period and perform routine, preventative maintenance, and minor repairs.

3.2.5 CUSTOMER COORDINATION

3.2.5.1 The Contractor shall promote PEO programs and services by providing a network of capability that will allow for liaison from a General Officer to the PEO. The Contractor shall provide continuity of support and coordination between the Program Executive Officer and the General Officers at installations/posts. The Contractor shall interact and meet on a continuing basis with the user community, other customers and stakeholders at their facilities located CONUS and OCONUS to develop an understanding of simulation, training, testing and support issues from multiple perspectives, and perform independent analyses and assessments to determine whether or not the agency is meeting the requirements and expectations of its customers. The Contractor shall identify lessons learned and mitigate risk of similar issues impacting or degrading training at other locations. Interface with program office personnel to identify and recommend solutions to programmatic and technical issues.

3.2.5.2 The Contractor shall educate personnel at host installations on PEO STRI programs and capabilities of interest and establish mechanisms to improve communications with users of simulation, training and testing technologies to increase assurance that their needs and requirements are being met. The Contractor shall process and coordinate responses to requests for use of PEO STRI products at exhibits and conferences, and coordinate provision of materials and support.

3.2.5.3 The Contractor shall evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and Operating Tempo (OPTEMPO) requirements, and evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support. Develop metrics to assess the value added by PEO STRI products to the Warfighter.

3.2.5.4 The Contractor shall assess the development and progress of on-going and planned programs against validated Army and other agency requirements that support major initiatives. The Contractor shall research and evaluate current and future simulation, training, testing and support requirements of programs and organizations (e.g., Brigade Combat Team, Digital Corps Exercise, Army Experiment Campaign Plan, Advanced Warfighting Experiments (AWE), Advanced Technology Demonstrations (ATD)) and assess PEO STRI's existing, and potential for future support roles.

3.2.5.5 The Contractor shall provide coordination of system installation and educational support at various worldwide locations.

3.2.5.6 The Contractor shall provide recommendations for, and support to expansion of organizational vision and planning horizons in consonance with validated requirements and user expectations for the delivery of PEO STRI or other agency products.

3.2.6 FACILITIES

3.2.6.1 The Contractor shall assist in the renovations of office space, and reconfigure and relocate office equipment and furnishings in support of internal moves. The Contractor shall perform physical setup and reconfiguration of conference room furnishings for meetings and events. The Contractor shall track facilities work requests and provide support to customers such as assistance with initiation of work requests and determination of work request status. The Contractor shall respond to reports of maintenance issues and other problems involving occupation, use and maintenance of Government occupied facilities and interface with property managers, service contractors and on-site maintenance personnel to determine the status of and ensure issue and problem resolution.

3.2.6.2 The Contractor shall determine facility requirements such as space, electrical power, Heating, Ventilation and Air Conditioning (HVAC) and lighting. The Contractor shall conduct site surveys and evaluate suitability of and determine modifications needed to existing facilities in order to accommodate operational requirements.

3.2.6.3 The Contractor shall develop facility requirements in support of systems. The Contractor shall develop, coordinate, and revise plans based on site survey information and available system data packages. The Contractor shall review facility documentation and designs, support facility design reviews, performs inspection during construction/renovation, and provide recommendations relative to the impact of facility changes. The Contractor shall perform inspection during installation of systems.

3.2.6.4 The Contractor shall initiate engineering change proposals. The Contractor shall develop revisions to the facility plan based on facility or system modifications and updates. Resolve problems to assure scheduled progress for system installation. The Contractor shall provide technical review of all contractor reports relative to facilities and provides comments/recommendations.

3.2.6.5 The Contractor shall evaluate technical packages submitted by contractors relative to facility requirements, and determines acceptability of proposals.

3.2.7 FINANCIAL MANAGEMENT

3.2.7.1 The Contractor shall assist in the development of financial plans, cost estimates and cost avoidance strategies, and apply analytical methods such as cost benefit analysis, earned value management analysis, and decision theory to a variety of budgetary situations in order to maximize efficient execution of project funds. Typical types of cost estimates include Program Office Estimates (POE), Independent Government Cost Estimates (IGCE), Economic Analyses (EA) and Rough Order of Magnitude (ROM) estimates that address multiple appropriations and total costs through the lifecycle of a project or program. The Contractor shall analyze program/system/project implementation plan and execution status in order to assist the program management staff with effective programming of funding and manpower resources.

3.2.7.2 The Contractor shall provide advisory assistance for evaluation of contractor submitted program financial documentation and earned value reports such as the Contract Performance Report (CPR), Contract Funds Status Report (CFSR) and Contract Invoicing and Payment Report (CIPR), develop Earned Value Management System (EVMS) analyses, and assist in the conduct of Integrated Baseline Reviews (IBR) and other EVMS reviews. The Contractor shall provide advisory assistance to track and analyze Cost as Independent Variable (CAIV), Total Ownership Cost (TOC) and Activity Based Costing (ABC) information.

