

**Digital Integration Laboratory
(DIL)**

Performance Work Statement (PWS)



1 April 2014

**Prepared by
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Simulation, Training and Instrumentation
(PEO STRI)
12350 Research Parkway
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Revision Number	Date	Log of Changes Made and Description of Reason Changes	Approved By

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Digital Integration Laboratory (DIL)

Part 1: General Information

1.0 General: This is a non-personal services contract to provide technical and management support for the Digital Integration Lab (DIL). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform technical and management support for the DIL as defined in this Performance Work Statement (PWS), except for those items specified in Paragraph 3.0 as Government Furnished Equipment (GFE) and services. The contractor shall perform to the standards in this contract.

1.2 Background: The DIL provides a secure and centralized location for all Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) programs to integrate with Army Mission Command Systems (AMCS). It also provides a critical risk reduction capability in preparation for formal Army Interoperability Certification (AIC) testing by supporting the Project Managers' (PMs') software development and integration initiatives across PEO STRI.

The Central Technical Support Facility (CTSF) at Fort Hood, Texas, is the Army's execution agent for AIC testing and certification. The CTSF has formally recognized the PEO STRI DIL as an approved auxiliary test site for the CTSF to conduct distributed AIC testing. The Department of the Army's Federated Net-Centric Sites (FaNS) system is a network of accredited testing facilities, i.e. CTSF as Execution Agent, each with its own area of expertise working toward interoperability between a complete Army and joint military software and hardware of systems. The CTSF is the Test Agent (TA) of the FaNS Warfighter Mission Area (WMA) because of its success in developing and implementing software interoperability testing procedures. This effort requires the PEO STRI DIL to provide the skills and experience required to implement and execute processes, policies, and procedures needed to support CTSF AIC functions. This formal endorsement represents significant savings for respective PEO STRI programs in terms of program costs, schedule, performance, and risk mitigation. Coordination and support with the CTSF is a critical element to the success of this contract.

The Tactical Systems Integration Facility (TSIF) at Aberdeen Proving Grounds, MD, is a PEO Command, Control and Communications – Tactical (C3T) asset that has recently been stood up. The TSIF integrates PM Mission Command (MC) systems prior to the systems being tested at the CTSF during Army Interoperability Certification (AIC). A close working relationship with the TSIF management is required in order to ensure that PEO STRI programs can fully integrate with emerging Common Operating Environment (COE) MC baselines.

1.3 Objectives: This service has the objective of providing AMCS operations, maintenance, administration, and management support to PEO STRI engineers and their respective programs' requirement to interoperate with AMCS systems.

1.4 Scope: Tasks and services include program and operational management, planning and oversight of the PEO STRI DIL; Simulation to Mission Command Interoperability (SIMCI) project support; first line AMCS technical support and operator expertise; management of distribution and control of AMCS system hardware and software; support of pre-AIC and formal AIC testing; requirements analysis;

systems engineering; integration, test and experimentation; software and hardware evaluation; configuration management; property accountability; data collection; technical demonstrations; off-site visits and support; and technical analysis.

1.5 Period of Performance: The period of performance (POP) will consist of a one month Phase In Period, followed by four one-year options, and one eleven-month option. The POP will be as follows:

Phase-In Period	1-Dec-2014 - 31-Dec 14
Base Year	1-Jan-2015 - 31-Dec-15
Option Year I	1-Jan-2016 - 31-Dec-16
Option Year II	1-Jan-2017 - 31-Dec-17
Option Year III	1-Jan-2018 - 31-Dec-18
Option Year IV	1-Jan-2019 - 30-Nov-19

1.6 General Information

1.6.1 Quality Control: The Contractor shall develop and maintain a Quality Assurance Plan (QAP) using industry-accepted best practices to ensure DIL program requirements are met. Adherence to the Contractor's QAP will be monitored on a quarterly basis, in accordance with PWS Paragraph 5.2.1.1, "Program Management Reviews (PMRs)." The QAP shall address the processes for how the contractor will monitor and measure:

- the requirements of this PWS;
- risks, defects, and issues, including identification and resolution;
- managing software and hardware updates, including reviews and verification of requirements and quality attributes;
- the records and reports of quality conformance generated in the quality process, including metrics, and make them available to the Government.

