

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER DAAC80004		PAGE 1 OF 136				
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0013-08-R-0005		6. SOLICITATION ISSUE DATE 28-Mar-2008		
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JANET SZATMARY			b. TELEPHONE NUMBER (No Collect Calls) (703) 601-3848		8. OFFER DUE DATE/LOCAL TIME 11:00 AM 28 Apr 2008			
9. ISSUED BY DEFENSE SECURITY COOPERATION AGENCY-CON JANET SZATMARY 201 12TH STREET SOUTH SUITE 203 ARLINGTON VA 22202  TEL: 701-601-3728 FAX: 703-602-1671			CODE HQ0013		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$6.5M NAICS: 541611			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS
15. DELIVER TO			CODE		16. ADMINISTERED BY			CODE		
<b>SEE SCHEDULE</b>										
17a. CONTRACTOR/OFFEROR			CODE		18a. PAYMENT WILL BE MADE BY			CODE		
TEL.			FACILITY CODE							
<input type="checkbox"/> 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 <input type="checkbox"/> 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						26. TOTAL AWARD AMOUNT (For Govt. Use Only)				
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> 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. <input checked="" type="checkbox"/>					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> 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			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  TEL: EMAIL:					

**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	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> )	
		41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
	42b. RECEIVED AT ( <i>Location</i> )	
41c. DATE	42c. DATE REC'D ( <i>YY/MM/DD</i> )	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

PWS

Performance Work Statement (PWS)  
Africa Center for Strategic Studies

1. **GENERAL:** The contractor shall provide qualified personnel to perform tasks in support of the Africa Center for Strategic Studies (ACSS) in accordance with this PWS.

1.1 Tasks under the contract will be performed at Government owned facilities or Government leased facilities in the Continental United States (CONUS) and Outside CONUS (OCONUS) locations, to include hotels contracted for ACSS events. The ACSS is located at 300 5th Avenue, Ft. McNair, Washington, D.C 20319. The contractor shall perform the tasks at the ACSS offices and other sites as designated by program needs. Contractor offices must be located in the greater Washington, DC, metropolitan area.

1.1.1 Hours listed for Performance Objectives are only estimates and not binding on the Government.

2. **BACKGROUND:** The ACSS's mission is to support the development of U.S. strategic policy towards Africa by providing high quality, relevant academic programs, fostering awareness of and dialogue on U.S. strategic priorities and African security issues, building networks of African, American, European and international military and civilian leaders, assisting U.S. policymakers in formulating effective African policy, and articulating African perspectives to U.S. policymakers.

2.1 Further information on the Africa Center can be found at its website ([www.africacenter.org](http://www.africacenter.org)).

3. **SCOPE:** The contractor will perform tasks in the design and implementation of events that will enable the Africa Center to conduct its current programs and other programs that will be developed from the date of award of the contract. The Africa Center's programs will include, but are not limited to those listed in Annex A.

3.1 The tasks listed are those that are currently identified. During the course of the contract these tasks may be adjusted in coordination with the contractor to encompass additional similar tasks or to reduce the scope of contractor provided support services.

3.2 In the execution of its programs, the Contractor will assist the Africa Center to :

- Foster opportunities for USG interagency partners to attend programs and serve on Regional Center faculty and staff;
- Connect outreach and network-building efforts among the other Regional Centers, other DoD institutions, and US State Department public diplomacy efforts;

- Utilize the Regional International Outreach portal as the primary online means for collaboration among the Centers and alumni;
- Build collaboration and create efficiencies among the Regional Centers and other DoD international education and outreach providers with the Global Center for Security Cooperation;
- Institutionalize instruction on stability operations and irregular warfare in Regional Center programs by increasing collaboration among the centers and other education providers. The Africa Center intends to focus on the most salient issues facing the region including:
  - Terrorism, including waging the “War of Ideas” to delegitimize terrorism and support for terrorism
  - Conflict resolution, peace supports operations, and demobilization.
  - Defense and security sector reform
  - Military support to humanitarian relief and disaster preparedness
  - Building regional organizations capacity and effectiveness
  - Health as a 21st Century security issue, to include the security implications of HIV/AIDS and other infectious diseases
- Encourage U.S. civilian and military participation in programs to foster personal and professional relationships.
- Maximize, to the extent permitted under law, foreign civilian and international civil servant participation in seminars and programs.
- Develop and maintain relations and cooperation with counterpart Africa-oriented security institutions and allies that have an interest in Africa.
- Undertake research projects and programs in support of the Secretary of Defense’s policy objectives and Combatant Commanders’ priorities.
- Continue to expand upon its alumni program to maintain communication with foreign defense and security professionals.
- Review the effectiveness of web-based programs at the Africa Center to ensure they foster interoperability and include networking components (curricula, research, digital documentary libraries, Military Education Research Library Network, computer assisted exercises, Regional International Outreach (RIO) program, Regional Security Cooperation Network, etc.) which would enable Africa Center students, alumni, and other national security professionals to leverage the Africa Center's education and information resources both for use within the Africa Center and in the Africa Center's outreach programs.
- Support ACSS’s Annexes located in Africa.
- Support the program priorities of the Office of Secretary of Defense for Policy and Combatant Commands such as AFRICOM.

4. APPROACH: The contractor will conduct business in a fashion that is consistent with Federal and DOD regulations. The contractor shall provide technically qualified, experienced, international policy, operations, administrative, logistics and support analysis services to support

the detailed planning organizing, coordinating and execution of numerous conferences, seminars and international programs as well as operation of the ongoing policy and outreach missions as specified in this Performance Work Statement. The contractor will respond to the Contracting Officer's Representative (COR), for policy and program guidance.

4.1 The contractor shall assign a Project Manager. See Paragraph 5.5.5.

4.1.1 It is important for each member of the contractor team to possess and maintain the highest standards of personal deportment, judgment, demonstrated organizational abilities, and outstanding communication skills. It is essential that personnel can interact appropriately and effectively with senior government and military and civil society foreign representatives. The nature of the Africa Center requires a contractor team capable of dealing with all levels of hierarchy including host nation representatives, U.S. government and embassy officials as well as suppliers and vendors.

4.1.2 The Contractor will work with the government to refine, as appropriate, effective and efficient office management systems. The Africa Center vision is to integrate technology into delivery of programs that support the ACSS' goal of meeting highest information age criteria.

4.1.3 The contractor and its employees shall be experienced in working with senior civilian and military officials (U.S. and African preferred); strong in interpersonal and people skills; knowledgeable of Africa or have experience working in Africa; organizational skills and specifically special events planning and implementation experience; have interest and ability to travel to Africa.

4.1.4 The ACSS will provide the contractor with sixty (60) days written notice before any functions covered by this contract are converted over to Government personnel. Labor costs will be adjusted accordingly. Additional tasks that may require Contractor support are addressed under Performance Objective 2.

5. PERFORMANCE OBJECTIVE No. 1: The contractor shall provide qualified administrative, technical, management, and academic support personnel to perform the tasks set forth in the PWS.

5.1 All personnel under performance objective 1 are considered key personnel. These employees must be able to travel internationally, usually to Africa, to perform the required tasks. Personnel with cross-cultural experience are preferred. The ability to speak French and / or Portuguese is highly desirable and often required dependent upon responsibilities.

5.1.1 The contractor must provide resumes of all proposed personnel in response to this PWS and all subsequent contract modifications. The resumes must identify all proposed personnel and their proposed role in the execution of this PWS. The contractor must identify those proposed individuals key to the success of this PWS. Once identified as such, key personnel may not be removed from this project without written acknowledgement from the DSCA Contracting Officer /Contracting Specialist.

5.2 OFFICE OF THE DIRECTOR- The Office of the Director provides leadership to three sections, Academic Affairs (AA), Community Outreach and Public Affairs (COPA),

Management, Operations and Administration (MOA) to execute the responsibilities outlined in policy guidance memo to Regional Centers by the Office of the Under Secretary of Defense for Policy to serve as vital instrument for creating new partnerships and cultivating existing partnerships; to service as a fora for bilateral and multilateral research, communications and exchanged of ideas involving military and civilian participants through a multitude of programs, academic and others.

#### 5.2.1 Office Management: (1960 hrs.)

5.2.1.1 Tasks: Manage all administrative requirements for the Office of Director staff to include: Distributing administrative policy guidance to ACSS personnel. Increasing administrative productivity to create efficiencies within the office. Establish, review and propose changes to update and standardize administrative office procedures (SOP) and guidelines. Coordinate with other directorates to update the ACSS Standard Operating Procedures (SOP) Manual. Monitor and promote use of standard procedures by all ACSS staff. Control the maintenance and development of administrative directives. Coordinate and monitor suspense folders to identify and resolve discrepancies and to assure the final document has been properly staffed. Monitor and maintain suspense log. Manage ACSS contact database and rosters for consistency to ensure accuracy. Provide training on data entry and management. Maintain office files (electronic and hard copy) ensuring they are current and in accordance with applicable regulatory guidance. Provide administrative briefings to new staff. Proofread and edit Africa Center correspondence in English and French. Independently compose correspondence for signature by Government personnel. Write, format and produce various administrative reports. Assist Registrar to recruit participants for Center seminars, courses and workshops. Assist to organize protocol requirements for seminars and special events.

5.2.1.2 Qualifications: Shall be experienced in calendar and time-management, database, administration, protocol affairs, as well as business correspondence and business writing. They shall possess the highest standards of personal deportment and judgment; possess demonstrated organizational abilities, and outstanding interpersonal and communications skills. Must be able to conduct routine business in English and French. Portuguese desirable but not required.

5. 3 ACADEMIC AFFAIRS (AA): The AA Section is responsible for identifying guest speakers, facilitators, curriculum development and identifying subject matter. The AA section is responsible to provide academic and administrative support services to the Africa Center by performing a variety of curriculum development and seminar organization programs. Such services include: Research, and literature searches, Preparation of presentations, proof reading and editing of documents and publications, conduct evaluation of academic programs, and supporting diverse and high level adjunct faculty and guest speakers (managing participation and itineraries). The AA Section is responsible to provide administrative support to include archiving of academic documents, maintaining academic database of contacts, organizing and managing academic calendars and timeline, photocopying and distributing materials to participants.

#### 5.3.1 Academic Assistance (1960 hrs)

5.3.1.1 Tasks: Provide administrative and operational support for the AA Section. The majority of the tasks will focus on the provision of administrative support; tasks also include support for program development and execution, maintain AA databases and library and resource center. Maintain AA Section filing system and record keeping. Provide research support. Develop

correspondence for the section. Assist in program preparation by providing administrative support to include conference logistical planning, and program closeout activities. Provide program on-site operational support.

5.3.1.2 Qualifications: Bachelor's degree in a relevant field or applicable work experience. Strong administrative support experience. Excellent organizational skills and a demonstrated ability to manage multiple tasks. Proficiency in Microsoft Office applications. Understanding of U.S. policy toward Africa and of African security issues. Strong writing and communications skills. Event-planning or other logistical experience is desired. Basic knowledge of French or Portuguese (spoken and/or written) desired, proficiency preferred. May require travel to Africa.

### 5.3.2 Executive Administrative Assistance (1960 hrs)

5.3.2.1 Tasks: Provide administrative support for the Dean's office within the AA. Manage and update Dean and Associate Dean's calendars. Prepare travel authorizations and vouchers for Dean and Associate Dean. Manage the Dean's Office library and resource center. Create and maintain filing systems for paper and electronic documents. Develop and implement record-keeping procedures. Handle correspondence (draft, respond and track letters, faxes etc.). Maintain AA databases (includes data entry and updates of program documents as well adjunct staff including facilitators, guest speakers and note-takers). Prepare presentations and provide research for presentations for Dean and Associate Dean. Provide research support.

5.3.2.2 Qualifications: Bachelor's degree in a relevant field or applicable work experience. Strong administrative support experience. Strong writing and communications skills. Excellent organizational skills and a demonstrated ability to manage multiple tasks. Computer literacy including strong MS Word skills, specifically Excel, PowerPoint, Word, Outlook, Project. Experience using Internet and databases. Understanding of U.S. policy towards Africa and African security issues is desired. Fluency in English required. Basic knowledge of French or Portuguese (spoken and/or written) desired.