3.2.7.3 The Contractor shall, in coordination with program management staff, monitor execution of obligation plans and/or spend plans for mission and support mission funds at program office and organization levels. In accordance with PEO STRI or program office procedures, the Contractor shall maintain complete budgets and financial status for all mission and support mission funds to include tracking, reconciling and reporting on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements.

3.2.7.4 The Contractor shall assist with budget development, tracking and accounting, and develop and administer budget execution plans for funding and budget execution at program, office and organization levels. The Contractor shall maintain complete budgets and financial status for contracts and coordinate, track, reconcile and report on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements. The Contractor shall establish controls to maintain visibility of actions.

3.2.7.5 The Contractor shall coordinate with program managers to obtain required information and develop and submit various forms and reports including but not limited to budget forms such as P forms and R forms, probability of program success reports, SMART Charts, Program Objective Memorandum (POM) requests/briefings, and Program Management Review briefings. The Contractor shall coordinate, prepare, and submit management level reports and presentations on funding and budgets.

3.2.7.6 The Contractor shall conduct special studies and analyses for PEO STRI to assure cost effective allocation and execution of PEO STRI programs.

3.2.7.7 The Contractor shall review and research contracts and other documents for un-liquidated obligation balances. The Contractor shall load and maintain data regarding obligations for contracts, travel, training, awards, labor, MIPRs, Permanent Change of Station (PCS) and Government Bill of Ladings (GBL) in information systems, and prepare management level reports and presentations on funding and budgets. The Contractor shall coordinate activities to complete and respond to customer requests for financial and funding data, to include assisting in estimating the cost of required activities.

3.2.8 INFORMATION ASSURANCE

3.2.8.1 The Contractor shall support the efforts to coordinate to ensure the Certification and Accreditation (C&A) of systems are in accordance with the DOD Information Assurance (IA) C&A Process (DIACAP) and/or Intelligence Community Directives (ICD) 503/Director of Central Intelligence Directive (DCID) 6/3 guidance, DODD 8500.1, DODI 8500.2 and AR 25-2. This includes supporting the development, coordination and support of initial C&A, Federal Information Security Management Act (FISMA) and re-accreditation requirements.

3.2.9 INFORMATION SYSTEMS AND SOFTWARE OPERATIONS

3.2.9.1 The Contractor shall use and administer use of Information Technology (IT) systems and software in the performance of organizational operations (to include administrative, contract, engineering, financial, logistics, manpower, personnel and program management tasks and functions), and in support of testing and training missions. This includes creation, modification and population of collaborative workspaces, data management systems, web pages, menus, databases, input and query forms and reports, and user administration. Typical systems include but are not limited to; Resource Management Tracking (RMTracs), and Planning, Programming, Budgeting and Executing System (PBBES), PEO STRI Enterprise Business System (EBS), Purchase Request-web (PRweb[®]), Standard Procurement System (SPS[®]), Contract Data Requirements List-vue (CDRLvue[®]), Microsoft[®] Office and SharePoint Portal Server[®], Defense Travel System and Resource Management Tool WEB, Virtual Insight (VIS).

3.2.9.2 The Contractor shall provide advice, technical assistance and management support to resolve user problems and increase organizational effectiveness in the use of IT systems and software. The Contractor shall interface with organization management and IT personnel and define and communicate requirements regarding development, modification and sustainment of IT systems and software. The Contractor shall research, provide recommendations regarding selection and implementation, and evaluate IT tools and solutions that will improve operations.

3.2.9.3 The Contractor shall maintain Government owned software source code used to support training and test operations.

3.2.10 LABOR, MANPOWER, AND PERSONNEL

3.2.10.1 The Contractor shall review and interpret regulations and policies, civilian personnel guidance and organizational needs and provide recommendations on personnel actions. The Contractor, shall in an advisory capacity establish standards and timeframes for personnel actions, prepare and process personnel action requests in the Defense Civilian Personnel Data System (DCPDS) or other agency personnel systems, draft recruitment requests and maintain and monitor the status of referral lists. The Contractor shall interface with servicing personnel activities both at the local and service center levels to identify and resolve personnel issues. The Contractor shall establish controls to maintain visibility of ongoing personnel actions, report the status of ongoing and planned actions, and manage the organization's civilian personnel system.

3.2.10.2 The Contractor shall review, interpret and provide guidance on personnel regulations.

3.2.10.3 The Contractor shall provide functional expertise critical to managing complex civilian personnel issues under the Acquisition Demonstration (AcqDemo) program. The Contractor shall coordinate projects and conduct analyses related to planning and implementation of personnel management systems and present analyses to support management decisions.

3.2.10.4 The Contractor shall analyze, investigate, and provide responses to questions regarding voluntary separation with incentive pay, voluntary early retirement authority, reduction in force, referral lists (certificates) and Resumix. The Contractor shall analyze requests for separation incentive and early retirement considering agency criteria and identified surplus positions.

