

2. CONTRACT NO. HQ0034-09-A-3015  
 3. AWARD/EFFECTIVE DATE (b)(4)  
 4. ORDER NUMBER 0010  
 5. SOLICITATION NUMBER  
 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:  
 a. NAME  
 b. TELEPHONE NUMBER (No Collect Calls)  
 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY  
 CODE HQ0034  
 WHS - ACQUISITION DIRECTORATE  
 1155 DEFENSE PENTAGON  
 WASHINGTON DC 20301-1155  
 TEL:  
 FAX:

10. THIS ACQUISITION IS  
 UNRESTRICTED  
 SET ASIDE: % FOR  
 SB  
 HUBZONE SB  
 8(A)  
 SVC-DISABLED VET-OWNED SB  
 EMERGING SB  
 SIZE STD: NAICS:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  
 SEE SCHEDULE  
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  
 13b. RATING  
 14. METHOD OF SOLICITATION  
 RFO  IFB  RFP

12. DISCOUNT TERMS  
 Net 30 Days

15. DELIVER TO  
 OSD RESERVE AFFAIRS  
 (b)(6)  
 1500 DEFENSE PENTAGON RM 2E563  
 WASHINGTON DC 20301-1500  
 CODE HQ0156

16. ADMINISTERED BY  
 CODE  
**SEE ITEM 9**

17a. CONTRACTOR/OFFEROR  
 CODE 5UTP8  
 SCIENCE APPLICATIONS INTERNATIONAL CORPO  
 (b)(6)  
 1710 SAIC DR  
 MC LEAN VA 22102-3703  
 TEL. (703) 676-2597  
 FACILITY CODE

18a. PAYMENT WILL BE MADE BY  
 CODE HQ0338  
 DFAS-CO/SOUTH ENTITLEMENT OPERATIONS  
 P.O. BOX 182264  
 COLUMBUS OH 43218-2264

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<b>SEE SCHEDULE</b>					

25. ACCOUNTING AND APPROPRIATION DATA  
**See Schedule**

26. TOTAL AWARD AMOUNT (For Govt. Use Only)  
 (b)(4)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE  
 OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  
  
 31c. DATE SIGNED  
 (b)(4)

30b. NAME AND TITLE OF SIGNER  
 (TYPE OR PRINT)  
 30c. DATE SIGNED  
 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  
 Reginaid Soloman / Branch Chief  
 TEL: (b)(6)  
 EMAIL: (b)(6)

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>	
		42b. RECEIVED AT <i>(Location)</i>
	41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42c. DATE REC'D <i>(YY/MM/DD)</i>		42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

This is issued under and pursuant to the provisions of (the "Agreement"). The terms and conditions of the Agreement are hereby incorporated by reference and, except as provided herein by this , remain in full force and effect.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Study for Equipping the RCs FFP Non-personal services to perform the requirements of the PWS as indicated in this Task Order. PURCHASE REQUEST NUMBER: HQ015620720001000	(b)(4)	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)
ACRN AA					

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	(b)(4)	N/A	OSD RESERVE AFFAIRS (b)(6) 1500 DEFENSE PENTAGON RM 2E593 WASHINGTON DC 20301-1500 (b)(6) FOB: Destination	HQ0156

## ACCOUNTING AND APPROPRIATION DATA

AA: 972 0100 1120 1801 251B S49447 DSAC20252

AMOUNT: (b)(4)

CIN HQ0156207200010000001 (b)(4)

## CLAUSES INCORPORATED BY FULL TEXT

## 252.209-7999 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012,(Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that—

- (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
  - (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.
- (b) The Offeror represents that—

(1) Is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) Is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

## CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

#### WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. **Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.**

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

**The contractor is directed to submit the following invoice type:**

#### **2-n-1 - Services Only, including Construction**

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	HQ0034-09-A-3015-0010
Delivery Order	0010
Pay DoDAAC	HQ0338
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034