### 5.3.3 Report Writing (3,000 hrs)

5.3.3.1 Tasks: Provide report writing, proofreading, and editorial services. Write, format, and produce seminar reports, program highlights, policy-briefs and other academic products. Coordinate reporting plan and deliverables of note-takers during Africa Center events and programs. Edit and format all academic documents and materials per Dean's instructions. Perform quality control on all academic documents and materials to include reports, articles, program highlights, executive summaries, meeting summaries, guest speaker presentations, and web summaries for all academic programs. Design and standardize templates for Africa Center products (program highlights, policy briefs, consultative session reports, etc). Coordinate the formatting, layout and overall distribution plan for all products emanating from AA. Conduct academic-related research. Produce documents in French-English. Work with AA support team to ensure that reports/summaries are written for AA programs/events.

5.3.3.2 Qualifications: Master's degree in African studies (Political Science, International Relations, Development Studies, etc.). At minimum of 2 years of writing and editing experience

in similarly challenging position. Excellent organizational skills, a demonstrated ability to manage multiple tasks independently, and ability to work as part of a team. Computer literacy including Internet research, word processing, and slide preparation/presentation (PowerPoint). Understanding of the U.S. Policy environment in general and U.S. Policy towards Africa. Understanding of U.S. Department of Defense and its work on/in Africa. Availability to travel to Africa in support of Africa Center programs. Advanced knowledge of French required. Portuguese (spoken and written) highly desirable.

### 5.3.5 Program Management- Academic Affairs - Senior Level (1960 hrs)

5.3.5.1 Tasks: Develop curricula for, and execute, selected academic programs. Conduct original research in support of Africa Center mission, and publish research and findings in scholarly journals, or other appropriate foray, including Africa Center publications. Conduct outreach in support of Africa Center mission by participating in and making presentations at workshops, conferences, and other foray in order to help consolidate the gains made by the Africa Center; help expand the Center's network; and enhance professional development of ACSS program attendees.. Facilitate participant discussions and deliver lectures for Africa Center events and programs, as appropriate/assigned. Write seminar reports, program highlights, policy-briefs and other academic products in support of ACSS programs. This includes providing note-taker and report writing support for select programs, as well as supervising contractor note-takers to coordinate deliverables during Africa Center events, as assigned.

5.3.5.2 Qualifications: An advanced degree in a related field (e.g., African studies, political science, international relations or development studies). Doctorate preferred. Demonstrated skill and experience developing and implementing programs and curricula. Ability to manage multiple long-term tasks and competing priorities, while working with multi-disciplinary teams. Excellent communication and interpersonal skills, including the ability to effectively communicate in person and in writing, and diplomatically manage working relationships with internal and external colleagues. Strong writing skills, including prior technical writing and event reporting and editing experience. Understanding of the U.S. policy environment and U.S. Department of Defense, especially important is an understanding of U.S. foreign and security policy in relation to Africa. Experience conducting original research in an academic environment. Understanding of African security issues, especially those that affect national and human security, governance, and capacity-building in African states. Availability and ability to travel to Africa. Advanced French and Portuguese language skills (spoken and written) desired.

5.4 OFFICE OF COMMUNITY OUTREACH AND PUBLIC AFFAIRS: (COPA): COPA is responsible to develop and institutionalize a Community Outreach to maintain contact with participants and other members of the Africa Center Community. COPA also conceptualizes, refines and executes an external and public affairs program to include outreach and other media events. The key constituencies for these events and programs include: Congress; International; other US Agencies; Non-governmental organizations; African and extended diplomatic community in DC; Think tanks; and academic institutions. COPA is also responsible to develop and implement special events in the US and Africa that will allow the Africa Center to expand and track former program participants. Additionally, personnel will design and implement programs to facilitate communication between participants and the Africa Center to include continued development of Community Chapters.

#### 5.4.1 Communications Support (1960 hrs.)

5.4.1.1 Tasks: Develop and produce written and graphic materials, to include news releases, brochures and other off-the-shelf written and multi-media materials primarily in a Microsoft Office environment. Support COPA communications projects, including but not limited to the Africa Center's media relations efforts; writing and editing the Africa Center quarterly newsletter; and providing other communication vehicles to community members, stakeholders, and external audiences in order to strengthen the relationships ACSS maintains with its multiple constituencies. Writing/editing articles for publication. Supervising lay-out and production of ACSS newsletter. Supervising distribution of the newsletter. Acting as liaison with outside editorial board for strategic planning of the newsletter and routine review of content. Report on Africa related events for publication in newsletter. Research journalists who cover Africa, security, and U.S. national security topics in order to build and maintain a current database . Write press releases and other materials for distribution to media and other outside audiences once approved by COPA Director. Schedule media interviews and other outreach activities that involve staff and the media. Manage production of daily Media Review in English and French. Manage post-seminar/event media reports. Seminar-related Prepare and assemble media materials in collaboration with other ACSS staff members and U.S. Embassy PAO. Serve as a liaison between the Africa Center and local journalists. Observe plenary sessions and other events at seminar in order to report on events for publication. Coordinate with photographers to ensure coverage of Africa Center events.

Qualifications: Bachelors Degree, preferably in journalism, public relations, or related field. Written and spoken proficiency in French. Proficiency in Microsoft Office, with some proficiency in graphic arts software. Available to travel in support of Africa Center events (US and overseas). Experience with newsletter editing and/or media relations. Demonstrated exceptional writing skills. Basic understanding of U.S. government operations. Basic understanding of accepted norms of protocol desired. Demonstrated exceptional communications skills desired. Demonstrated knowledge of African issues and U.S. foreign policy issues as they relate to Africa desired. Demonstrated sensitivity towards issues of cross-cultural interaction desired. Highly organized, detail-oriented with a professional and diplomatic demeanor desired. Proficiency in Portuguese and/or an African language desired.

#### 5.4.2 Information Technology Support- Website/Electronic Communications (1960 hrs)

5.4.2.1 Tasks: Contractor will use new information technology to support these efforts while taking into consideration the technology challenges posed by the continent. Develop and maintain the Africa Center website and support other electronic means of communications, such Regional International Outreach, in order to strengthen the relationships Africa Center builds with its multiple constituencies. Post new graphic content and text daily on Africa Center website, including Media Review. Manage distribution of Media Review. Provide graphic design to support Africa Center website and newsletter. Produce and distribute Africa Center E-Bulletin. Provide technical support and training on Military Education Research Network Library (MERLN). Ensure comprehensive coverage of Africa Center events on website. Write and edit content for communication products, especially website, but also newsletter, brochures,

and other projects as required. Publish community members' contributions on the website. Write and manage design and production of Africa Center background documents, PowerPoint presentations. Assist in management of email distribution lists, and other COPA contact data as required. Coordinate with photographers to ensure coverage of Africa Center events. Maintain Africa Center photo archive.

During seminars, report on seminar-related events providing articles and other work products for the website and newsletters. Serve as helpdesk support to staff and participants in Operations Center/Cyber Cafe.

5.4.2.2 Qualifications: A Bachelors Degree in a related field. Knowledge of, and proficiency in, website and graphic arts content management and related computer software as well as the entire Microsoft Office Suite. Detail oriented and possess excellent writing and communication skills. Be equally comfortable working independently or on a team. Ability to work with others from different cultures. Written and spoken working-level proficiency in French is desirable. Knowledge of, or interest in, African issues and U.S. foreign policy issues as they relate to Africa is desirable. This position requires some travel to Africa and within the U.S.

5.5 MANAGEMENT, OPERATIONS, AND ADMINISTRATION SECTION (MOA): MOA is responsible to support the ACSS in the area of logistics, operations and planning. MOA provides the Africa Center with personnel management, procurement, contract and contract management, financial management, security, copyright, travel, facilities management, languages services and IT support. MOA section plans, coordinates and supports Africa Center events. Additionally the MOA section maintains the long term planning calendar, and supports Africa Center reporting requirements.

5.5.1 Human Resources Coordination (1960 hrs.)

5.5.1.2 Tasks: Assists in the government hiring process – both Title 5 and Title 10 positions. Prepares appropriate paperwork as required by NSPS. Writes position descriptions, job announcements and prepares recruitment packages for both Title 5 and Title 10 positions. Determines appropriate advertising channels, and develops advertisements. Ensures position announcements are properly advertised. Develops interview packages including proposed questions for the interviews, contacts candidates, provides logistical information and coordinates interview sessions. Assembles hiring packages for Director's signature, Advance in Hire Rate packages, etc. as necessary. Assembles award packages. Enters personnel information into DSCA's JMIS system. Follows up with ACSS hiring officials and HR contacts to ensure timely hiring actions. Coordinates and completes the In Processing and Out Processing of personnel. Maintains personnel files in accordance with federal government regulations. Ensures supervisors are aware of evaluation timelines. Develops and coordinates programs for Interns, including contacting interns, and working with National Defense University Foundation on Volunteer Agreements. Ensures that contractor time sheets are completed and signed in timely fashion and assists. Tracks USG employees to ensure time sheets are completed, signed and faxed or taken to the appropriate office. Assist in preparation of manpower reports. Keeps abreast of training and professional development opportunities for the ACSS and ensures appropriate staff members are made aware of those opportunities. Update professional development tracking document.

Qualifications: At least five years experience working with US Government personnel system, Experience in National Security Personnel System highly desirable. Strong experience using MS Office software-Word, Access, and Excel. Effective communication skills, ability to prioritize and organize. Excellent writing skills. Basic understanding of government operations and protocol is required along with an understanding and appreciation of African culture. Excellent English language skills required, ability in French is desirable (Portuguese a plus)

#### 5.5.2 Logistics Support: (5,880)

5.5.2.1 Tasks: Tasks include coordinating logistics and administrative support services for ACSS seminars and other events, conducted primarily in Africa but also in the U.S., as well as supporting operations at ACSS headquarters. Sufficient support is required to conduct simultaneous events. Prior to a seminar, researches and travels to the proposed location(s) to assess availability and suitability of hotels, conference facilities, and local equipment and service providers. When the goods/services are to be procured by the U.S. government, provides all data to the Operations Officer for further action. When the goods/services are to be procured through the contract, negotiates favorable rates and conditions with those vendors selected. Goods and services shall be provided by the contractor in accordance with the PWS. Lodging and facilities are typically covered by the USG for OCONUS events. The COR will review program budget and anticipated expenditures with the contractor prior to program execution to confirm any extraordinary cost to be paid by USG. Prepares draft contracts for these services, ensuring compliance with all event requirements and contractual obligations. Coordinates seminar-related requirements such as interpreters; copyright clearance, translation and printing of course materials; shipping of the Center's equipment and supplies to/from the seminar site; and local transportation and communication assets. Based on requests from other ACSS sections, works with host nation government, US Embassy and/or local employment agencies to identify candidates to serve as adjunct staff such as note takers, photographers, protocol assistants, translators, administrative assistants, etc. When the goods/services are to be procured through the contract, prepares draft contracts for these services, insuring compliance with all event requirements and contractual obligations. During a seminar, serves as the Center's primary liaison with convention and banquetting staff at the hotel(s) and/or conference center, as well as with most other vendors. Makes sure any changes to requirements are coordinated with ACSS contracting and finance, as well as vendor representative.

Coordinates, orders, tracks, and reports on the printing of ACSS materials. Orders and tracks inventory of all expendable office supplies, as well as seminar-specific supplies and equipment, and assists with set-up and maintenance of audiovisual equipment used at the Center. Also performs "seminar/event support" duties detailed above for events conducted at ACSS headquarters, other NDU facilities and in the local Washington, DC, area. Coordinates translation requests. Provide a report of the following information to the COR concerning meals and other expenses provided under Contract to event participants as soon as possible but no later than the two weeks prior to the commencement of each event: dates, numbers, and types of meals furnished to each participant, specifying breakfast, lunch or dinner and other expenses. Provide updated reports to the COR reflecting any changes in the report of contractor provided meals as soon as possible but no later than 48 hours after any such changes. The contractor will work with the ACSS POC as designated by the COR in coordination of translation requests.

Actual disbursement of Federal or trust funds or commitment of the US Government to binding obligations will be accomplished by the appropriate Federal employee or military personnel.