3.2.10.5 The Contractor shall manage all military positions and coordinate all military manpower issues for the organization. The Contractor shall provide recommendations to organizational leadership on military personnel actions and coordinate with Personnel Command and other commands on all military actions.

3.2.10.6 The Contractor shall manage and provide support to the organization in all areas of the Military Evaluation System.

3.2.10.7 The Contractor shall prepare input for out-year manpower projections, analyze and reconcile manpower program budget guidance and Standard Operation Maintenance Army Research and Development System (SOMARDS) execution, reconcile Navy charges against SOMARDS accounting data and maintain SOMARDS labor master file.

3.2.10.8 The Contractor shall analyze, document for audit purposes and track planned versus actual usage of personnel labor and manpower mapping, prevent disruptions in labor and manpower funding linkages and advise management of potential problem areas. Prepare and track monthly updates to task orders including changes in personnel and deletion of funds.

3.2.10.9 The Contractor shall collect and submit data for manpower studies of PEO STRI organizations.

3.2.11 LOGISTICS

3.2.11.1 Requirements previously defined in this paragraph are no longer required, (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.2 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.3 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.4 1 Requirements previously defined in this paragraph are no longer required.(OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.5 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.6 The Contractor shall determine technical publication requirements for solicitations and contracts, monitor and analyze contractor publication development for progression at a rate consistent with system delivery, and report observations and participate in discussions relative to the development and progress of publications. Typical types of publications include system operation and maintenance manuals, computer software operator, user and support manuals, and guides. The Contractor shall perform analyses of contractor publications to ensure the use of technically accurate source material and compliance with contractually imposed specifications and quality requirements, and identify issues. The Contractor shall coordinate with device maintenance personnel and perform verification of technical publications and logistics demonstrations.

3.2.11.7 The Contractor shall maintain existing technical publications, update publications to correct errors, reflect changes made to system hardware and software and maintain alignment with operational and maintenance procedures, and distribute publication changes.

3.2.11.8 1 Requirements previously defined in this paragraph are no longer required.(OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.12 MILITARY AND ORGANIZATIONAL STUDIES, ANALYSES AND ASSESSMENTS

3.2.12.1 The Contractor shall perform comparative studies and analyses of military, technological, political, economic, and other factors governing the relative military capability of nations. The Contractor shall assess the standing, trends, and future prospects of U.S. military capabilities and military potential in comparison with those of other countries or groups of countries. The Contractor shall research, determine and assess military and political alternatives in support of near and long-term U.S. security goals and objectives.

3.2.12.2 The Contractor shall perform analyses and assessments of Government and military organizations and culture with regard to implementation of organizational change and the impact of change on operations. The Contractor shall identify, assess and recommend alternatives in organizational structures required to effectively conduct operations in response to evolution of organizational missions. The Contractor shall perform planning to implement changes to organizational structures and manpower.

3.2.12.3 The Contractor shall identify, collect information on and analyze military doctrine, Military Tactics Techniques, and Procedures (MTTP) as well as military individual, crew, and collective training exercises and operational testing events conducted at home stations, Combat Training Centers, and other specified locations. The Contractor shall identify staff operations relative to the deployment and employment of military combat, combat support, and/or combat service support units as they relate to the training and testing. The Contractor shall identify military doctrine, tactics and procedures, and individual, crew and collective training development and management and their importance to the training and testing environment. The Contractor shall identify military command relationships and operating procedures at the joint, unified and specified command level and operational force employment as they relate to the training and testing. The Contractor shall convey Army-wide/joint concepts, doctrine, and MTTPs to the command and higher echelons.

3.2.12.4 The Contractor shall participate in various materiel developer/combat developer events as a military doctrine, tactics, techniques and procedures, staff operations, and deployment/employment of combat, combat support, and/or combat service support units Subject Matter Expert (SME), ensuring the combat developer requirements are understood by the materiel developer throughout the systems acquisition process.

3.2.13 PLANNING, POLICIES, AND PROCESSES

3.2.13.1 The Contractor shall assist in the shaping, staffing, coordination, and implementation of organizational and office level policies processes and procedures to support business operations and to support acquisition, development, test, validation, information assurance C&A and fielding of test and training instrumentation, targets and threat systems/simulators, instructional systems, information technology, and Training Aids, Devices, Simulators and Simulations (TADSS).

3.2.13.2 The Contractor shall support achievement of efficiencies identified through process reengineering of information management, programmatic and general administrative functions.

3.2.13.3 The Contractor shall analyze strategic planning processes and conduct research activities. The Contractor shall develop templates for strategic planning documents. The Contractor shall facilitate leadership off-site(s) which will include identifying agenda items, preparing materials and presentations.

3.2.13.4 The Contractor shall provide guidance, advice and assistance on strategic planning. The Contractor shall develop common progress reporting methods and track status. Provide weekly, project management related activities associated with achieving closure on various critical initiatives.