1.6.2 Quality Assurance: The Government will evaluate the Contractor's performance under this contract in accordance with the Government's Quality Assurance Surveillance Plan (QASP) (Section J Enclosure 5). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays: The Contractor is not required to perform services on the following holidays:

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

1.6.4 Hours of Operation: The Contractor is responsible for conducting business between normal duty hours of 0730 to 1630, local time Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.6.5 Place of Performance: The place of performance is the DIL located at Two Resource Square, Orlando, FL, Suite 300, 12000 Research Parkway, Orlando, FL, 32826; Whitfill Central Technical Support Facility (CTSf), buildings 1 and 12, North Avenue and 53rd St, Fort Hood, TX 76544; and/or Bldg 6007, Aberdeen Proving Grounds (APG), MD, 21005.

1.6.6 Type of Contract: The Government will award a Firm Fixed Price (FFP) Order under the PEO STRI STOCII contract, with Cost-no fee Contract Line Item Number (CLINs) for Travel and Other Direct Costs (ODC).

1.6.7 Security Requirements: Contractor personnel performing work under this contract must maintain a SECRET clearance for the life of the contract. The security requirements are in accordance with DODM 5220.22M (NISPOM) and the Department of Defense Contract Security Classification Specification and attached Standard Form DD254.

1.6.7.1 Physical Security: The Contractor shall be responsible for safeguarding all Government equipment, information, and property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

1.6.7.2 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control per PEO STRI SOP 190-51 Key Control Program, that shall be included in the QAP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer's Representative (COR).

1.6.7.2.1 Lost Keys: In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.6.7.2.2 Misuse of Keys: The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.6.7.3 Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's QAP and in accordance with DODM 5220.22M (NISPOM).

1.6.8 Antiterrorism Level I Training: All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training in accordance with AR381-12 within thirty (30) calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor

employee, to the COR or to the contracting officer, if a COR is not assigned, within thirty (30) calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

1.6.8.1 Access and General Protection/Security Policy and Procedures: Contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, Head Quarters Department of the Army (HQDA) and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.8.2 iWATCH Training: The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within thirty (30) calendar days of new employees commencing performance with the results reported to the COR no later than sixty (60) calendar days after contract award.

1.6.8.3 Contractor Employees Who Require Access to Government Information Systems (IS) All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

1.6.8.4 For Contracts that Require OPSEC Training: Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within thirty (30) calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.

1.6.8.5 For Information assurance (IA)/information technology (IT) training: All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six (6) months of employment.

PARAGRAPH 1.6.9 Special Qualifications MOVED TO 1.6.19

1.6.9 Post Award Conference: The Contractor shall conduct the post award conference at a Government approved location within fourteen (14) days of contract award. The purpose of the conference is to ensure that the contractor has a clear understanding of the contract requirements and to establish the framework of interaction during performance of the contract. The conference will not exceed one day. Costs associated with this conference shall be included in the Phase-In CLIN.

1.6.10 COR: The COR will be identified in the contract. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions, ensure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications

with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor the Contractor's performance and notify both the Contracting Officer and Contractor of any deficiencies; coordinate availability of Government Furnished Property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, may not authorize changes in cost or price, estimates or changes in scope, terms, conditions or delivery dates.

1.6.11 Key Personnel: The Contractor shall certify that all personnel assigned to this task order are capable of working independently and with the demonstrated knowledge, skills and expertise in their respective areas necessary to perform all assigned duties as designated in PWS paragraph 5.4. The Contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the Contracting Officer. The Contract Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager or alternate shall be available during contracted hours.