Inspect By DoDAAC/Extension	
Service Acceptor DODAAC/Extension <u>or</u> Ship to DODAAC/Extension <u>or</u> Service Approver DODAAC/Extension <u>or</u> Grant Approver DODAAC/Extension	HQ0156
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a “Z” suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix “SER” for 2-in-1 invoices and prefix “BVN” for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).
- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

*Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.*

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the following email address: (b)(6) in the first email address block and add (b)(6) in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

## PERFORMANCE WORK STATEMENT

### **Study for Equipping the Reserve Component Forces (RA-1201)**

**For the  
Office of the Assistant Secretary of Defense (Reserve Affairs)**

#### **1.0 Background.**

This requirement supports the Office of the Assistant Secretary of Defense, Reserve Affairs (OASD/RA). The OASD(RA) is the principal advisor to the Secretary of Defense with responsibility for overall supervision of matters that involve the Reserve Components (RCs). In this capacity, the OASD(RA) develops the policies that set the conditions for a sustainable, seamlessly integrated and complementary Total Force. The overarching policy that deals with equipping the Reserve Components is published in Department of Defense Instruction 1225.06 (DoDI 1225.06), "Equipping the Reserve Components."

#### **2.0 Scope/Objective.**

OASD(RA) requires contractor support to use business best practices to evaluate the equipment management processes as defined in DoDI 1225.06. The study should evaluate current approval processes for transfers, withdrawals, and diversions of Reserve Component equipment, research industry and other-governmental processes to assess best means of implementing process changes, and employ those means to improve the processes described in DoDI 1225.06, Equipping the Reserve Components. The Contractor shall provide a recommended approval process that must meet the following Objectives:

2.1 Objective 1: Equip each Military Department Reserve Component to provide the operational capabilities and strategic depth required to fulfill assigned missions.

2.2 Objective 2: Develop equipment procurement, distribution programs and plans responsive to Homeland Defense (HD), Defense Support of Civil Authorities (DSCA) and the military combatant commanders' mission requirements.

2.3 Objective 3: Establish equipment priorities, regardless of component, for the reconstitution and resetting of force capabilities after contingency operations for the transformation of the force into a revised force structure to meet future mission requirements.

2.4 Objective 4: Establish full transparency and traceability from procurement planning to delivery to the RCs.

2.5 Objective 5: Develop a plan for the equipment withdrawals, transfers, and diversions from a Reserve Component to an Active Component with the request and approval of the Secretary of Defense or designated representative, promoting transparency of equipment procurement funding.

2.6 Objective 6: Identify and develop equipment management process improvements to promote manpower cost efficiencies and shorten the current equipment management process.

#### **3.0 Tasks.**

The Contractor shall be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks under this effort, none of which are considered inherently government functions as defined in FAR 2.101 or Subpart 7.5. The contractor will support the tasks below.

3.1 Attend and participate in a project in-brief or kick off meeting with RA to review contract requirements and discuss RA objectives for improving the current RC equipment management processes.

3.2 Identify, evaluate, and analyze current RC equipment management processes in accordance with the stated objectives in 2.0 and DoDI 1225.06.

3.3 Upon completion of the current process analysis and identifying recommendations, prepare a briefing with RA that shows the current status of RC equipment processes and process analysis methods used. Collaborate with RA

for concurrence with establishing best practice methods. Recommended methods or approaches must include two or three examples of industry (with supporting research documentation) or other governmental best practices. In addition to the brief, the contractor shall provide documentation of their findings and should be in the form of a written document with graphic attachments in a business standard format, such as Visio diagrams, that describe each service process and the DoD process from receipt of a request from the Services. Briefing slides should also be provided at the end of the evaluation and documentation task. The Contractor shall present the aforementioned briefing to the RA personnel upon approval by the Government.