5.5.2.2 **Qualifications:** Experience in planning, coordination, and execution of complex and multifaceted programs. Strong interpersonal skills, with an ability to work with diverse cultures and in team-based work environment. Well organized – ability to multi-task. Available to travel extensively in support of Africa Center mission. Strong working knowledge of various Microsoft computer application programs. Ability to effectively converse professionally in French and/or Portuguese. Possess a Bachelors degree in a discipline relevant to the work of the Africa Center. Experience working in Africa is desired. Experience in contracting and/or budgeting operations is desired. Must be able to welcome challenges and change; able to respond quickly to changes of direction.

#### 5.5.3 Administrative Assistance: (1960 hrs.)

5.5.3.1 **Tasks:** Provide general administrative and clerical support. Assist with preparation of seminars (tracking per diem/reimbursement, preparing files), assistance closing out seminars and invoicing for subcontractor expenses. Assist with photocopying of financial documents and general administrative support. Provide support to Transportation Specialist. Organize and track incoming data for action, inputting itineraries into database, and general administrative support. Coordinate information flow between Deputy Directors, contractor Transportation Specialist, and contractor Budget and Contract Specialist. Ensure that documents used by multiple parties are current and accurate and that they are accessible and/or regularly distributed to appropriate recipients. Assist with preparation of reports as needed. Assist with preparation of invitational travel orders, vouchers as needed. Provide administrative support in the form of copying, faxing, filing and organization to Deputy Directors.

5.5.3.2 **Qualifications:** Bachelor's degree in a relevant field or applicable work experience. Experience in assisting the planning, coordination, and execution of complex and multifaceted programs. Working knowledge of various Microsoft computer application programs. Experience in paying close attention to detail in administrative work. Ability to track and follow up on a wide range of tasks and assignments, and to work accurately on routine or repetitive administrative tasks with minimal supervision. Experience in contracting and/or budgeting operations. Strong writing and communications skills. Excellent organizational skills and a demonstrated ability to prioritize and manage multiple tasks. Familiarity with USG Federal Acquisition Regulation and other procurement regulations. Studies or Africa-related experience desirable. Ability to effectively converse professionally in French and / or Portuguese.

#### 5.5.4 Transportation Coordination (1960 hrs)

5.5.4.1 **Tasks:** Coordinate travel and enroute lodging requirements for participants, permanent and adjunct staff and faculty, as well as consultants and ACSS contractor staff. Coordinates travel requests with US Embassies, travel agencies, airlines or other suppliers. Proposes seminar

travel options. Assists in development of travel related budget. Coordinates travel/hotel arrangements for Africa center staff, participants and guests. Assists in obtaining foreign visas for Africa Center personnel. Assists in negotiations and coordination with hotels as necessary and drafting sub-contracts. Assists in seminar planning activities. Drafts travel related information for seminar related correspondence for distribution by Africa center personnel. Conducts liaison with U.S. Embassies as appropriate for obtaining fund cites or assistance with ticketing. Serves as primary point of contact between contracted travel agencies and Africa center staff. Prepares monthly report on ACSS staff travel expenditures. Assists in identifying and researching ground transportation resources. Develops, coordinates and maintains cost effective and efficient transportation services. Performs liaison between ACSS sections and transportation providers as well as host country POC regarding transportation needs. Maintains data on purchased transportation services; and assists in processing suppliers' invoices. At seminar (usually in Africa): Coordinates reconfirmation of flight reservations with contracted travel agency. Coordinates day to day transportation operations and drivers' schedules, as well as routes; tracks and reports mileage data. Communicates information and instructions to drivers. Checks accuracy of information provided for each job and ensures cross-sectional communication. Coordinates petty cash for fuel and other purchases. Trouble shoots problems with contracted suppliers. Provide copies of event participant travel itineraries to the COR as soon as possible as but no later than two weeks prior to commencement of each event. If participants' itineraries change, provide copies of the updated itineraries to the COR as soon as possible, as but no later than 48 hours after all such changes.

5.5.4.2 Qualifications: Required: Seven or more years of experience in international travel services. Five or more years of experience with major international airline or travel agency. Ability to effectively converse professionally in French and English (Required) and Portuguese and/or Arabic (Desired). Experience with routings and airfare structures within Africa. Familiarity with use of OAG, TIM, and other travel related manuals. Available to travel in support of Africa Center mission. Strong administrative skills; close attention to detail, and deadline-conscious. Demonstrated experience in negotiating with vendors is desired. Ability to work and communicate with diverse cultures is desired. Experience organizing or operating ground transportation assets is desired. Thorough knowledge of various Microsoft computer application programs is desired.

#### 5.5.5 Project Management (1960 hours)

5.5.5.1 Tasks: Responding to the Director, ACSS and the COR, the contractor will assist the government team to provide timely and accurate reports and feedback. Prepare and submit a quarterly report summarizing activities of the contractor team, In-Progress Review (IPR) recommending solutions for any challenges encountered during the previous quarter. Prepare and submit financial report and updates no later than ten days following receipt of monthly ODC invoice. Financial reports should include up-to-date estimated remaining un-invoiced expenses for past events. Participant costs shall be broken down by "Country." Prepare and submit "should cost" estimates for future events once the event is entered in the planning process. Estimates should include all line items associated with the event. Updates are to be provided to the COR on a regular basis as major changes occur (5% cost difference), or as new budgets are

developed. Estimates should be submitted per line item in format comparable to Annex A. Actual costs as compared to estimated cost should be completed within 30 days of close of event. The government will provide actual cost of line items not paid for by the contractor. Prepare and submit contractor invoice for Firm Fixed Price labor and Other Direct Charges for reimbursement by the government. Prepare and submit vendor payment statements for all contracted support, confirming payment dates. Contribute to after-action reports, including lessons learned and planned corrective actions. Assist with preparation of reports required by congress, DSCA Office of Secretary of Defense (OSD), or other USG entities. Prepare other relevant reports addressing policy formulation, alumni operations, public relations, outreach and engagement, as required by the Director, ACSS.

5.5.5.2 Qualifications: Shall have substantive experience in an operational or training environment. Experience in at least two of the following areas: personnel management; administration; logistics planning and management; protocol; public affairs; or political-military affairs is desirable. The Project Manager shall possess the highest standards of personal deportment, judgment, demonstrated organizational abilities, and outstanding communications skills. The Project Manager must be familiar with the ACSS region. The Project Manager acts as the single point of contact for all activities with the COR for this contract. The COR is the point of contact for the Project Manager. The Project Manager shall participate in all critique sessions, in process reviews, after action reviews and “hot washes” that are conducted in the preparation for, during or after any event. Ability to effectively converse professionally in French is required (Portuguese desirable). Excellent written and oral communications skills are required. The Project Manager should be a subject matter expert on contracting and/or budgeting operations. The Project Manager should welcome challenges and change and be able to respond quickly to changes of direction. Bachelors degree in a discipline relevant to the work of the Africa Center required.

#### 5.5.6 Program and Accounting Support (1,960)

5.5.6.1 Tasks: The Contractor will assist in the administrative handling of guest speaker contracts (approximately 110 per year). Guest speakers are subject matter experts, to include, but not limited to the following areas: Civil military relations, Human rights, rule of law, National and regional security strategy, Security sector reform, Other subjects as determined by the Academic Dean. Acquire adjunct faculty members services to support seminars, programs, curriculum development workshops, research, and related activities. Secure the services of subject matter experts who will serve as Adjunct Faculty Experts to the Africa Center. Acquire expertise to support Curriculum Development Workshops by hiring experts in the relevant field to work with the Africa Center team in consultative sessions, preparing materials for workshop and seminar participants, preparing academic presentations and related materials. The contractor’s assigned personnel will work closely with the Government Budget Analyst in tracking daily ACSS expenditures in accordance with guidance provided by Resource Management Directorate (RMD) in allocation of ACSS annual funding program. Estimated program costs will be provided in a format comparable to Annex C. Actual costs will be submitted within 30 days of close of event.

5.5.6.2 Qualifications: Bachelors' degree in accounting or relevant field, such as but not limited to Business Administration or Public Administration. Available to travel in support of Africa Center mission. Ability to effectively converse professionally in English is required, French and Portuguese is desired. Three to five years of experience performing bookkeeping/accounting /financial planning tasks for a multi-million dollar business. Possess strong administrative skills; close attention to detail, and deadline-conscious. Demonstrated federal government contract and/or accounting experience, and knowledge of FAR/DFARS requirements. Thorough knowledge of various Microsoft computer application programs. Well organized – ability to multi-task. Experience working in environments similar to ACSS. Experience working in Africa. Ability to work with diverse cultures.

6. PERFORMANCE OBJECTIVE No. 2: In order to perform the tasks set forth in the PWS paragraph 6, the contractor shall provide qualified administrative, technical, management, and academic support personnel during time when the ACSS' workload surges or increases. These activities will take place at the Africa Center facilities, and/or at other designated locations throughout the world. Academic support and facilitators must have a combination of practical experience and/or teaching experience in the required area of expertise. The administrative, technical, and management support personnel will be already trained in their positions. Any requirement for, retention or hiring of an attorney must be approved in advance by the Office of General Counsel, Department of Defense.

#### 6.1 Lecture Graduate Level Programs on National Security:

6.1.1 Tasks: Support seminars, programs, curriculum development workshops, research, and related activities. Research, identify and secure the services of subject matter experts who will provide subject matter expertise as Adjunct Faculty to the ACSS to direct seminars, provide expertise during curriculum development workshops, author papers, or speaker at ACSS functions. The contractor should have a select number of subject matter experts who have a proven record of excellent performance and commitment to the goals and philosophy of the ACSS, upon whom the Center can call.

6.1.2 Qualifications: Current or former renowned member of a research and policy institute on security studies, or retired State Department/DoD official with an extensive background in strategic security studies is desired. Current or former U.S. Government civilian or military officials who are subject matter experts are desired. These individuals should have a demonstrated level of excellence at lecturing and subject matter expertise in, but not limited to, the following areas: civil military relations, human rights, rule of law, national and regional security strategy, security sector reform, human security, health and security, environmental security, disaster management, interagency operations, regional security cooperation, African area studies, defense economics, U.S. security policy in Africa, Military support to civilian authorities, Counter-terrorism, and other subjects as determined by the Dean of Academics. If the individual is employed as an attorney in teaching, the individual must be licensed in active status to practice law in at least one of the United States or US territories.

#### 6.2 Facilitating Seminars, Workshops, Symposia:

6.2.1 Tasks: Facilitate ACSS seminars, workshops, symposia, and other events as determined. The Africa Center envisions having a select number of experts who have a proven record of excellent performance and commitment to the goals and philosophy of the Africa Center upon whom the Center can call. The contractor, working with the COR (in consultation with the Academic Dean and other ACSS officials), will build a pool of qualified facilitators from the United States, Africa, Europe and the international community, with backgrounds in government, military, academics, and civil society, who will facilitate ACSS programs. These individuals should have a demonstrated level of excellence at facilitation and subject matter expertise. Facilitators shall actively participate in orientation and evaluation sessions prior to and after seminars or other events.

6.2.2 Qualifications: Facilitators are subject matter experts with practical and academic experience in areas such as civil military relations, security studies, defense economics, disaster management, regional studies, peace support operations, counter-terrorism, and public health. Facilitators shall be conversant in French and English (Portuguese is desirable). Facilitators need to have strong interpersonal skills, multi-cultural understanding, and the highest standards of professional conduct.

### 6.3 Facilitating Seminars, Workshops, Symposia at a Senior Level:

6.3.1 Tasks: Facilitate for ACSS Senior Level seminars, workshops, symposia, and other events as determined.

6.3.2 Qualifications: The Africa Center envisions having a select number of senior level experts who have a proven record of excellent performance and commitment to the goals and philosophy of the Africa Center upon whom the Center can call. Individuals would be current and former US, European, and African civilian and military officials, scholars and subject matter experts, (e.g. Former Flag Officers, members of the Senior Executive Service (SES), former Cabinet Members or former Members of Congress and other distinguished former government personnel and distinguished foreign personnel.) These individuals should have a demonstrated level of excellence at facilitation and subject matter expertise.