3.2.14 PROGRAM ANALYSES, EVALUATIONS, AND ASSESSMENTS

3.2.14.1 These tasks deal with research, analysis, evaluation and assessment of current and future capabilities. The term "training" is meant to infer all types of military training to include field, resident or institutional instruction (formal schools), distance or distributed education/training, and all other aspects of current and on-going training/instructional capabilities. The term "test" infers all types of military testing, from developmental to operational and live fire testing.

3.2.14.2 The Contractor shall perform comprehensive individual and group studies and analyses of programs of instruction, training delivery mechanisms, and test procedures and methods. Typical tasks may include analysis and evaluation of training program requirements and designs, evaluations and comparisons of program costs, evaluation of instructional materials and training documentation, and evaluation and assessment of the efficiency and effectiveness of training programs, systems and devices. The Contractor shall document findings and indicate to what degree training was successful in relation to achievement of objectives. The Contractor shall develop recommendations for program improvements and identify specific additional materiel requirements to increase effectiveness.

3.2.14.3 The Contractor shall compare, analyze and evaluate the relative merits of program designs and alternatives. Review, analyze and recommend procedures and standards for program development and implementation.

3.2.15 PROGRAM EXECUTION AND OVERSIGHT

3.2.15.1 The Contractor shall act in an advisory capacity perform life cycle planning and management of simulations, test and training instrumentation, targets, threat systems, and instructional systems development, prototyping, integration, fielding and support, and information technology programs established in support of federal and military requirements.

3.2.15.2 The Contractor shall act in an advisory capacity perform comprehensive analyses of program, project and system requirements, translate requirements to discrete, attainable objectives, make decisions involving cost, schedule and technical performance and associated trade-offs, and establish priorities, goals, milestones and manpower requirements for tasks in support of major project objectives. The Contractor shall lead IPTs in development of acquisition documentation required by organization policies, and Service, DOD and Federal regulations and laws, and in award and execution of contracts and task orders to achieve project objectives.

3.2.15.3 The Contractor shall assist in the planning , and coordinate the activities and efforts of IPTs consisting of engineering, logistics, contracting, financial and support personnel in project execution. The Contractor shall develop metrics to track achievement of project goals. The Contractor shall represent the organization at contractor and Government project meetings, conferences, reviews and test events, monitor contractor performance, evaluate performance against goals, and make recommendations regarding issues affecting project execution consistent with project cost, schedule and performance and contract requirements. The Contractor shall recommend ways to control and improve contractor performance and maximize program technical, schedule and cost performance during contract execution.

3.2.15.4 The Contractor shall participate in briefings and meetings with user representatives, contractors, and other Government agency personnel and prepare and present program status reviews to Project Managers, Project Directors and senior leadership internal and external to the organization. The Contractor shall report meeting results, assign and track action items, and coordinate resolution of action items and issues.

3.2.15.5 The Contractor shall identify, compile and distribute research and information in areas related to project office products and missions.

3.2.15.6 The Contractor shall assist in the planning, direction, coordination, and management of the PEO STRI Security Cooperation programs including Foreign Military Sales (FMS) cases. The Contractor shall prepare Price and Availability (P&A) and Letters of Offer and Acceptance (LOA) through implementation, execution and case closure. The Contractor shall insure compliance with national security and national military strategies and all DOD and U.S. Army Security Cooperation regulations. The Contractor shall coordinate industry requests for technology transfer and export licenses and the agency position regarding the safeguarding or exporting of Modeling and Simulation (M&S) technologies. The Contractor shall conduct technical discussions and develop documentation in support of International Cooperative Programs (ICP).

3.2.15.7 The Contractor shall assist and represent project offices at organization sponsored and endorsed meetings, shows and exhibits by developing presentations and attending and reporting on selected briefings and demonstrations of organizational interest.

3.2.15.8 The Contractor shall conduct liaison and coordination, and assist in the analysis, planning, promotion and execution of Service and Joint Service testing, training and distributed learning initiatives.

3.2.16 PROPERTY AND SUPPLY

3.2.16.1 Requirements previously defined in this paragraph are no longer required.(OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.16.2 The Contractor shall develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

3.2.16.3 The Contractor shall assist in performance of all aspects of inventory and property management functions to include maintenance of property books and property accountability services such as inspections and audits of equipment, reports of survey process, maintaining control of durable supplies, warehousing equipment, and disposal of furniture and equipment or supply items in accordance with applicable laws and regulations.

3.2.16.4 The Contractor shall process requests for services for facilities support and to setup, reconfigure and tear down organizational displays and equipment, and prepare items for shipment in support of demonstrations, conferences and symposia.

3.2.17 PUBLIC AFFAIRS AND EVENTS

3.2.17.1 The Contractor shall plan, coordinate, and execute the support of internal and external organizational communications requirements related to the media, web pages, community relations, events, exhibits, conferences, and protocol. The Contractor shall conduct continuous information gathering to stay abreast of command information. The Contractor shall plan and execute the details revolving around the marketing and public awareness of events, exhibits, and conferences such as: invitations, publication announcements, letters, and printed materials.