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

1.6.13 Contractor Travel: The Contractor shall be required to travel. All travel requests shall be approved by the COR prior to initiating any travel and will be in accordance with the Joint Travel Regulation (JTR). Travel will be performed on a Cost, no fee basis.

1.6.14 Other Direct Costs: This category includes reproduction and shipping expenses associated with training activities and hardware purchases such as switches, routers, and computers incidental to the accomplishment of the tasks in this PWS. These items will be procured on a Cost, no fee basis.

1.6.15 Data Rights: N/A

1.6.16 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to, or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated. The Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.17 Phase-In Period: During the Phase-In period, the Contractor shall conduct the Post Award Conference (PAC) IAW Paragraph 1.6.9 above and become familiar with performance requirements in order to commence full performance of services on the Base Year start date.

1.6.18 Phase-Out Period: If the Contractor is not successful in obtaining the subsequent Government contract for support of the DIL, the Contractor shall, during the last thirty (30) days of this contract or any extension thereto, provide all reasonable support to the successor contractor to ensure an orderly transition and minimize any impact on operational readiness. The Contractor shall retain all responsibilities specified in this PWS during the Phase-Out Period. To meet contractual requirements during the transition, the Contractor shall maintain the same level of performance during the Phase-Out Period as during the contracted effort. As a minimum, the Contractor shall provide the successor contractor access to the site, systems, and documentation, and shall allow the successor contractor to observe the performance (over-the-shoulder) of required tasks as an on the job training function on a not-to-interfere basis throughout the transition phase. The contractor shall retain full responsibility for DIL support until completion of the Phase-Out Period. The Contractor shall inventory all Government Furnished Property (GFP) during the Phase-Out Period and provide an update to the Government.

1.6.19 Special Qualifications: As a team, Contractor personnel shall be trained and, “objective” being certified, on the proper operation, maintenance and administration of current AMCS systems as assigned. Current AMCS include: Advanced Field Artillery Tactical Data System (AFATDS); Air and Missile Defense Workstations (AMDWS); Battle Command Sustainment and Support System (BCS3); Battle Command Common Services (BCCS); Distributed Common Ground System – Army (DCGS-A); Force XXI Battle Command, Brigade-and-Below/ Blue Force Tracker (FBCB2/BFT); Command Post of the Future (CPoF); and Global Command and Control System - Army (GCCS-A).

Part 2: Definitions & Acronyms

2.0 Definitions and Acronyms

2.1 Definitions

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

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

2.1.3 Defective Service: A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2. Acronyms

ACOR	Alternate Contracting Officer's Representative
AFATDS	Advanced Field Artillery Tactical Data System
AIC	Army Interoperability Certification
AFARS	Army Federal Acquisition Regulation Supplement
AMCS	Army Mission Command Systems
AMDWS	Air and Missile Defense Workstations
APG	Aberdeen Proving Ground
AR	Army Regulation
BCS3	Battle Command Sustainment and Support System
BCCS	Battle Command Common Services
BCWS	Battle Command Work Station
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CHS	Common Hardware Systems
CLIN	Contract Line Item Number

CIO	Chief Information Officer
COE	Common Operating Environment
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
CPoF	Command Post of the Future
CS11/12	Capability Set 11/12
CTSF	Central Technical Support Facility
DA	Department of the Army
DCGS-A	Distributed Common Ground System – Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DIL	Digital Integration Laboratory
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAAD	Forward Area Air Defense
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
GCCS-A	Global Command and Control System - Army
GFE	Government Furnished Equipment
GFP	Government Furnished Property
HQDA	Headquarters Department of the Army
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Assurance
IS	Information Systems
JTR	Joint Travel Regulation
KO	Contracting Officer
LAN	Local Area Network
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PAC	Post Award Conference
PCO	Procuring Contracting Officer
PEO STRI	Program Executive Office for Simulation, Training and Instrumentation
PIPO	Phase In/Phase Out
PM	Program Manager
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Plan (Contractor document)
QASP	Quality Assurance Surveillance Plan (Government document)
QC	Quality Control
RMA	Returned Merchandise Authorization
SIMCI	Simulation to Mission Command Interoperability
SWB2	Software Block 2
TDY	Temporary Duty
TE	Technical Exhibit