3.4 Prepare two or more recommended Courses of Actions (COAs). The COAs must meet the intent of the DoDI 1225.06, must address projected savings in calendar days and labor in quantitative terms, and must document the projected cost of implementing the change – to include purchase of required software, training for employees, and any other elements of cost. If suggested COA involves cost through purchase of software, COA should identify any DoD or COTS software currently in use that may meet the requirement and should evaluate the cost-benefit of purchasing new software versus using what is already government-owned. must show that no existing software currently owned and in use by DoD will meet the requirement. Prepare and present recommendations for process improvement in accordance with standards for the method used in the study.

**3.5 Status Reports.**

3.5.1 **Monthly Status Report.** The contractor shall provide a monthly written status report documenting task support, issues, and progress. The report shall detail contractor activities during the reporting month and plans for the following month. The report shall include a summary of work performed and deliverables completed, current or projected problems, issues with resolution, an explanation of deviations from the last month's projections, and any recommendations related to the effort.

3.5.2 **Progress Reviews.** Perform as instructed by the Contracting Officer's Representative (COR) and Project Manager to summarize the status and progress of all activities being performed by the contractor under this Performance Work Statement (PWS). Formal Progress Reviews will take place at those locations requested by the COR. A minimum of two Formal Progress Reviews will occur at the three and six month period. Specific dates for formal progress reviews will be agreed between the COR and the contractor's Program Manager. Informal Progress Reviews will take place Monthly at the 2<sup>nd</sup> Monday of each month.

**4.0 Deliverables.**

<b>Deliverable</b>	<b>Due</b>	<b>Task</b>	<b>Format</b>
Non-Disclosure Agreement	NLT 14 days after award; and upon replacement of personnel	3.1	Microsoft Word with original employee signature
Kickoff meeting with Overview briefing,	NLT 14 days after award	3.1	Microsoft Word and PowerPoint

<b>Deliverable</b>	<b>Due</b>	<b>Task</b>	<b>Format</b>
Briefing and report on current equipment management process and process recommendations	NLT 60 days after award	3.2-3.3	Microsoft Word and PowerPoint
Briefing and report on courses of action, recommended COA	NLT 180 days after award	3.4	Microsoft PowerPoint
Status Report	Monthly, 2 <sup>nd</sup> Monday of each month	3.5.1	Microsoft Word
Informal Progress Reviews	Monthly, 2 <sup>nd</sup> Monday of each month	3.5.2	Microsoft Word
Formal Progress Review to Leadership	At 3 and 6 month period	3.5.2	Micrisoft Word

#### **4.0 Type of Contract and Period of Performance.**

This is a Firm Fixed Price order. The period of performance (POP) will be (b)(4)

#### **5.0 Place of Performance.**

Work will primarily be performed at the contractor's site. On occasion work site may include other government sites within the National Capital Region (NCR), greater Washington, DC area.

Recognized Holidays: Unless required under the terms of the contract or authorized by the contracting officer, the contractor shall not plan to work at a Government facility on any of the following Government observed legal 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, and Christmas Day.

#### **6.0 Travel/Other Direct Charges (ODC).**

Non-local travel is not anticipated for this task order. Local charges will not be reimbursed by the Government.

#### **7.0 Security.**

All tasks must be conducted in full compliance with DoD security regulations. During the period of performance, all contractor personnel will be required to maintain a Secret clearance. All contractor personnel will be required to sign a Non-Disclosure Agreement (attached).

#### **8.0 Contractor Quality Control.**

The contractor shall perform all technical and administrative planning, coordination, analysis and tracking of the diverse activities and disciplines provided by the contractor to meet the requirements of this PWS. The contractor shall manage and control task order resources to assure completion of all tasks within schedule and performance requirements.

#### **9.0 Contracting Officer's Representative (COR).**

The COR shall be the focal point for all task order administration matters related to performance of this PWS. Only the Contracting Officer can make changes to the task order or this PWS, and any such changes are not effective unless directed in writing by the Contracting Officer. The contractor will be notified in writing concerning the replacement of the COR for this task order. Subsequent CORs will be appointed in writing and a copy of the appointment letter will be provided to the contractor.