3.2.17.2 The Contractor shall organize, draft and submit information regarding organizational activities and accomplishments for internal and external publication to include layout, design, copy and distribution of newsletters, articles, video scripts and other printed material. Assist in identifying, developing and preparing executive level speeches/message presentations to various audiences.

3.2.17.3 The Contractor shall review publications, papers, speeches and presentations submitted for public affairs approval to ensure accuracy, editorial quality and determine appropriateness for publication and public release. The Contractor shall ensure material has been released by the leadership of the appropriate office and by security prior to providing approval for public release. Maintain a log of approved items.

3.2.17.4 The Contractor shall identify and develop a strategic approach to command message formulation, product development, presentation and information dissemination to external and internal audiences. The Contractor shall identify possible audiences the PEO message must reach and methods of presentation and mechanisms to reach these audiences. The Contractor shall identify message integration opportunities. The Contractor shall organize public relations events that promote Service and organizational visibility within the Department, Service and the community and schedule press conferences and coordinate interviews between spokespersons and various media outlets.

3.2.17.5 The Contractor shall coordinate marketing efforts to include, brochures, business cards, logos and other program identity efforts.

3.2.17.6 The Contractor shall plan and execute events, exhibits, conferences, and special events and coordinate requirements for organization participation. Plan and arrange meeting/exhibit space, lodging requirements, catering, exhibits, keynote speakers, travel arrangement, agenda, audio visual, marketing/communications, giveaways, packing, electrical requirements, shipping, tracking, set up and breakdown including ancillary structures (i.e., tents, gallery stands, flooring, and speaker platforms).

3.2.17.7 The Contractor shall interpret Freedom of Information Act (FOIA) and Privacy Act standards and procedures and shall provide recommendations and convey interpretations of policy.

3.2.17.8 The Contractor shall analyze programs and staff proposals to assure the implementation of policies. The Contractor shall recommend alternatives or modifications to existing policies. Develop guidance for evaluating programs. Review and recommend legislative, regulatory, or administrative remedies in cases where policies are deficient or issues are not covered by precedent. Recommend disclosure determinations and drafts outgoing responses. Advise and assist in making the determination on requests for information, documents and records. Review documents and records to ensure the appropriateness of any deletions. Draft responses.

3.2.18 SECURITY AND VISITOR CONTROL

3.2.18.1 The Contractor shall manage organizational personnel security program activities to include creation and maintenance of security clearance databases; tasking and providing assistance to employees in the submission of security clearance paperwork; certification of the accuracy of security clearance information to other Government and cleared contractor facilities; management of employee official security files; processing of security clearance suspension, denial and revocation actions; and interaction with HQDA Clearance Facility to reconcile reports of adverse or potentially derogatory information which could affect retention of an employee's security clearance.

3.2.18.2 Based on projected official overseas travel reports, the Contractor shall conduct all source searches of classified intelligence reports and databases which address geo-political, terrorist, criminal and foreign intelligence collection threats for overseas destinations and travel itineraries. The Contractor shall prepare and present overseas travel briefings to Government personnel and support contractors for official and personal overseas travel.

3.2.18.3 The Contractor shall research and determine information requirements for, and procedures to obtain foreign country and theater clearances for official travelers. Type messages using Decision Agent Software (DAS) on the Secret Internet Protocol Router Network (SIPRNET) and process overseas travel clearances through the Defense Message System (DMS). The Contractor shall contact foreign countries by phone to verify country and theater clearance approvals.

3.2.18.4 The Contractor shall assist the workforce in resolving issues related to identification media such as badges, Common Access Cards (CAC) and other miscellaneous security program issues.

3.2.19 SYSTEMS AND SOFTWARE ENGINEERING

3.2.19.1 The Contractor shall perform Systems Engineering (SE) and Software Engineering (SwE) tasks, implement SE/SwE approaches and oversee contractor SE/SwE efforts in the concept formulation design, development, verification, manufacturing, deployment, operations, support and disposal of test and training instrumentation, targets and threat systems/simulators, instructional systems, and TADSS using Chapter 4 of the Defense Acquisition Guidebook as a guide. SE/SwE activities are generally facilitated through IPTs consisting of engineers and project team members representing other functional disciplines, and other stakeholders such as user representatives. SE/SwE tasks will typically fall into categories such as technical planning; requirements analysis, development and management; system design and development; program review and oversight; verification; risk management; configuration management; and technical data management. Typical technologies these systems may employ include: Command, Control, Communications, Computers and Intelligence (C4I) systems; computer and communication networks; software models and simulations; chemical-biological; synthetic natural environments; artificial intelligence and expert systems; embedded electronics; image generators and visual displays; lasers and electro-optics; pyrotechnics; radio frequency devices; avionics; control systems; and range instrumentation equipment.

3.2.19.2 The Contractor shall coordinate with functional elements, plan, collect data, prepare and update Systems Engineering Plans (SEP) defining how the systems engineering process is applied and tailored to meet objectives for each acquisition phase of a program and methods by which all system requirements having technical content, technical staffing, and technical management will be implemented.