### 6.4 Executive Administrative Support for the Office of the Director and Senior Staff:

6.4.1 Tasks: Provide general administrative and clerical support. Assist with preparation of seminars (tracking per diem/reimbursement, preparing files), assistance closing out seminars and invoicing for subcontractor expenses. Assist with photocopying of financial documents and general administrative support. Provide support to Transportation Specialist. Organize and track incoming data for action, inputting itineraries into database, and general administrative support. Coordinate information flow between Deputy Directors, contractor Transportation Specialist, and contractor Budget and Contract Specialist. Ensure that documents used by multiple parties are current and accurate and that they are accessible and/or regularly distributed to appropriate recipients. Assist with preparation of reports as needed. Assist with preparation of invitational travel orders, vouchers as needed. Provide administrative support in the form of copying, faxing, filing and organization to Deputy Directors.

6.4.2 Qualifications: Bachelor's degree in a relevant field or applicable work experience. Strong administrative support experience. Strong writing and communications skills. Excellent organizational skills and a demonstrated ability to manage multiple tasks. Computer literacy including strong MS Word skills, specifically Excel, PowerPoint, Word, Outlook, Project. Experience using Internet and databases. Understanding of U.S. policy towards Africa and African security issues is desired. Fluency in English required. Basic knowledge of French or Portuguese (spoken and/or written) desired.

#### 6.5 Program/Project Management for Regional Combatant Commands:

6.5.1 Tasks: Provide program management and oversight for regional command support programs and special projects. With guidance from the ACSS, coordinate and implement programs and special projects conducted in support of U.S. European Command and AFRICOM. Coordinate with the regional commands, as well as other appropriate stakeholders, on issues related to the ACSS command support programs under ACSS direction.. Organize program-related consultative sessions with various stakeholders. Develop timelines and designs and drafts concept papers, program schedules and read ahead materials for command support programs. Identify staffing and other logistical planning requirements for command support programs; as appropriate, coordinate with support staff and other ACSS Center staff. Identify guest speakers and adjunct staff and faculty, as needed, for command support programs. Draft and circulate program-related reports, briefings and policy updates. Attend command-related events and proceedings and prepare policy briefs and summaries.

6.5.2 Qualifications: To successfully perform this task, a Bachelor's degree is required and significant relevant work experience with an ACSS region Combatant Command is desired. Project management experience is required.

#### 6.6 Information Database Management

6.6.1 Tasks: Input/manage data in the student management database/system. Provide IT database support services required to fulfill the ACSS mission.

6.6.2 Qualifications: Three years experience in database management is required. Experience with the Africa Center's region programs is desired. Experience in an academic environment and Microsoft Word programs is desired.

#### 6.7 Management Consulting for the Expansion of the Africa Center In-Region

6.7.1 Tasks: As ACSS grows and evolves in scope, provide Senior Leadership management consultation on the process by which these changes are designed, developed and implemented. Develop forums for input and discussion, reporting on the morale of the organization (through such mechanisms as interviews and surveys), designing and /or facilitating meetings, assisting members of the organization in problem solving and conflict resolution, and assisting individuals and groups to develop the skills and competencies that will make them and the organization more effective.

Qualifications: Master's degree in Business Administration is required. Significant relevant experience in management consulting is required.

#### 6.8.1 Administrative Support for Academic Affairs:

6.8.1 Tasks: Prepare presentations, briefings, letters, memos, notes, and reports related to the functions and administrative responsibilities of the Center, the Office of the Academic Dean, and faculty. Research, collect, and analyze information and data related to course development, academic programs, lectures, and presentations. Based on research, provides written or oral briefs to the Academic Dean of significant political events, trends and developments Africa that bear upon the Africa Center and its academic programs. Prepares synopses of articles, polls, and analysis published in professional journals, bulletins, books, chapters, manuscripts, broadcasts, Internet websites, and newspapers on topics.

6.8.2 Qualifications: Bachelor's degree is required. Two years of work experience in administration is required. Experienced working with diverse groups of persons, including mid to senior level military and Government officials is desirable. Proficiency in MS Word, MS Excel, MS PowerPoint and MS Access is required.

#### 6.9 Edit and Research Publications:

6.9.1 Tasks: Prepare and edit academic papers for both in-house and external publication. Draft and edit scholarly papers. Provide exceptional editing skills in working with academic scholars on a daily basis. Offer substantive input to academic scholars to initiate, produce, and finalize items for publications. Assist academic scholars by providing detailed presentations of research work to support positions for publications of scholarly publication.

6.9.2 Qualifications: Bachelor's degree in journalism or related field is required. Five years of work experience editing and publications is desired. Work experience in or with ACSS region is desired.

#### 6.10. Budgeting, Accounting, and Acquisition Support for MOA:

6.10.1 Tasks: Budget, track, and account for daily ACSS expenditures in accordance with guidance provided by DSCA and ACSS Resource Management Office. Organizing annual and periodic reports, prepare for reviews/audits and input data into the official accounting system. Prepares detailed reports and analysis for review by the Resource Manager.

6.10.2 Qualifications: Bachelor's degree is required. A minimum of 7 years of work experience in the formulation, presentation and execution of DoD U.S. Government budgets as well as working with DFAS. Consultant must have experience and knowledge of USG contracting and fiscal regulations. Should be experienced working with diverse groups of persons, including mid to senior level military and Government officials Proficiency in Microsoft Office is required. Must be proficient in Microsoft Word and Excel.

7. OTHER DIRECT COSTS: In order to perform the services described in this PWS the contractor may incur direct costs to purchase supplies and services needed to carry out day-to-day operations, programs, seminars, and other ACSS events. The contractor may obtain, after approval from the COR, such supplies necessary to perform the work described in the PWS. The contractor will, at all times, endeavor to minimize such costs. The contractor will be reimbursed for its allowable direct costs allocable to the contract. For the purpose of reimbursing allowable

costs, the term “costs” includes only those recorded costs that, at the time of the request for reimbursement, the Contractor has paid by cash, check, or other form of actual payment for items or services purchased directly for the contract. These include, but are not limited to:

7.1 Travel costs for the contract work shall not exceed the amounts authorized to government employees under the Joint Travel Regulation. Contractor may be reimbursed for ‘danger pay’ allowances paid to employees who travel and work for the contract in hazardous places provided such reimbursement is necessary and does not exceed amounts authorized government employees for Danger Pay Allowance (DPA) in the Department of State Standardized Regulations (DSSR).

7.1.1 Travel Requirements: Travel will be required in the performance of designated tasks and duties, to include supporting Government reviews, attending program meetings, attending seminar sessions, conducting training sessions, coordinating with USEUCOM, USCENTCOM, AFRICOM, and associated Component Commands, and supporting seminars and special events in Africa and elsewhere. All travel will normally be specified by the Government and may be included in the contract as an Other Direct Cost, in accordance with the Joint Travel Regulations. Unforeseen travel requirements are anticipated, but will only be executed as directed by the COR. In such instances the Government will direct any required travel, foreign and domestic, at USG expense.

7.2 Contractor may be reimbursed for necessary incurred direct costs pre-approved by the government (Contracting Officer) to support ACSS programs (see item 18, below).

7.3 When ACSS conducts an event outside of the Washington DC area, the contractor may be reimbursed for incurred costs for items or services purchased directly for the contract that the Contracting Officer has pre-approved. This includes costs for supplies and other support services overseas, to include lodging services, when such items or services are not available through government logistics or procurement systems.

8.0 **PERFORMANCE OBJECTIVE No 3:** The Contractor will develop protocols for the hiring, managing, reimbursing, and following up with the experts required to support ACSS programs and activities. The contractor shall pay all adjunct staff within 30 days of delivery of service. Any inability to meet this requirement should be brought to the attention of the COR within 45 days of delivery of service. Adjunct staff hired by the contractor are not government employees and are not entitled to any governmental employment benefit.

9. DELIVERABLES

9.1 Schedule of Deliverables: The contractor will work with the government team and assist in the delivery of products as of the following schedule. Adherence to schedule will be confirmed by the COR on a monthly basis.

PRODUCT / ACTION	DUE DATE
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A. In-Progress Review (IPR)	Quarterly
B. Monthly Financial Report	Within ten (10) days following submission of monthly ODC invoice. Includes budget tracker and estimated remaining funds and un-invoiced totals.
C. Event Budget Estimate	On a regular basis following planning of events submit estimate within 7 days. Actual costs of event submitted within 30 days after event.
D. Contractor Invoice	Labor invoices are submitted on the 1st day of each month. ODC invoices may be submitted once monthly, between the 15th-20th day of each month.
E. Vendor Payment Report	Within forty-five (45) days following the completion of an event.
F. Post Event Lessons Learned	Suggested corrective actions within thirty (30) days following the completion of an event.

## 10 SECURITY: Security and Academic Informational Requirements.

10.1 Prior to the release or publishing of any public information concerning the Africa Center or originating as a result of the working with the Africa Center program, clearance must be obtained from the ACSS.

10.2 The contractor employees will comply with all applicable Government security directives and regulations during the performance of work. Contractor employees will read and be familiar with NDU security information, and will properly wear the appropriate building pass or badge. Contractor personnel are responsible for safeguarding building passes and other badges, and must immediately report a lost or stolen badge to the COR, and the NDU Security Office (202) 685-2131.

10.2.1 Dependent upon program requirements, the Africa Center may require positions require a secret clearance. Currently there are no positions that require a secret clearance. The contractor will be permitted adequate time to obtain clearance.

10.2.2 The contractor shall conduct security background checks for assigned contract employees IAW Army Regulation 380-19 Information Security and specified by the DOD Contract Security Classification Specification, DD Form 254 of this contract if applicable.

11. QUALITY CONTROL: The contractor shall establish and maintain a complete Quality Control Plan to ensure that the requirements of the contract are provided as specified. One copy of the contractor's Quality Control Plan shall be provided to the contracting officer at the time of proposal submission. An updated copy must be provided to the Contracting Officer as changes occur. The Quality Control Plan must include all elements in the PWS and Performance

Requirements Summary; to include a comprehensive and effective Safety and Security programs that complies with all contract safety and security requirements.

11.1 The Quality Control Plan shall describe the methods for identifying and preventing problems before the level of performance becomes unacceptable.

11.2 Quality Assurance. The government will evaluate the contractor's performance under this contract using the method of surveillance specified in the PWS and based on adherence to guidelines established in Deliverables. When an observation indicates defective performance, the COR will obtain the contractor's representative's initials on the record of the observation. The COR will then submit a Contract Discrepancy Report.

12 HOURS OF OPERATION: The Africa Center's "core" operating hours are from 0800 to 1800 hours, position specific alternate working hours may be considered with approval of the Director and the COR. Contractor personnel will take leave in coordination with the ACSS and Federal legal holiday schedule. Work schedules may be adjusted to reflect event requirements. The contractor will establish regulations related to personnel time off and monitor accordingly. Overnight travel will be required. Overnight travel includes travel to Africa (approximately 4-5 two-three weeks trips per year depending on position).

### 13. STANDARD DEFINITIONS

13.1 Contracting Officer (KO). A person duly appointed with the authority to enter into and administer contracts on behalf of the U.S. Government.

13.2 Contracting Officer's Representative (COR). An individual designated in writing by the Contracting Officer to perform as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations as defined by the Contracting Officer.

13.3 Government Furnished Property (GFP). Property in the possession of, or directly acquired by the Government and subsequently made available to the contractor.

13.4 Government Property. All property owned or leased to the Government or acquired by the Government under the terms of the contract. Government property includes both Government furnished property and contractor acquired property as defined in FAR 45.101.

13.5 Government Material. All material that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract, i.e., raw and processed materials, small tools, supplies component parts, raw and processed materials.

13.6 Government Property Administrator. An authorized representative of the Contracting Officer appointed in writing to administer contract requirements and obligations relative to government property (FAR45.101).

13.7 Quality Assurance (QA). Those actions taken by the Government to assure services meet the requirements of the Performance Work Statement (PWS) and all other service outputs.

13.8 Quality Assurance Evaluator (QAE). A Government person responsible for surveillance of contractor performance.

13.9 Quality Control. Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

#### 14. GOVERNMENT FURNISHED PROPERTY AND SERVICES

14.1 The Africa Center will provide working space and equipment, as listed below, only to the contractor employees who are directly assigned to perform tasks required or specified by the contract. The Africa Center will provide office supplies, materials, and equipment, to include access to telephones, copying machines, and desktop personal computers. Other administrative and communications support will be provided as required to perform the contract tasks.