TSIF

Tactical Systems Integration Facility
XML EXtensible Markup Language

Part 3: Government Furnished Property, Equipment and Services**3.0 Government Furnished Items and Services**

3.1 Facilities: The Government will provide workspace, furniture, and automated office equipment, including a Government computer, scanner, fax machines, phone, and local area network printer with paper, for the individuals at the DIL and the off-site location(s). The Contractor shall provide a National Agency Check for each on-site employee prior to being granted network access.

3.1.2 Utilities: The Government will provide all utilities in the facility which will be available for the contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices.

3.2 Equipment Located in the DIL: The Government will provide shipping crates, routers, switches, mission command computers and other miscellaneous equipment, as identified in the Government Furnished Equipment (GFE) list incorporated in Section J of the contract.

Part 4: Contractor Furnished Items and Services

4.0 Contractor Furnished Items and Responsibilities

4.1 General: The Contractor shall furnish office supplies (except for printer paper), equipment (such as standard tools and test equipment), and services required to perform work under this contract that are not listed in Section 3 of this PWS above.

4.2 Reserved.

4.3 Materials Purchases: All material purchasing in support of this PWS will be accomplished upon receipt of written direction from the PCO or COR, and in accordance with the Defense Contract Audit Agency (DCAA) approved purchasing procedures, on a Cost-no fee basis under an ODC CLIN.

4.4 Cost and Procurement Resource Support: Contractor support shall include vendor and product research, budget and cost analysis, procurement, and warranty/renewal tracking for any IT items required under this contract. Computer Hardware Enterprise Software and Solutions (CHESS) is the required source for IT purchases. A statement of non-availability or waiver is required for purchases not made through CHESS. Contractor support shall also include delivery, Returned Merchandise Authorization (RMA) Support, and procurement tracking.

Contractors placing orders under Federal Supply Schedules shall follow the terms of the applicable schedule and authorization and include copy of this authorization and the following statement with each order:

"This order is placed under written authorization from PEO STRI, dated (Day) (Month) (Year). In the event of any inconsistency between the terms and conditions of this order and those of the Federal Supply Schedule, the latter will govern." Title to all property acquired by the Contractor under this authorization shall vest in the Government. Such property shall be considered to be "Government property" as is.

4.5 Government Furnished Property (GFE): The Contractor shall maintain responsibility, liability and accountability of all GFE provided in support of the DIL in accordance with Federal Acquisition Regulation Part 45.

4.6 Disposal of Classified Information: The Contractor shall dispose of classified information and material in accordance with AR380-5 and DoD Manual 5200.01.

Part 5: Specific Tasks

5.0 Specific Tasks

5.1. Basic Services: The Contractor shall provide services for Engineering; Operation, Maintenance and System Configuration, Planning and Analysis, Experimentation; Demonstration and Training Capabilities Implementation, and Program Management for the DIL.

5.1.1 DIL-Orlando, FL: The Contractor must provide qualified staff with DIL as the primary place of performance for Operators, Maintainers, and System Administrators performing the tasks as outlined in this PWS.

5.1.2 TSIF-Aberdeen Proving Ground (APG), MD: The coordination with the TSIF is needed once or twice a year, normally utilizing the support staff from Orlando. No full time coordinator is currently needed at the TSIF, however the Government anticipates some changes in the future. Any changes to the TSIF coordination efforts will be negotiated and added to the contract after award. Travel and TDY for any supplemental efforts for the TSIF will be paid for on a separate Cost-no fee CLIN.