3.2.19.3 The Contractor shall analyze military operational requirements in the form of Initial Capabilities Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD) or other customer generated requirements documents; identify critical requirements; develop, analyze and review alternatives for materiel solutions, technical architectures and functional system designs; conduct trade-off studies based upon criteria such as technical performance and risk, interoperability requirements and constraints, operating environment, scalability, maintainability, affordability and schedule; recommend best technical approaches; and translate operational requirements and technical approaches into functional and verifiable technical and performance requirements in the form of functional baselines and system performance specifications.

3.2.19.4 The Contractor shall review physical system decompositions and allocated baselines typically established by development contractors in the form of system and subsystem development specifications and software

requirements and interface specifications, and ensure accuracy, completeness, testability and traceability to Government functional baselines and contract specifications.

3.2.19.5 The Contractor shall analyze, review, comment and make recommendations - based upon factors such as performance, cost, schedule and risk - on hardware and software design alternatives typically produced by development contractors that will be used to develop design baselines documenting requirements for hardware manufacturing and software coding. The Contractor shall evaluate design baselines typically consisting of drawings, hardware and software product specifications and other design documents to ensure accuracy, completeness and traceability to functional and allocated baselines and contract specifications.

3.2.19.6 The Contractor shall provide technical evaluations of contractor performance and provide technical representation of the project office at progress reviews, design reviews, technical interchange meetings and other SE oriented meetings and reviews with development contractors. The Contractor shall inform project management and other IPT members of project status and track and ensure completion of actions and resolution of issues.

3.2.19.7 The Contractor shall identify and review changes to actual tactical systems and equipment and evaluate their impact on associated simulation, training, testing and threat system functional, allocated and product baselines. Prepare Engineering Change Proposals (ECP) and Value Engineering Proposals (VEP) and review and evaluate contractor prepared ECPs and Value Engineering Change Proposals (VECP) prompted by conditions such as changes to tactical equipment, changes to technical and performance requirements, cost, design deficiencies and part obsolescence, and provide and justify recommendations to reject or accept proposed changes. The Contractor shall oversee efforts to apply engineering changes and integrate new and updated components and technologies into existing systems.

3.2.19.8 The Contractor shall review drawings, hardware and software specifications, software design documentation and other technical data produced to document system designs and assess their compliance with contract requirements. The Contractor shall ensure rights and distribution markings on data received from contractors are consistent with and comply with contract requirements. The Contractor shall identify items that do not comply with requirements or are otherwise incomplete or insufficient for life cycle sustainment of system hardware and software, and competitive procurement of replacement items, repair parts and spares.

3.2.19.9 The Contractor shall perform configuration identification, verification, control and status accounting of Government requirements and baselines generated during system development, and contractor generated and maintained requirements and hardware and software baselines delivered to the Government. The Contractor shall perform Functional Configuration Audits (FCA) to compare and verify that the system hardware and software has achieved the requirements specified in its functional, performance, interoperability, and interface requirements specifications. The Contractor shall perform Physical Configuration Audits (PCA) to verify the "as-built" configuration of items against detailed design documentation such as drawings and associated lists, quality assurance provisions, packaging details and other technical data package elements to verify the configuration item's product baseline.

3.2.19.10 Evaluate plans and production engineering requirements and participate in production readiness reviews and assessments. Evaluate and assess the producibility of designs, maturity of production processes, availability of materials, and readiness of personnel and facilities, and identify technical, schedule and cost risks.

3.2.19.11 The Contractor shall evaluate plans for and participate in the implementation of hardware and software quality assurance programs, and inspection systems, and evaluate management and execution of contractor quality assurance programs, and validate reported metrics.

3.2.19.12 The Contractor shall define strategic level technical roadmaps and action plans to achieve organizational goals for interoperability and integration of systems.

3.2.20 TECHNOLOGY ANALYSIS, EVALUATIONS, AND ASSESSMENTS

3.2.20.1 The Contractor shall identify and investigate commercial product developments, industry independent research and development programs, Small Business Innovation Research (SBIR) programs, in-house research and development projects and tasks, and other Government agency research programs, and perform technology assessments to identify and determine the current states of technologies and their technology readiness levels. Typical technologies include modeling and simulation, computer and communication networks, visual systems, test and training instrumentation, targetry systems, threat systems and simulations, human systems, and distributed learning. The Contractor shall develop recommendations to aid in determining whether technologies merit further examination and conduct studies, analyses and simulations to determine the feasibility of incorporating technologies into current or planned simulation, training and test programs, systems, devices and tools. The Contractor shall develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

3.2.21 TEST AND TRAINING OPERATIONS

3.2.21.1 The Contractor shall support the planning, conduct and management of all aspects of in-plant (usually contractor conducted) and on-site system, subsystem and software test and evaluation activities and experiments from concept refinement through system development and demonstration, production and deployment, and operations and support. Typical types of tests include prototype, early user, hardware and software configuration item, regression, pre-production, reliability and maintainability, environmental, human factors, safety, First Article, verification, functional, acceptance, production qualification, and formal Government conducted Developmental, Operational and Live-Fire. The Contractor shall document deficiencies and discrepancies found during testing and participate in post test meetings to evaluate results and develop courses of action.