14.2 The Africa Center will provide access to those documents and files that are relevant to the project and that are required to perform the tasks specified in the contract. Documents include studies, reports, plans, syllabi, agendas, and databases. Access to files and data is provided to the contractor strictly for use within scope of the contract and remains the property of ACSS.

14.3 Africa Center government personnel will provide such assistance and information as is appropriate and necessary for liaison functions, and for the contractor's performance of the contract, e.g. review of schedules, preview of materials, orientation briefings, and walk-through of spaces.

14.4 Parking space will be available consistent with the policies and procedures that pertain to Government employees.

#### 15. CONTRACTOR FURNISHED ITEMS AND SERVICES

15.1 Except for those items or services specifically stated to be Government furnished the contractor shall furnish everything required to perform this contract.

15.1.1 Local travel. Transportation (public or privately owned conveyance), parking and related fees will be required to support coordination of events and for operations support.

15.1.2 Domestic travel. Trips between Washington D.C. and other CONUS places will be required to provide consultant support for Washington DC seminars and to provide coordination and planning support for Special Focus Seminars.

15.1.3 OCONUS travel. Support for seminars and special events and seminars will require travel from Washington D.C. and/or from point of origin for support designated countries.

16. NOTE: Only the Contracting Officer has the authority to change the terms of the contract.

## ANNEX A

### PLANNED CONFERENCES AND SEMINARS

1. Senior Leaders Seminar- This two-week Senior Leaders Seminar will provide a forum for a broad cross-section of senior military officers, civilian officials, and civil society leaders from Africa, the United States, Europe, and the international community to discuss issues of security including counterterrorism, civil-military relations, defense economics, and democratic governance. (Africa, 100 participants)
2. Next Generation of African Military Leaders Course- This four-week course for mid-level African officers will focus on enhancing professionalism, ethics and leadership. As such, the course will (a) share current ideas on professionalism, ethics, and leadership (b) examine Africa's contemporary and emerging security threats, and (c) analyze civil- military relations in Africa to determine how officers might advance national security in democratizing states. (Washington, 55 participants)
3. Counterterrorism Workshop- This Counterterrorism Workshop will focus on terrorism threats and vulnerabilities, as well as counterterrorism responses, in a sub-region of Africa. The workshop seeks to provide participants from member states, and African regional and sub-regional organizations with information on trends and developments concerning terrorism in Africa, and build their capacity. (Africa, 25 participants)
4. Enhancing Capacity for Tackling Small Arms and Light Weapons Proliferation in West Africa - The Africa Center for Strategic Studies will conduct a series of sub-regional workshops, one in each of the five (5) sub-regions, as follow-on to the 2004 All-Africa seminar on Small Arms and Light Weapons held in Uganda. These workshops will bring together mid- to senior-level civilian security and military officers from across their respective sub-regions, key leaders from civil society, international experts, and European and American government officials to focus on practical steps and measures to enhance regional and national capacity to tackle the proliferation of small arms and light weapons. (Africa, 40 participants)
5. Managing Security Resources in Africa Seminar- The Managing Security Resources in Africa (MSRA) seminar will provide a capacity building opportunity for practitioners and policy-makers responsible for resource management in Africa's security sector. The seminar will aim to: (a) reinforce the link between effective resource management and the attainment of national security goals, (b) highlight the importance of predictable policy environments, transparent procedures and accountable officials, (c) demonstrate the importance of adopting appropriate, internationally-recognized budgetary and procurement practices, (d) examine the policy, institutional and capacity challenges facing practitioners in Africa; (e) evaluate the intended and unintended consequences of various models of resource management in Africa; and (f) identify the roles and responsibilities of civilian and military leaders in effectively managing Africa's security resources. (Africa, 40 participants)

6. Community Leadership Conference- The Africa Center Community Member Leadership Conference Program will have two components: an All-Chapter conference that can take place in Africa or in Washington, DC for Chapter leaders throughout Africa, and regional conferences for Chapters held in each of the five regions. The all-Chapter event will invite key community members back to the Africa Center to share insights on important security issues, to discuss strategies to enhance security cooperation around the region, and to help the Africa Center remain relevant to the wider security community in Africa. The conference will also provide a forum for chapter leaders to exchange ideas on and best practices for the Community Chapter Program, and to receive valuable training to improve the effectiveness of their programs. (40 participants). The regional chapter events held on the continent will provide a forum for improved regional collaboration between Chapters and the opportunity for key security professional to improve their networks. (15 participants)

7. African Defense Attaché Seminar- This seminar will acquaint African Defense Attachés and African embassy personnel with security portfolios who are newly assigned to the US, with the structures and workings of the US Government, and with US security policies and programs pertaining to the African continent. (Washington, 25 Participants)

8. Introduction to African Security Issues- This introductory level seminar will provide a basic understanding of political, social, military, and economic aspects of security in Africa; and to introduce major U.S. policies and programs regarding Africa. (Washington, 30 participants)

9. Economic Community of West African States (ECOWAS) Training Seminar- Since 2002, discussions have been taking place between donor nations and ECOWAS regarding the training needs of ECOWAS member states in the area of peace support operations (PSO). Three partners – France, the United Kingdom, and the United States (referred to as the P3, and later on P3+ with additional partners) – agreed to take the lead role in coordinating tactical, operational and strategic-level training, respectively. At the request of the U.S. Department of Defense, the Africa Center for Strategic Studies has been tasked with coordinating strategic-level training on behalf of the U.S. Government. The Africa Center has since engaged ECOWAS and member states in the sub-region to identify training gaps in order to design a program to fill these gaps. Specifically, a workshop was conducted in Abuja, Nigeria, from 11 to 13 July 2006, during which ECOWAS, member states, and the P3+ reached a consensus on strategic-level training priorities. The workshop agreed on periodic meetings to allow key senior civilian and military leaders of member states and of the Secretariat to explore various issues/topics that will enhance ECOWAS strategic planning. As a follow-up to Abuja, the Africa Center will plan programs to address strategic-level training priorities highlighted in the July 2006 workshop. (Africa, 40 participants)

10. Health and Security Seminar-This one-week Health and Security seminar will examine how HIV/AIDS affects the African security sector and how the sector has addressed the disease. This seminar builds on the Africa Center's 2002 Health and Security Seminar which examined the impact of health issues on Africa's security. This seminar will focus on one crucial aspect of the health and security dynamic in Africa: the impact of HIV/AIDS on African security forces

(military, police, and gendarmerie). The seminar comes at a critical juncture as the continent is revisiting and reconfiguring its security architecture at the continental and sub-regional levels (e.g., African Union Stand-by Force) and is addressing a myriad of security-related concerns, including HIV/AIDS. The seminar will focus on (a) the nature and scope of the challenge posed by HIV/AIDS to African security forces, including its impact on the ability of African security forces to conduct their roles and missions effectively; (b) the efficacy of the responses of African security forces to combat HIV/AIDS; (c) best practices and future strategies for combating HIV/AIDS in African security services, including how the security and civilian sectors, as well as the international community can ally against the disease. (Washington and Africa, 30 participants)

11. Topical Outreach Program- The Africa Center's Community Chapter Topical Outreach Program initiative is a flexible, light-footprint approach to deepen Africa Center relationships with ACSS communities of interest (referred to as "Community Members" by ACSS), expand on efforts to reach non-traditional audiences in Africa, and expand on Africa Center presence on the continent in countries not visited through other ACSS programs. The ACSS Community Outreach and Public Affairs (COPA) directorate will travel to selected African countries to conduct topical programs for ACSS communities of interest. The programs in each country can range in length from half- or full-day symposiums to multi-day programs based on the needs and interests of each community of interest and will be consistent with ACSS standards of academic excellence and relevance. Content of topical programs will focus on U.S. policy and contemporary African security issues.

**ANNEX B**

**PERFORMANCE OBJECTIVE TABLE**

<b>Performance Objectives</b>	<b>Delivery Schedule</b>	<b>SOW Para</b>	<b>Format</b>	<b>Performance Standard</b>	<b>Monitoring Method</b>	<b>Incentives/ Disincentives</b>
1. The contractor shall provide qualified administrative, technical, management, and academic support personnel to perform the tasks set forth in the PWS.	Daily	5.0	As required by the COR	Performs tasks listed under paragraph 5.0 thru 5.5.7.2. And required deliverables under paragraph 8 received by the government.	COR review	Any task or deliverable that is not corrected to greater than 95% acceptance for accuracy and timeliness will be reflected negatively on the contractor's past performance.
2. In order to perform the tasks set forth in the PWS paragraph 6, the contractor shall provide qualified administrative, technical, management, and academic support personnel during time when the ACSS' workload surges or increases.	Daily (when tasks have been ordered)	6.0	As required by the COR	Performs tasks listed under paragraph 6.0 thru 6.12.2. And required deliverables under paragraph 8 received by the government.	COR review	Any task or deliverable that is not corrected to greater than 95% acceptance for accuracy and timeliness will be reflected negatively on the contractor's past performance.
3. The contractor shall pay all adjunct staff within 30 days of delivery of service.	As indicated when the item is ordered.	8.0	As required by the COR	Pays adjunct staff within 30 days of delivery of service.	COR review	If the number of adjunct staff is not paid according to the delivery schedule greater than 95% of the time it will be reflected negatively on the contractor's past performance.

ANNEX C

**FINANCIAL DATA TRACKING FORM**  
(paragraph 5.5.7.1)

Category	Number	Unit Cost	Total Cost	Estimate	Actual	Estimate	Notes
<b>CONSULTANTS</b>							
Contracted Staff				\$ -		\$ -	
Guest Speakers				\$ -		\$ -	
Panelists				\$ -		\$ -	
Contracted Facilitators				\$ -		\$ -	
Note Takers/Writers				\$ -		\$ -	
Other Local Hires				\$ -		\$ -	
Study/Research				\$ -		\$ -	
Subtotal Consultants				\$ -		\$ -	
<b>EQUIPMENT</b>							
Interpretation				\$ -		\$ -	
Other				\$ -		\$ -	
Subtotal Equipment				\$ -		\$ -	
<b>SERVICES</b>							
Interpretation				\$ -		\$ -	
Translation				\$ -		\$ -	
Copyright Fees				\$ -		\$ -	
Copying & Printing				\$ -		\$ -	
Delivery & Postage				\$ -		\$ -	
Shipping				\$ -		\$ -	
Facility Rental				\$ -		\$ -	
Breaks/Provided MIs.				\$ -		\$ -	
Communications				\$ -		\$ -	
Misc				\$ -		\$ -	
Subtotal Services				\$ -		\$ -	
<b>TRAVEL/TRANSPORT</b>							
Ground Transportation				\$ -		\$ -	
Rental Cars				\$ -		\$ -	
<b>Participants</b>							
Airfare							
Lodging							
Meals & Incidentals							
Taxi, Visa, Other							
<b>HQ Staff</b>							
Airfare							

Lodging							
Meals & Incidentals							
Taxi, Visa, Other							
Consultants/Adjunct Staff							
Airfare							
Lodging							
Meals & Incidentals							
Taxi, Visa, Other							
Subtotal Travel							
Subtotal Fees							
GRAND TOTAL							