5.1.3 CTSF-Ft. Hood, TX: The CTSF requires "on site support" for a DIL/CTSF coordinator and a SIMCI architect. The Contractor shall provide a SIMCI architect with recent and relevant experience. "Relevant" experience is defined as seven (7)+ Years in M&S with MC/C2 type systems as an Architect. "Recent" is defined as at least two (2) of the seven (7) years must be within the past five (5) years. SIMCI architect tasks include, but are not limited to, writing white papers, evaluating and managing SIMCI projects, leading and attending workshops, and briefing Army Commands and Joint Leadership. It is anticipated that approximately 960 SIMCI architect hours per year will be required supporting DIL coordination and 960 hours supporting SIMCI. Additional support for the CTSF is needed once or twice a year, normally utilizing the support staff from Orlando. Any changes to future support will be negotiated and added to the contract after award. Travel and TDY for any supplemental support for the CTSF will be paid for on a separate Cost-no fee CLIN.

5.2. Program Management: Contractor shall provide overall program and operational management, planning and oversight of the DIL. Administrative duties include but are not limited to:

- Development of point papers, information papers, etc.
- Analysis and review of document and operational concepts, to include data collection and/or field sampling activities.
- Preparation and delivery of research and technical studies, reports and analyses, including recommended course of action.
- Identification of lessons learned and best practice recommendations.
- Development and presentation of technical reports and briefings at select meetings.
- Participation in selected meetings and conferences.
- Coordination and liaison services with other agencies.
- Work with other DoD agencies in the definition and refinement of current and future

requirements.

- Manage protocol and administrative matters for visitors to the DIL.

5.2.1 Meetings and Reviews: The Contractor shall attend and conduct meetings, reviews, tours, demos, and conferences as determined by the PCO or COR. The Contractor shall prepare presentation material, document action items, generate minutes, coordinate resolutions, and track action items until closure.

5.2.1.1 Quarterly Program Management Reviews (PMRs): The Contractor shall host quarterly PMRs and address the full spectrum of the program status including system engineering, schedule, metrics, financial, integrated logistics support, QAP status, DIL utilization, and testing (DI-MGMT-80555).

5.2.2 Coordination: The Contractor shall coordinate:

- The purchase of AMCS hardware with the prospective fielding PMs;
- The purchase of AMCS Software and Software Licenses with the Software Engineering Center located at Aberdeen Proving Ground, MD, in accordance with the Material Fielding Exception plan.
- All Memorandum of Agreements in support of PEO STRI AMCS hardware and software acquisition;
- All testing and integration activities with the CTSF, Fort Hood and the TSIF, APG; and
- Support to PEO STRI PMs and programs, both on and off-site.

5.2.3 Off-Site Support: The Contractor shall accompany designated personnel to other Government agencies and contractor facilities, and provide off-site assistance and support to their staff in the performance of these efforts.

5.3 Engineering: The Contractor shall provide technical oversight and support for data collection and evaluation, analysis, implementation, integration, test, demonstration and training support during the conduct of any activity or initiative requiring DIL support and in accordance with the direction of the PCO or COR for the conduct of that activity. The Contractor shall conduct systems engineering and support hardware and software evaluations. The Contractor shall support the software development initiatives for DIL customers in accordance with their respective development schedules and plans.

5.4 Operations, Maintenance and System Administration: The Contractor shall maintain AMCS qualified staff capable of operating, maintaining, and administering, at a minimum, the Army Mission Command Systems listed in Table I below:

The Contractor shall provide qualified System Administrators to perform tasks, which include, but are not limited to, implementing Operational and Technical capabilities to support the DIL. Technical capabilities and tasks include setting up and configuring AMCS Application and Information Services Infrastructure (i.e. Tactical, Enterprise Networks) and Thick (Common Collaborative Environment) and Thin Client (Services Infrastructure). The System Administrator must have knowledge and experience in Information Infrastructure Data Dissemination Service (DDS) setup and configuration of current and emerging MC baseline frameworks. The System Administrator must have knowledge and experience in installing, maintaining, configuring and operating local and enterprise network security applications. The

System Administrator must have knowledge and experience with operations of various operating systems and virtual machines including Solaris, Linux, Windows 7, Windows Server, and VM Ware. The System Administrator must have knowledge and experience with various relational databases (e.g. SQL Server).