3.2.21.2 The Contractor shall support the development and updates of Test and Evaluation Master Plans (TEMP) in accordance with applicable instructions and regulations. The Contractor shall develop test plans, procedures, acceptance criteria and reports. The Contractor shall review and evaluate test requirements, plans, procedures, acceptance criteria, and reports to assure accuracy, completeness, feasibility, testability and product compliance.

3.2.21.3 The Contractor shall develop, modify and maintain testing and training algorithms and models, use cases, training exercise plans, vignettes and scenarios in support of training exercises, and after action reviews.

3.2.21.4 The Contractor shall define computer and network resources required to execute specific exercises and resources based on the scope of scenarios and fidelity of models and develop baseline estimates of performance.

3.2.21.5 The Contractor shall provide subject matter expertise in testing of aviation and ground system simulators and training and threat simulations to determine and verify fidelity as compared to actual systems. Typical items evaluated include fidelity of computer generated visual imagery, simulator operation and handling, control functions and forces, instrumentation, vibrations and sounds, and accuracy of control positions and threat fidelity.

3.2.21.6 The Contractor shall perform inspections, diagnostics and functional tests of systems and instrumentation to determine and verify the operational condition of the equipment prior to initiation of disassembly or modification efforts and following completion of equipment installation, modifications and updates.

3.2.21.7 The Contractor shall conduct training to support fielding of system modifications using training programs and materials developed for the system.

3.2.21.8 The Contractor shall perform training in system administration and use of information systems and software used in the performance of organizational operations and testing and training missions. The Contractor shall train staff in the preparation and processing of personnel actions in the Defense Civilian Personnel Data System (DCPDS).

3.2.21.9 The Contractor shall develop and present training and execute coordination functions to facilitate implementation of operational changes associated with new business processes and redesign of organizational structures.

3.2.21.10 The Contractor shall develop and present courses of instruction to develop technical skills in information assurance, modeling and simulation, networking, systems engineering, and distributed and parallel technologies.

3.2.21.11 The Contractor shall maintain training system technical data repositories containing items such as technical manuals, logistics and other technical data, and drawings.

4. MANPOWER AND WORKFORCE COMPOSITION

4.1 The U.S. Government maintains the right to require removal of contractor personnel for cause.

4.2 The Contractor shall assure that the workforce has sufficient qualifications to perform work as required by the U.S. Government, and that those qualifications are maintained during the life of the contract. The Contractor shall replace, at no cost to the U.S. Government, any personnel, trained at U.S. Government expense, who leave the contract for other than U.S. Government convenience within the period of performance of the task order or subsequent task orders upon which the personnel begin to perform, and for which the training is also required for performance. Personnel so replaced shall be comparably trained at the contractor's expense.

4.3 The Contractor shall advise the U.S. Government in advance of any necessity to reassign or replace "key personnel" during the performance of this contract. The qualifications of the key personnel and any replacements will be subject to review by the U.S. Government. Key personnel, if required, will be identified in individual Task Orders.

4.4 The standard operating hours for on-site personnel is 0730-1615 hours, Monday through Friday. Core hours for on-site personnel are 0900-1500 hours, Monday through Friday.

4.5 The U.S. Government will not issue a task order to support contractor management, administrative or support functions for the contractor's administration of this contract.

5. PRODUCT COMPATIBILITY.

When specified in the task order, The Contractor shall provide the product or a reproducible copy of the product in an automated format that is compatible with the U.S. Government office applications software. Applications currently being used by PEO STRI are the Microsoft Office Suite and the Windows 7 operating systems. The Contractor shall upgrade applications software and operating systems in concordance with U.S. Government upgrades.

6. CONTRACT DATA REQUIREMENTS.

The Contractor shall be responsible for producing and delivering data items for the common contract data requirements identified herein and for producing and delivering unique data items as required by individual task order Contract Data Requirements Lists (CDRL). All data items shall be prepared using applications compatible with the PEO STRI office automation baseline and delivered in the form and manner specified on the CDRL.

6.1 COMMON CONTRACT DATA REQUIREMENTS. The U.S. Government requires the following contract data requirements:

6.1.1 STATUS REPORT. The Contractor shall identify and record accomplishments made during the reporting period as well as problems encountered that may impact the price, scope, or schedule, address action taken to resolve outstanding issues from prior reporting periods, and perform planning for upcoming activities. The Contractor shall deliver a comprehensive report addressing the contract and all task orders active during the reporting period in accordance with CDRL A001.