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Office Management LH	1,960	Labor Hours		
	Office Management: The Contractor shall provide the services required in the PWS, Section 5.2.1.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Academic Assistance LH	1,960	Labor Hours		
Academic Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.1.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Executive Administrative Assistance LH	1,960	Labor Hours		
Executive Administrative Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.2.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Report Writing LH	3,000	Labor Hours		
Report Writing: The Contractor shall provide all required labor and materials to provide the services required on the PWS, Section 5.3.3.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Program Management- Academic Affairs LH	1,960	Labor Hours		
Program Management- Academic Affairs - Senior Level: The Contractor shall provide the services required in the PWS, Section 5.3.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Communications Supportl LH	1,960	Labor Hours		
	Communications Supportl: The Contractor shall provide the services required in the PWS, Section 5.4.1.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Information Technology Support- Website LH	1,960	Labor Hours		
	Information Technology Support- Website: The Contractor shall provide all required labor and materials to provide the services required on the PWS, Section 5.4.2.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Human Resources Coordination LH	1,960	Labor Hours		
Human Resources Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.1.2					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Logistics Support LH	5,880	Labor Hours		
Logistics Support : The Contractor shall provide all required labor and materials to provide the services required on the PWS, Section 5.5.2.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Administrative Assistance LH	1,960	Labor Hours		
Administrative Assistance : The Contractor shall provide the services required in the PWS, Section 5.5.3.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	Transportation Coordination LH	1,960	Labor Hours		
Transportation Coordination : The Contractor shall provide all required labor and materials to provide the tasks required on the PWS, Section 5.5.4.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012	Project Management LH	1,960	Labor Hours		
Project Management : The Contractor shall provide the services required in the PWS, Section 5.5.5.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013	Program and Accounting Support LH	1,960	Labor Hours		
Program and Accounting Support : The Contractor shall provide all required labor and materials to provide the tasks required on the PWS, Section 5.5.6.1					
FOB: Destination					
PURCHASE REQUEST NUMBER: DAAC80004					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		3,000	Labor Hours		
OPTION	Lecture Graduate Level Programs on National Security: TThe Contractor shall provide the services required in the PWS, Section 6.1.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015		2,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.2.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016		1,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Sympos				
	LH				
	Facilitating Seminars, Workshops, Symposia at a Senior Level: The Contractor shall provide the services required in the PWS, Section 6.3.1 Note: This is a an option/surge clin within the base year.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017		500	Labor Hours		
OPTION	Executive Administrative Support				
	LH				
	Executive Administrative Support for the Office of the Director and Senior Staff: The Contractor shall provide the services required in the PWS, Section 6.4.1 Note: This is a an option/surge clin within the Option Year 3 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018		500	Labor Hours		
OPTION	Program/Project Management LH Program/Project Management for Regional Combatant Commands: The Contractor shall provide the services required in the PWS, Section 6.5.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019		250	Labor Hours		
OPTION	Information Database Management: LH Information Database Management: The Contractor shall provide the services required in the PWS, Section 6.6.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0020		250	Labor Hours		
OPTION	Management Consulting for the Expansion LH Management Consulting for the Expansion of the Africa Center In-Region: The Contractor shall provide the services required in the PWS, Section 6.7.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0021		500	Labor Hours		
OPTION	Administrative Support for Academic Affa LH Administrative Support for Academic Affairs: The Contractor shall provide the services required in the PWS, Section 6.8.1 Note: This is a an option/surge clin within the base year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022		500	Labor Hours		

OPTION Edit and Research Publications:  
 LH  
 Edit and Research Publications: The Contractor shall provide the services required in the PWS, Section 6.9.1 Note: This is a an option/surge clin within the base year.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023		500	Labor Hours		

OPTION Budgeting, Accounting, and Acquisition S  
 LH  
 Budgeting, Accounting, and Acquisition Support for MOA: The Contractor shall provide the services required in the PWS, Section 6.10.1 Note: This is a an option/surge clin within the base year.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0024	ODC FFP IAW PWS FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004	1	Cost		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		1,960	Labor Hours		
OPTION	Office Management LH Office Management: The Contractor shall provide the services required in the PWS, Section 5.2.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1,960	Labor Hours		
OPTION	Academic Assistance LH Academic Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		1,960	Labor Hours		
OPTION	Executive Administrative Assistance LH Executive Administrative Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		3,000	Labor Hours		
OPTION	Report Writing LH Report Writing: The Contractor shall provide the services required in the PWS, Section 5.3.3.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		1,960	Labor Hours		
OPTION	Program Management- Academic Affairs LH Program Management- Academic Affairs - Senior Level: The Contractor shall provide the services required in the PWS, Section 5.3.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1,960	Labor Hours		
OPTION	Communications Supportl LH Communications Supportl: The Contractor shall provide the services required in the PWS, Section 5.4.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		1,960	Labor Hours		
OPTION	Information Technology Support- Website LH Information Technology Support- Website: The Contractor shall provide the services required in the PWS, Section 5.4.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		1,960	Labor Hours		
OPTION	Human Resources Coordination LH				
	Human Resources Coordination : The Contractor shall provide all required labor and materials to provide the services required on the PWS, Section 5.5.1.2				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009		5,880	Labor Hours		
OPTION	Logistics Support LH				
	Logistics Support : The Contractor shall provide the services required in the PWS, Section 5.5.2.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010		1,960	Labor Hours		
OPTION	Administrative Assistance LH				
	Administrative Assistance : The Contractor shall provide the services required in the PWS, Section 5.5.3.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011		1,960	Labor Hours		
OPTION	Transportation Coordination LH				
	Transportation Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.4.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1012		1,960	Labor Hours		
OPTION	Project Management LH Project Management : The Contractor shall provide the services required in the PWS, Section 5.5.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1013		1,960	Labor Hours		
OPTION	Program and Accounting Support LH Program and Accounting Support : The Contractor shall provide the services required in the PWS, Section 5.5.6.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014		3,000	Labor Hours		
OPTION	Lecture Graduate Level Programs on National Security: The Contractor shall provide the services required in the PWS, Section 6.1.1 Note: This is an option/surge clin within the Option Year 1 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015		2,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.2.1 Note: This is an option/surge clin within the Option Year 1 period. FOB: Destination				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1016		1,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia LH				
	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.3.1 Note: This is a an option/surge clin within the Option Year 1 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1017		500	Labor Hours		
OPTION	Executive Administrative Support for the LH				
	Executive Administrative Support for the Office of the Director and Senior Staff: The Contractor shall provide the services required in the PWS, Section 6.4.1 Note: This is a an option/surge clin within the Option Year 1 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1018		500	Labor Hours		
OPTION	Program/Project Management LH				
	Program/Project Management for the Regional Combatant Commands. The Contractor shall provide the services required in the PWS, Section 6.5.1 Note: This is a an option/surge clin within the Option Year 1 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1019		250	Labor Hours		
OPTION	Information Database Management LH				
	Information Database Management: The Contractor shall provide the services required in the PWS, Section 6.6.1 Note: This is a an option/surge clin within the Option Year 1 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1020		250	Labor Hours		

OPTION Management Consulting  
 LH  
 Management Consulting for the expansion of the Africa Center in Region: The Contractor shall provide the services required in the PWS, Section 6.7.1  
 Note: This is a an option/surge clin within the Option Year 1 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1021		500	Labor Hours		

OPTION Administrative Support for Academic Affa  
 LH  
 Administrative Support for Academic Affairs: The Contractor shall provide the services required in the PWS, Section 6.8.1 Note: This is a an option/surge clin within the Option Year 1 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1022		500	Labor Hours		
OPTION	Edit and research publications LH Edit and research publications: The Contractor shall provide the services required in the PWS, Section 6.9.1 Note: This is a an option/surge clin within the Option Year 1 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1023		500	Labor Hours		
OPTION	Edit and Research Publications LH Edit and Research Publications: The Contractor shall provide the services required in the PWS, Section 6.10.1 Note: This is a an option/surge clin within the Option Year 1 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1024		1	Cost		
OPTION	ODC FFP IAW PWS FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1,960	Labor Hours		
OPTION	Office Management LH Office Management: The Contractor shall provide the services required in the PWS, Section 5.2.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1,960	Labor Hours		
OPTION	Academic Assistance LH				
	Academic Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.1.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		1,960	Labor Hours		
OPTION	Executive Administrative Assistance LH				
	Executive Administrative Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.2.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		3,000	Labor Hours		
OPTION	Report Writing LH				
	Report Writing: The Contractor shall provide the services required in the PWS, Section 5.3.3.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		1,960	Labor Hours		
OPTION	Program Management- Academic Affairs LH				
	Program Management- Academic Affairs - Senior Level: The Contractor shall provide the services required in the PWS, Section 5.3.5.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		1,960	Labor Hours		
OPTION	Communications Support LH Communications Support: The Contractor shall provide the services required in the PWS, Section 5.4.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		1,960	Labor Hours		
OPTION	Information Technology Support- Website LH Information Technology Support- Website: The Contractor shall provide the services required in the PWS, Section 5.4.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		1,960	Labor Hours		
OPTION	Human Resources Coordination LH Human Resources Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.1.2 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009		5,880	Labor Hours		
OPTION	Logistics Support LH Logistics Support : The Contractor shall provide the services required in the PWS, Section 5.5.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010		1,960	Labor Hours		
OPTION	Administrative Assistance LH Administrative Assistance : The Contractor shall provide the services required in the PWS, Section 5.5.3.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011		1,960	Labor Hours		
OPTION	Transportation Coordination LH Transportation Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.4.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2012		1,960	Labor Hours		
OPTION	Project Management LH				
	Project Management : The Contractor shall provide the services required in the PWS, Section 5.5.5.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2013		1,960	Labor Hours		
OPTION	Program and Accounting Support LH				
	Program and Accounting Support : The Contractor shall provide the services required in the PWS, Section 5.5.6.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2014		3,000	Labor Hours		
OPTION	Lecture Graduate Level Programs on National Security: The Contractor shall provide the services required in the PWS, Section 6.1.1 Note: This is an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2015		2,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.2.1 Note: This is an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2016		1,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Sympos LH Facilitating Seminars, Workshops, Symposia at a Senior Level: The Contractor shall provide the services required in the PWS, Section 6.3.1 Note: This is a an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2017		500	Labor Hours		
OPTION	Executive Administrative Support for the LH Executive Administrative Support for the Office of the Director and Senior Staff: The Contractor shall provide the services required in the PWS, Section 6.4.1 Note: This is a an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2018		500	Labor Hours		
OPTION	Program/Project Management for Regional LH Program/Project Management for Regional Combatant Commands: The Contractor shall provide the services required in the PWS, Section 6.5.1 Note: This is a an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2019		250	Labor Hours		
OPTION	Information Database Management LH Information Database Management: The Contractor shall provide the services required in the PWS, Section 6.6.1 Note: This is a an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2020		250	Labor Hours		

OPTION Management Consulting for LH  
 Management Consulting for the Expansion of the Africa Center In-Region: The Contractor shall provide the services required in the PWS, Section 6.7.1 Note: This is a an option/surge clin within the Option Year 2 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2021		500	Labor Hours		

OPTION Administrative Support for Academic Affa LH  
 Administrative Support for Academic Affairs: The Contractor shall provide the services required in the PWS, Section 6.8.1 Note: This is a an option/surge clin within the Option Year 2 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2022		500	Labor Hours		
OPTION	Edit and Research Publications: LH Edit and Research Publications: The Contractor shall provide the services required in the PWS, Section 6.9.1 Note: This is a an option/surge clin within the Option Year 2 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2023		500	Labor Hours		
OPTION	Budgeting, Accounting and Acquisition LH Budgeting, Accounting and Acquisition Support for MOA: The Contractor shall provide the services required in the PWS, Section 6.10.1 Note: This is an option/surge clin within the option year. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2024 OPTION	ODC FFP IAW PWS FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004	1	Cost		

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Office Management LH Office Management: The Contractor shall provide the services required in the PWS, Section 5.2.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004	1,960	Labor Hours		