The Contractor shall provided qualified Operators & Maintainers to perform tasks which include, but are not limited to, implementing Operational and Technical capabilities to support the DIL. Operational tasks include, but are not limited to, setting up and configuring maps, overlays, supporting interoperability events to support DIL customers, and understanding all perspectives of MC messaging and user interfaces. Additional tasks include providing technical guidance on complex MC operations.

TABLE I. AMCS Systems Minimum Training Requirement System Administrator Experience

AMCS Systems	Operator & Maintainer		System Administrator	
	Threshold	Objective	Threshold	Objective
Advanced Field Artillery Tactical Data System (AFATDS)	RR	RRC	RR	RRC
Air and Missile Defense Workstations (AMDWS)	RR	RRC	RR	RRC
Battle Command Common Services (BCCS)	RR		RR	
Command Post of the Future (CPoF)	RR	RRC	RR	RRC
Battle Command Work Station (BC WS)	RR		RR	
Battle Command Sustainment and Support System (BCS3)	RR	RRC	RR	RRC
Distributed Common Ground System – Army (DCGS-A)	RR	RRC	RR	RRC
Forward Area Air Defense (FAAD)	RR	RRC	RR	RRC
Force XXI Battle Command, Brigade-and-Below/ Blue Force Tracker (FBCB2/BFT)	RR	RRC	RR	RRC
Global Command and Control System - Army (GCCS-A)	RR	RRC	RR	RRC
Joint Automated Deep Operations Coordination System (JADOCS)	RR	RRC	RR	
Tactical Airspace Integration System (TAIS)	RR		RR	

RR: Relevant and Recent

RRC: Relevant, Recent, and Certified

"Relevant" experience is defined as five (5)+ Years on the particular AMCS systems or its immediate predecessor as indicated as in Table II above. "Recent" is defined as at least two (2) of the five (5) years must be within the past three (3) years.

Operator and Maintainer certification courses available through Army Training Requirements and Resources System (ATRRS) include: AFATDS, AMDWS, CPoF, BCS3, DCGS-A, FBCB2/BFT, GCCS-A, JADOCS, and TAIS.

Land WarNet courses available through E-Learning include: BCCS, CPoF, BC WS, BCS3, DCGS-A, FBCB2/BFT, GCCS-A, JADOCS, and TAIS.

The Contractor shall have sufficient staff to support three (3) simultaneous Integration Events, with durations varying from one (1) day to three (3) weeks each. The Contractor shall have a staff capable of supporting three (3) Software Baselines of AMCS ("Legacy," "Current," and "Emerging"). As of January 2014, these baselines are SWB2, CS11/12 and Common Operation Environment (COE) 1, respectively. As time passes, current eventually becomes legacy, emerging becomes current, and a new emerging baseline is introduced by the Army. The Contractor shall investigate, research, and analyze the potential use of other AMCS and Joint Systems as required by PEO STRI.

5.5 Planning and Analysis: The Contractor shall provide general planning and coordination for DIL activities, including support and overall systems integration. The support shall be both managerial and technical.

5.6 Requirements Development and Definition: The Contractor shall conduct technical evaluation and analysis to define requirements and ensure the successful completion of assigned program support initiatives.

5.7 Development, Modification and Configuration Activities: The Contractor shall support the modification, configuration, integration, and testing of selected DIL AMCS and PEO STRI training systems in accordance with published COE schedules, capability sets, cross domain net-centric services, supported PEO STRI program plans, and schedules. For those products for which the DIL is responsible, the Contractor shall ensure that Configuration Management (CM) and control of all hardware and software are properly managed, tracked, maintained, and upgraded in accordance with the DIL CM Plan. The Contractor's identified CM toolset shall provide current and historical records of the configuration baselines for the DIL.