6.1.2 FUNDS AND LABOR HOUR EXPENDITURE REPORT. The Contractor shall collect and record price and staffing data by labor category (for Time and Material (T&M) and Cost type tasks only) and cumulative fiscal data

(for T&M and Cost type tasks only). The Contractor shall deliver a comprehensive report addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A002.

6.1.3 IN-PROCESS REVIEW (IPR) MATERIAL. The Contractor shall prepare and deliver IPR material addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A003. The Contractor shall present the IPR material to the Government on a quarterly basis with the date for the initial presentation to be determined at the Post Award Conference.

6.1.4 COMPLETION REPORT. The Contractor shall track the execution status of the contract ID/IQ and notify the government of completion in accordance with CDRL A004.

6.2 UNIQUE CONTRACT DATA REQUIREMENTS. The Contractor shall prepare documents, drawings, analyses, plans, manuals, specifications, meeting minutes, profiles, procedures, studies, technical reports, notices, estimates, proposals, charts, packages, notifications, guides, briefings and other data items in accordance with CDRL A005 or other CDRLs as applied to and specified in individual Task Orders.

6.3 ARCHIVE OF DELIVERABLES. The Contractor shall maintain an electronic, indexed, archival record of all unclassified deliverables resulting from this contract.

7. SECURITY.

The Contractor shall be in compliance with those security requirements specified in Contracts Security Classification Specifications, DD Form 254.

7.1 The contractor will be required to have a TOP SECRET facility clearance with potential for onsite SECRET safeguarding capability limited to two (2) cubic feet. The contractor will require access to communications-security (COMSEC) information, SCI and Non-SCI Intelligence information, and For Official Use Only (FOUO) information.

7.2 In performing this contract the contractor will receive classified material, have access to classified information within the United States and overseas, and will be authorized to use the Defense Technical Information Center (DTIC). Performance of this contract will be worldwide as designated by individual task orders. Individual Task Orders will specify security requirements in each Performance Work Statement. Individual DD Form 254 will be issued for each classified Task Order. Some positions/duties may not require a clearance but all positions/duties will require investigation for duties and access to U.S. Government systems.

7.3 The Contractor shall provide information required for issuance of a Common Access Card (CAC) to the contract or individual Task Order Trusted Agent, as appropriate, for all personnel requiring access to Government facilities in performance of this contract. The Contractor shall ensure all personnel requiring a CAC obtain an Army Knowledge Online (AKO) account and email using the COR or ACOR, as appropriate, as the account sponsor. The Contractor shall ensure all personnel requiring access to Government computer resources complete PEO STRI's training for operating and retaining a user account on a Government network. Contractor personnel shall use their assigned AKO email address for all email correspondence related to performance of Government's Task Orders. The Corporate Information Office (CIO) of the PEO may issue qualified personnel an alias for internal email communication. If an alias is issued by the CIO, contractor personnel shall forward their AKO email messages to the alias issued.

7.4 The contractor shall ensure employees performing under this contract receive annual threat awareness training by a Counterintelligence (CI) agent or other trainers as specified in AR 381-12.

7.5 The contractor shall ensure its employees report threat-related incidents, behavioral indicators, and other matters of CI interest specified in the AR 381-12, to the PEO STRI Security and Intelligence Office, the nearest military CI office, the Federal Bureau of Investigation, or the Defense Security Service."

7.6 Prior to any travel to the Republic of Korea, qualified personnel will take the required training for invited contractors no later than 60 days prior to the trip. This training is required annually for all contractors traveling to Korea in the performance of Task Orders on this contract. The course is available online at <http://www.usfk.mil/usfk/content.theater.required.training.52>. Once at the site follow the links to the required training. If difficulties are encountered contact the Task Order ACOR.

8. QUALITY CONTROL REQUIREMENT.

The Contractor shall implement and maintain a quality control program. The program shall include inspection, validation, evaluation, corrective action and procedures necessary to achieve quality control. The adequacy of reports and documentation shall be the responsibility of the contractor. All quality control operations performed by The Contractor shall be subject to U.S. Government verification. Verification shall consist of monitoring the operations to determine that the practices and methods of the contractor's procedures are properly applied. Contractor conformance to the requirements of this PWS will be measured in accordance with the Quality Assurance Surveillance Plan (QASP).

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

TABLE OF CONTENT

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	CDRLS A001 thru A005	15	31 Oct 11
Exhibit B	DD Form 1664 DID 81373	1	01 Oct 93
Exhibit C	DD Form 1664 DID 81537	7	13 Mar 97
Exhibit D	DD Form 1664 DID 80368A	3	30 Oct 06
Exhibit E	DD Form 1664 DID 80508B	2	14 Nov 06
Attachment 1	Contract Labor Ranges	5	31 Jul 09
Attachment 2	DD Form 254, Department of Defense Contract Security Classification Specification	10	06 Aug 12
Attachment 3	Quality Assurance Surveillance Plan (QASP) Revision 02	1	1 Apr 10
Attachment 4	Labor Categories	1	13 Aug 08
Attachment 5	Labor Definitions	26	13 Aug 08

(End of Summary of Changes)