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		1,960	Labor Hours		
OPTION	Academic Assistance LH				
	Academic Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.1.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		1,960	Labor Hours		
OPTION	Executive Administrative Assistance LH				
	Executive Administrative Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.2.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		3,000	Labor Hours		
OPTION	Report Writing LH Report Writing: The Contractor shall provide the services required in the PWS, Section 5.3.3.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		1,960	Labor Hours		
OPTION	Program Management- Academic Affairs LH Program Management- Academic Affairs - Senior Level: The Contractor shall provide the services required in the PWS, Section 5.3.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		1,960	Labor Hours		
OPTION	Communications Supportl LH Communications Supportl: The Contractor shall provide the services required in the PWS, Section 5.4.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007		1,960	Labor Hours		
OPTION	Information Technology Support- Website LH Information Technology Support- Website: The Contractor shall provide the services required in the PWS, Section 5.4.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		1,960	Labor Hours		
OPTION	Human Resources Coordination LH Human Resources Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.1.2 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009		5,880	Labor Hours		
OPTION	Logistics Support LH Logistics Support : The Contractor shall provide the services required in the PWS, Section 5.5.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010		1,960	Labor Hours		
OPTION	Administrative Assistance LH				
	Administrative Assistance : The Contractor shall provide the services required in the PWS, Section 5.5.3.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011		1,960	Labor Hours		
OPTION	Transportation Coordination LH				
	Transportation Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.4.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3012		1,960	Labor Hours		
OPTION	Project Management LH Project Management : The Contractor shall provide the services required in the PWS, Section 5.5.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3013		1,960	Labor Hours		
OPTION	Program and Accounting Support LH Program and Accounting Support : The Contractor shall provide the services required in the PWS, Section 5.5.6.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3014		3,000	Labor Hours		
OPTION	Lecture Graduate Level Programs on National Security: The Contractor shall provide the services required in the PWS, Section 6.1.1 Note: This is a an option/surge clin within the Option Year 3 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3015		2,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.2.1 Note: This is a an option/surge clin within the Option Year 3 period.. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3016		1,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Sympos				
	LH				
	Facilitating Seminars, Workshops, Symposia at a Senior Level: The Contractor shall provide the services required in the PWS, Section 6.3.1 Note: This is a an option/surge clin within the Option Year 3 period.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3017		500	Labor Hours		
OPTION	Executive Administrative Support for the				
	LH				
	Executive Administrative Support for the Office of the Director and Senior Staff: The Contractor shall provide the services required in the PWS, Section 6.4.1 Note: This is a an option/surge clin within the Option Year 3 Period.				
	FOB: Destination				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3018		500	Labor Hours		

OPTION Program/Program Management  
 LH  
 Program/Program Management for Regional Combatant Commands: The Contractor shall provide the services required in the PWS, Section 6.5.1 Note: This is an option/surge clin within the Option Year 3 period.  
 FOB: Destination

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3019		250	Labor Hours		

OPTION Information database management  
 LH  
 Information database management: The Contractor shall provide the services required in the PWS, Section 6.6.1 Note: This is a an option/surge clin within the Option Year 3 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3020		250	Labor Hours		
OPTION	Management Consulting for the Expansion LH Management Consulting for the Expansion of the Africa Center In-Region: The Contractor shall provide the services required in the PWS, Section 6.7.1 Note: This is a an option/surge clin within the Option Year 3 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3021		500	Labor Hours		
OPTION	Administrative Support for Academic Affa LH Administrative Support for Academic Affairs: The Contractor shall provide the services required in the PWS, Section 6.8.1 Note: This is a an option/surge clin within the Option Year 3 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3022		500	Labor Hours		

OPTION Edit and Research Publications:  
 LH  
 Edit and Research Publications: The Contractor shall provide the services required in the PWS, Section 6.9.1 Note: This is a an option/surge clin within the Option Year 3 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3023		500	Labor Hours		

OPTION Budgeting, Accounting, and Acquisition S  
 LH  
 Budgeting, Accounting, and Acquisition Support for MOA: The Contractor shall provide the services required in the PWS, Section 6.10.1 Note: This is an option/surge clin within Option year 3  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3024		1	Cost		
OPTION	ODC FFP IAW PWS FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		1,960	Labor Hours		
OPTION	Office Management LH Office Management: The Contractor shall provide the services required in the PWS, Section 5.2.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		1,960	Labor Hours		
OPTION	Academic Assistance LH				
	Academic Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.1.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		1,960	Labor Hours		
OPTION	Executive Administrative Assistance LH				
	Executive Administrative Assistance: The Contractor shall provide the services required in the PWS, Section 5.3.2.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		3,000	Labor Hours		
OPTION	Report Writing LH Report Writing: The Contractor shall provide the services required on the PWS, Section 5.3.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		1,960	Labor Hours		
OPTION	Program Management- Academic Affairs LH Program Management- Academic Affairs - Senior Level: The Contractor shall provide the services required on the PWS, Section 5.3.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006		1,960	Labor Hours		
OPTION	Communications Support LH Communications Support: The Contractor shall provide the services required on the PWS, Section 5.4.1.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007		1,960	Labor Hours		
OPTION	Information Technology Support- Website LH Information Technology Support- Website: The Contractor shall provide the services required in the PWS, Section 5.4.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008		1,960	Labor Hours		
OPTION	Human Resources Coordination LH Human Resources Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.1.2 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009		5,880	Labor Hours		
OPTION	Logistics Support LH Logistics Support : The Contractor shall provide the services required in the PWS, Section 5.5.2.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010		1,960	Labor Hours		
OPTION	Administrative Assistance LH				
	Administrative Assistance : The Contractor shall provide the services required in the PWS, Section 5.5.3.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4011		1,960	Labor Hours		
OPTION	Transportation Coordination LH				
	Transportation Coordination : The Contractor shall provide the services required in the PWS, Section 5.5.4.1				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4012		1,960	Labor Hours		
OPTION	Project Management LH Project Management : The Contractor shall provide the services required in the PWS, Section 5.5.5.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4013		1,960	Labor Hours		
OPTION	Program and Accounting Support LH Program and Accounting Support : The Contractor shall provide the services required in the PWS, Section 5.5.6.1 FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4014		3,000	Labor Hours		
OPTION	Lecture Graduate Level Programs on National Security: The Contractor shall provide the services required in the PWS, Section 6.1.1 Note: This is an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4015		2,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Symposia: The Contractor shall provide the services required in the PWS, Section 6.2.1 Note: This is an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4016		1,000	Labor Hours		
OPTION	Facilitating Seminars, Workshops, Sympos LH Facilitating Seminars, Workshops, Symposia at a Senior Level: The Contractor shall provide the services required in the PWS, Section 6.3.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4017		500	Labor Hours		
OPTION	Executive Administrative Support for the LH Executive Administrative Support for the Office of the Director and Senior Staff: The Contractor shall provide the services required in the PWS, Section 6.4.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4018		500	Labor Hours		
OPTION	Program/Project Management for Regional LH Program/Project Management for Regional Combatant Commands: The Contractor shall provide the services required in the PWS, Section 6.5.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4019		250	Labor Hours		
OPTION	Information Database Management: LH Information Database Management: The Contractor shall provide the services required in the PWS, Section 6.6.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4020		250	Labor Hours		
OPTION	Management Consulting for the Expansion LH Management Consulting for the Expansion of the Africa Center In-Region: The Contractor shall provide the services required in the PWS, Section 6.7.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4021		500	Labor Hours		
OPTION	Administrative Support for Academic LH Administrative Support for Academic The Contractor shall provide the services required in the PWS, Section 6.8.1 Note: This is a an option/surge clin within the Option Year 4 period. FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4022		500	Labor Hours		

OPTION Edit and Research Publications:  
 LH  
 Edit and Research Publications: The Contractor shall provide the services required in the PWS, Section 6.9.1 Note: This is a an option/surge clin within the Option Year 4 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4023		500	Labor Hours		

OPTION Budgeting, Accounting, and Acquistiion S  
 LH  
 Budgeting, Accounting, and Acquistiion Support: The Contractor shall provide the services required in the PWS, Section 6.10.1 Note: This is a an option/surge clin within the Option Year 4 period.  
 FOB: Destination  
 PURCHASE REQUEST NUMBER: DAAC80004

TOT ESTIMATED PRICE  
 CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4024		1	Cost		
OPTION	ODC FFP IAW PWS FOB: Destination PURCHASE REQUEST NUMBER: DAAC80004				

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**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
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
0010	Destination	Government	Destination	Government
0011	Destination	Government	Destination	Government
0012	Destination	Government	Destination	Government
0013	Destination	Government	Destination	Government
0014	Destination	Government	Destination	Government
0015	Destination	Government	Destination	Government
0016	Destination	Government	Destination	Government
0017	Destination	Government	Destination	Government
0018	Destination	Government	Destination	Government
0019	Destination	Government	Destination	Government
0020	Destination	Government	Destination	Government
0021	Destination	Government	Destination	Government
0022	Destination	Government	Destination	Government
0023	Destination	Government	Destination	Government
0024	Destination	Government	Destination	Government
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4023	Destination	Government	Destination	Government
4024	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination	
0002	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination	

0003	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0004	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0005	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0006	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0007	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0008	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0009	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0010	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0011	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0012	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0013	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
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0015	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0016	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0017	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
0018	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0019	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0020	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination

0021	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0022	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0023	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
0024	POP 01-JUL-2008 TO 30-JUN-2009	N/A	N/A FOB: Destination
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1003	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1004	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1005	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1006	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1007	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1008	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1009	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1010	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1011	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1012	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1013	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1014	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination

1015	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
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1017	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1018	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1019	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1020	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1021	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1022	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1023	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
1024	POP 01-JUL-2009 TO 30-JUN-2010	N/A	N/A FOB: Destination
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2002	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2003	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2004	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2005	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2006	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2007	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2008	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination

2009	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2010	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2011	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2012	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2013	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2014	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2015	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2016	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2017	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2018	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2019	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2020	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2021	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2022	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2023	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
2024	POP 01-JUL-2010 TO 30-JUN-2011	N/A	N/A FOB: Destination
3001	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3002	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination

3003	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3004	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3005	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3006	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3007	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3008	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3009	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3010	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3011	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3012	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3013	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3014	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3015	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3016	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3017	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3018	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3019	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3020	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination

3021	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3022	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3023	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
3024	POP 01-JUL-2011 TO 30-JUN-2012	N/A	N/A FOB: Destination
4001	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4002	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4003	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4004	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4005	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4006	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4007	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4008	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4009	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4010	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4011	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4012	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4013	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4014	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination

4015	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4016	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4017	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4018	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4019	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4020	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4021	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4022	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4023	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination
4024	POP 01-JUL-2012 TO 30-JUN-2013	N/A	N/A FOB: Destination

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.215-2	Audit and Records--Negotiation	JUN 1999
52.232-22	Limitation Of Funds	APR 1984
52.233-2	Service Of Protest	SEP 2006
52.233-3	Protest After Award	AUG 1996
52.237-1	Site Visit	APR 1984
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-10	Identification of Uncompensated Overtime	OCT 1997

CLAUSES INCORPORATED BY FULL TEXT

## 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (NOV 2007)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(l) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and

commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

**ADDENDUM TO FAR 52.212-1 INSTRUCTION TO OFFERORS - - COMMERCIAL ITEMS (OCTOBER 2000)**

1. The Defense Security Cooperation Agency (DSCA), is releasing this solicitation electronically only. This on-line version of the Request for Proposal (RFP) is the official version for this acquisition. In cases of conflict between the electronic (on-line) version of this RFP and any downloaded version of the RFP, the on-line RFP prevails. No hard copy of this solicitation will be issued. Offerors are encouraged to check the Federal Business Opportunities (FEDBIZOPS) website at <http://www.fedbizops.gov> for any amendments to this solicitation as well as the DSCA website, <http://www.dsca.mil>, click on Business Operations, click on solicitations and locate the solicitation number. Amendments, if any, will be posted at the DSCA website. All updated information pertaining to this solicitation will also be listed.
2. Questions - **The cut-off date for all questions is April 09, 2008 at 11:00 A.M.** Request that the offeror email all questions to the following individual. [Janet.Szatmary@dsca.mil](mailto:Janet.Szatmary@dsca.mil) . No responses to questions via telephone will be answered. All questions must be in writing.
3. Responses to all questions will be in the form of an amendment and returned to the offeror.
4. Proposals must be delivered by **April 29, 2008 at 11:00 A.M.** via U.S. Postal, UPS, FEDEX or hand delivered to the following address by the closing date and time. Someone will be present at the agency to accept proposals. No electronic copies of any proposal will be accepted. No exceptions.

Defense Security Cooperation Agency (DSCA)  
201 12<sup>th</sup> Street South, Ste 203  
Arlington, VA 22202  
(703) 601-3728 / 703-602-1341  
Attn: Janet Szatmary / Ali Beshir

Offerors may deposit their proposal in the "Proposal Drop Box" on the second floor or hand deliver the proposal to the Security Guard. The hours of operation for DSCA are Monday through Friday from 8:00 A.M. to 5:30 P.M.