5.8 Experimentation, Demonstration, and Training Capabilities Implementation: The Contractor shall implement an approach for providing experimentation, integration, testing, certification, demonstration and training in subject areas that are relevant to the AMCS domain. Where such activities require support from outside/non-PEO STRI organizations, the Contractor shall coordinate and facilitate those activities through completion. At a minimum, the Contractor shall provide a SIMCI architect who has knowledge in simulation and stimulation interoperability with the AMCS's, and also an on-site certification support capability at the CTSF, Fort Hood, Texas, and/or the TSIF, APG, MD. From the established on-site location(s), the Contractor shall support all DIL activities and provide SIMCI architect and project support as directed and otherwise required.

5.8.1 Interoperability Certification: The Contractor shall support the conduct of pre-AIC and integration for designated PEO STRI programs. The Contractor shall provide the skills and experience required to implement and execute processes, policies, and procedures needed to support CTSF AIC functions. The

Contractor shall support the PEO STRI programs in executing the CTSF approved Test Plans, Test Architecture and Mission Threads. The Contractor shall support interoperability certification in accordance with FaNS requirements. The Contractor shall support the conduct of formal AIC for PEO STRI programs in accordance with current and emerging AMCS operational software baselines, data products, Capability Sets, cross domain net-centric initiatives, Army COE initiatives, and published COE schedules with CTSF AIC and CIO/G6 processes, policies, and procedures. CTSF AIC, FaNS and CIO/G6 information is available at the following website: <http://ctsf.army.mil/>.

5.8.2 Information Assurance Certification: The Contractor shall support the Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) as it pertains to the DIL. Specifically, the full DIACAP is performed triennially, while the Federal Information Security Management Act (FISMA) process occurs during years that the DIACAP is not run.

5.9 Configure and Reconfigure: The Contractor shall reconfigure all AMCS assets to their standard configurations at the conclusion of each test, experiment, demonstration, or training event. The Contractor shall analyze and deliver any automated and manually collected data from the effort. The Contractor shall document hardware and software modifications and developments to any Simulation or AMCS related system under the Contractor's control. The Contractor shall ensure that all applicable documentation and software is captured.

5.10 Horizontal Integration Initiative: The Contractor shall share data, algorithms, hardware and software products, and documentation with all PEO STRI programs and other DoD sponsored initiatives with a valid requirement for integration with AMCS, as directed by the PCO or COR. The Contractor shall provide integration support and technical assistance to the same. The Contractor shall manage and control the distribution of AMCS hardware and software systems for all PEO STRI support activities in accordance with established Memorandum of Agreements and other established governing guidelines.

5.11 DIL Utilization: The Contractor shall collect data on DIL usage, types of technical support being provided, tours, data and data products, and software upgrades.

5.12 Contractor Management Reporting (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor is required to completely fill in all the information in the format using the following web address <https://cmra.army.mil>. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours paid this reporting period (including sub-contracts);
- (6) Estimated direct dollars paid this reporting period (including sub-contractors);
- (7) Total payments (including sub-contractors);

(8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);

(9) Estimated data collection cost;

(10) Organizational title associated with the Unit Identification Code (UIC) for the Army requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);

(11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);

(12) Presence of deployment or contingency contract language; and

(13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the Contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the POP not to exceed twelve (12) months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct EXtensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

Part 6: Applicable Publications

6.0 Applicable Publications (Current Editions)

6.1. Programmatic Documents: The Government will provide programmatic documents, applicable regulations and guidelines, and other source documents as may be required to execute tasks and functions. The following documents apply to this requirement:

Department of Defense Manual 5200.01, Volume 1, 24 February 2012
DoD Information Security Program: Overview, Classification, and Declassification
http://www.dtic.mil/whs/directives/corres/pdf/520001_vol1.pdf

Department of Defense Manual 5200.01, Volume 2, 24 February 2012,
Incorporating Change 2, 19 March 2013
DoD Information Security Program: Marking of Classified Information
http://www.dtic.mil/whs/directives/corres/pdf/520001_vol2.pdf

Department of Defense Manual 5200.01, Volume 3, 24 February 2012,
Incorporating Change 2, 19 March 2013
DoD Information Security Program: Protection of Classified Information
http://www.dtic.mil/whs/directives/corres/pdf/520001_vol3.pdf

Department of Defense Manual 5200.01, Volume 4, 24 February 2012
DoD Information Security Program: Controlled Unclassified Information (CUI)
http://www.dtic.mil/whs/directives/corres/pdf/520001_vol4.pdf

Army Regulation (AR) 380-5, "Department of Army Information Security Program," September 2000

National Industrial Security Program Operating Manual (NISPOM) DODM 5220.22M

PEO STRI SOP 190-51 Key Control Program

Part 7: Attachment/Technical Exhibit Listing

7.0 Attachment/Technical Exhibit List

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule

TECHNICAL EXHIBIT 1**Performance Requirements Summary**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

The Method of Surveillance of contractor performance is the method used by the Government to determine whether the contractor is effectively and efficiently complying with all terms and conditions of the contract. IAW the Government's QASP, the following surveillance methods shall be used: Analysis, Inspection, Random Customer Sampling, Surveys.

The Evaluation Criteria used by the Government to determine whether the contractor is effectively and efficiently complying with all terms and conditions of the contract. IAW the Government's QASP, the following performance standards shall be used: Satisfactory, Marginal and Unsatisfactory.

Evaluation Requirement	Method of Surveillance	Frequency	Govt Inspector	Metric
Ensure Army Mission Command System (AMCS) personnel operating each system as outlined in Para 5.4 of the PWS are qualified at both the operator/maintainer level and the System Administrator level. Ensure personnel provide support in a timely manner.	Survey Questions 1-2, 4-7 (see Appendix B)	Quarterly	COR	Key Personnel
Papers, analysis, studies, reports, meeting minutes, PMR materials, demo media and briefings are submitted in timely manner and are relevant to the DIL mission, SIMCI project and keeping abreast of AMCS requirements.	Review CDRL	20 work days after submission by contractor or as needed.	COR	Program Management
Ensure sufficient qualified AMCS staff is in place to support 3 simultaneous Integration events comprised of 1 small, 1 medium, and 1 large event (small < 3 AMCS; medium 3-7 AMCS; large >8 < 13 AMCS).	Random Sampling and Survey Question 6-7 (see Appendix B)	After simultaneous Integration Events	COR	Operations

STOCII-14-KOP-003

Enc 1-PWS

<p>The contractor is compliant with the Configuration Management Plan (CMP) and the contractor's own tools to manage three Software Baselines (Legacy, Current & Emerging) of AMCS. The contractor must demonstrate that CM tools and DIL assets support existing and emerging baselines. The contractor must maintain an accurate GFE list.</p>	<p>Random Sampling</p>	<p>Monthly</p>	<p>COR</p>	<p>CM</p>
<p>Support the conduct of AIC with AMCS integration by following AIC processes, policies and procedures correctly for PEO STRI systems' AIC.</p>	<p>Random Sampling</p>	<p>As AIC's are scheduled</p>	<p>COR</p>	<p>AIC</p>
<p>The contractor must successfully execute DIACAP triannual certification, FISMA annual review and biannual FANS Certifications for the DIL. The contractor shall ensure compliance with the ATO.</p>	<p>Receive Certifications</p>	<p>Yearly</p>	<p>COR</p>	<p>IA Certifications</p>
<p>The contractor shall coordinate the purchase of AMCS Hardware, Software and Licenses. The contractor shall also support integration activities at CTSF and TSIF.</p>	<p>Random Sampling</p>	<p>As Required</p>	<p>COR</p>	<p>Coordination</p>

TECHNICAL EXHIBIT 2
DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Contractor Management Reporting	Every 12 months by 31 Oct of each calendar year	N/A (done online)	Electronically submitted online	https://cmra.army.mil
Program Management Review	Quarterly	1	Paper and/or Power Point file	Project Director and Contract Specialist