5. Addendum to Paragraph (b) Submission of offers. In addition to those requirements as stated in paragraph (b), the following are added and shall apply to the submission requirements in response to this solicitation:

- (1) Proposal Format - All offerors must submit written proposal materials as described below and in the quantities of each volume as stated. In addition, the Offeror should also provide an electronic version of its proposal on Microsoft Windows-compatible 3.5-inch 1.4 MB diskette(s) or 650 MB CD-Rom (CD-R) in Microsoft Windows (latest version) and Excel format or latest version. Any pricing information will be on separate disk(s) from the

technical information. In the case of a conflict between the electronic and the hard copy, the hard copy will be considered the correct version.

Volume I – Technical Capability (Submit 1 with original documents, and 4 copies) - The Technical Capability Statement will consist of a 50 page or less document that outlines the understanding of the Government’s requirement and approach to performing the work to include its skills and capability to meet the requirements of this acquisition. The Technical Evaluation Team (TET) will stop reviewing the proposal after the 50th page. Offerors must demonstrate capability and experience in the areas of; understanding of the Government’s requirement and approach to performing the work as described in Paragraph 2 (Proposal Composition Requirements and instructions) below. The Technical Capability Statement will be evaluated against the criteria listed under Evaluation Factors in the addendum to FAR 52.212-2, Evaluation, Commercial Items.

Volume II - Past Performance Information (Submit 1 with original documents, and 4 copies) - The offeror must submit Past Performance Documentation in accordance with instructions provided below in the proposal composition requirements and instructions.

Volume III - Contracting/Pricing Volume - (Submit 1 with original document, and 4 copies): Contracting/Pricing Volume will be submitted separately with all executed RFP Documents. Prices will be evaluated for reasonableness. Instructions for preparation of the Contracting/Pricing Proposal are provided at Paragraph 2 (Proposal Composition Requirements and instructions) below.

## (2) Proposal Composition Requirements and Instructions

### Volume I – Technical Capability:

1. The Government will evaluate the Offeror’s technical capability to determine the degree to which the information provided by the offeror in its proposal demonstrates the offeror’s ability to manage, supervise, and perform in accordance with the contract requirements and the sub factors listed below:

Subfactor A: Understanding the Work / Experience in Africa - As a minimum, the Offeror should demonstrate knowledge and understanding of the required services as outlined in the PWS.

Subfactor B: Key Personnel and Management of Operations - As a minimum, the contractor must describe the key personnel (resumes), how the Contractor intends to meet the performance objectives identified in the PWS to include how the vendor proposes a seamless transition and should also identify those areas the Contractor sees as critical to the customers for this contract, how it will monitor quality performance in those areas, and how it will maintain or exceed customer expectations, including identification and correction of problems.

Subfactor C: Quality Control Plan - The QCP must demonstrate the contractor’s ability to provide oversight, measurements, and reporting processes to ensure compliance with all contract requirements. The Quality Control Plan must include all elements in the PWS and Performance Requirements Summary; to include a comprehensive and effective Safety and Security programs that complies with all contract safety and security requirements

### Volume II- Past Performance Information

1. The offeror shall provide a minimum of five (5) references relevant to its past performance and its major subcontractor’s past performance in providing similar services under existing or prior contracts for the last 5 years. The offeror shall have its references complete the Past Performance Questionnaire (PPQ) (*See Below*) and have the references submit the completed PPQ directly to the Contracting Officer Mr. James E. Washington Jr., Defense Security Cooperation Agency (DSCA) 201 12<sup>th</sup> Street, South, Ste 203, Arlington, VA 22202 by the closing date of this solicitation. Fax copies of the PPQ are acceptable and should be faxed to 703-604-1671.

2. The offeror shall provide a list of no more than three (3) contracts completed within the past three years, which clearly demonstrates the offeror’s performance relevant to the requirements and all contracts and subcontracts

currently in process. Contracts listed may include those entered into by the Federal Government, state and local government agencies and commercial customers.

3. Offerors that are newly formed entities without prior contracts or new to the solicitation requirements, with no relevant past performance history, must list no more than three (3) references, for all key personnel whose experience the offeror proposes will demonstrate their ability to perform the solicitation requirements.

4. Include the following information for each contract:

- Name and address of contracting activity, state or local government agency, or commercial customer.
- Point of contact (POC). - Contract number.
- Contract type (fixed price/cost reimbursement, competitive/non competitive, negotiated/sealed bid)
- Contract value.
- A description of the services/work required under the contract, including performance location (s) and performance period.
- Name, telephone number, and facsimile number of the Contracting Officer or other individual responsible for awarding the contract.
- Name, telephone number, and facsimile number of the Administrative Contracting -Officer or other individual responsible for administering the contract.
- Name, telephone number, and facsimile number of program manager, operations officer or other individual responsible for technical oversight of contract performance.

5. The offeror should provide information on problems encountered on the contracts and subcontracts identified above and corrective actions taken to resolve those problems. Offerors should not provide general information on their performance. General performance information will be obtained from the references.

6. The offeror may describe any widely recognized quality awards or certifications that the offeror has earned. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications. Identify the segment of the company (one division or the entire company) that received the award or certification and when the award or certification was bestowed. If the award or certification is more than three years old, present evidence that the qualifications still apply.

7. The Government may contact the references provided in the offer, former customers, etc. to enquire about past performance to include, but not limited to, its reputation for conforming to terms and conditions, for accurately estimating and controlling costs, for adherence to contract schedules (including the administrative aspects of performance); for reasonable and cooperative behavior, and commitment to customer satisfaction. The Government may contact references other than those identified by the offeror. The sub factors are list below:

a. Sub-Factor A, Quality of Service: Will be evaluated for the offeror's record of conforming to specifications and providing quality services.

b. Sub-Factor B, Timeliness of Performance: Will be evaluated for the offeror's ability to meet contractual performance schedules.

c. Sub-Factor C, Customer Satisfaction: Will be evaluated for the conduciveness of offeror's business practices to ensure a cooperative and frictionless relationship with its customers.

Volume III – Contracting/Pricing Volume:

1. The Contracting/Pricing Volume shall consist of the OFFER (the solicitation document as completed and signed to include, as a minimum, the pricing sheet /schedule B, Attachment 1, filled in for the 6 months or 180 days after contract award.

2. The offerors are cautioned that no reference to proposed price(s) shall be made in any other volumes but volume III.

3. Offerors shall comply with all requirements of the proposal submission instructions. Deviations shall be fully explained; however, inclusion of price/cost in documents other than the Price Proposal is not an acceptable deviation.

(3) Proposal preparation costs – This Request for Proposal does not commit the Government to pay any costs incurred in the preparation and submission of your proposal or in making any necessary studies for the preparation thereof, or for any visit the Contracting officer may request for the purpose of clarification of the proposal or for preparation of negotiations. By the submission of its offer, the offeror assumes all cost associated.

2. Addendum to Paragraph (c) Period for acceptance of offers: This paragraph (c) is changed to read as follows: The Offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers, unless another time period is specified in an amendment to the solicitation.

3. Addendum to Paragraph (e) Multiple offers. This paragraph (e) is changed to read as follows: Multiple offers presenting alternative terms and conditions will not be accepted.

4. Addendum to Paragraph (h) Multiple awards. This paragraph (h) is changed to read as follows: The Government may accept any item or group of items of an offer. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

End of Addendum to 52.212-1

#### 52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Technical Capability
2. Past Performance
3. Price

### **ORDER OF IMPORTANCE**

Technical Capability is divided into three Subfactors: Subfactor A: Understanding the Work / Experience in Africa, Subfactor B: Key Personnel and Management of Operations, and Subfactor C: Quality Control Plan.

Technical Capability is most important. Past Performance is less important than technical capability. When combined, all non-priced factors are significantly more important than price. All subfactors are of equal importance.

***Cost Technical Tradeoff-*** Once the proposals have been evaluated, the Contracting Officer will rank order proposals in developing the best value decision. The Contracting Officer shall use the factor established in the solicitation to make the source selection. The best value decision should include a trade-off analysis that highlights the relative differences among proposals and their strength, weaknesses, and risks in terms of the evaluation factors, as well as any quantifiable value or benefit to the government over and above the basic requirement. As technical scores and relative advantages or disadvantages become less distinct, differences in price between proposals become more important in determining the most advantageous proposal. Conversely, as differences in price become less distinct, differences in scoring and relative advantages and disadvantages between proposals become more important in the determination.

***FAR Part 15.101, Best Value Continuum:*** DSCA can obtain best value in negotiated acquisitions by using any one or a combination of source selection approaches. In different types of acquisitions, the relative importance of cost or price may vary. For example, in acquisitions where the requirement is clearly defineable and the risk of unsuccessful contract performance is minimal, cost or price may play a dominant role in source selection. The less definitive the requirement, the more development work required, or the greater the performance risk, the more technical or past performance consideration may play a dominate role in source selection.

b. Factor 1, Technical Capability: The Government will evaluate the Offeror's technical capability to determine the degree to which the information provided by the offeror in its proposal demonstrates the offeror's ability to manage, supervise, and perform in accordance with the contract requirements and the sub factors listed below.

(1) Sub-Factor A, Understanding of the Work / Experience in Africa: Demonstrated knowledge and understanding of the required services.

(2) Sub-Factor B: Key Personnel and Management of Operations: The contractor must describe the key personnel how the Contractor intends to meet the performance objectives identified in the PWS, and should also identify those areas the Contractor sees as critical to the customers for this contract, how it will monitor quality performance in those areas, and how it will maintain or exceed customer expectations, including identification and correction of problems.

(3) Sub-Factor C: Quality Control Plan (QCP): The QCP must demonstrate the contractor's ability to provide oversight, measurements, and reporting processes to ensure compliance with all contract requirements. The Quality Control Plan must include all elements in the PWS and Performance Requirements Summary; to include a comprehensive and effective Safety and Security programs that complies with all contract safety and security requirements.

***All subfactors for technical capability will be of equal importance.***

c. Factor 2, Past Performance: Past performance information will be obtained from references provided by the offeror who completed the Past Performance Questionnaire and from other sources known to the Government or learned of in the course of the evaluation. An offeror who has no relevant past performance history for a particular sub-factor will not be evaluated favorably or unfavorably (i.e. will be given a neutral rating for that factor.) Each offeror will be evaluated on performance under existing and prior contracts for similar services. Performance information will be used for both responsibility determinations and as an evaluation factor. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the contract under consideration.

The Government may contact the references provided in the offer, former customers, etc. to enquire about past performance to include, but not limited to, its reputation for conforming to terms and conditions, for accurately estimating and controlling costs, for adherence to contract schedules (including the administrative aspects of performance); for reasonable and cooperative behavior, and commitment to customer satisfaction. The Government may contact references other than those identified by the offeror. The following are sub-factors:

(1) Sub-Factor A, Quality of Service: Will be evaluated for the offeror’s record of conforming to specifications and providing quality services.

(2) Sub-Factor B, Timeliness of Performance: Will be evaluated for the offeror’s ability to meet contractual performance schedules.

(3) Sub-Factor C, Business Practices/Customer Satisfaction: Will be evaluated for the Conduciveness of offeror’s business practices to ensure a cooperative and frictionless relationship with its customers.

***All subfactors for past performance will be of equal importance.***

d. Factor 3 Price: The price for each CLIN will be evaluated separately. Price will be evaluated for price reasonableness in accordance with FAR 15.305(a)(1) based on the total proposed price for the base period of performance and all option periods together. The determination that the total price is reasonable will be made by a comparison of other offers received. If only one offer is received, the determination may be based on a comparison to the IGCE or by any other reasonable basis.

**Related Definitions.**

1. **Deficiency.** A material failure of a proposal to meet a Government or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level. Examples of deficiencies include a statement by the offeror that it cannot or will not meet a requirement, an approach that clearly does not meet a requirement, or omission of data required to assess compliance with the requirement.
2. **Weakness.** A flaw in the proposal that increases the risk of unsuccessful contract performance. A “significant weakness” in the proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.
3. **Advantage/Enhancement.** An advantage/enhancement describes some element of a response that notably enhances an aspect of the offeror’s ability to perform the effort or that represents a significant benefit to the Government.
4. **Clarifications.** Limited exchanges, between the Government and offerors that may occur when award without discussions is contemplated. These limited exchanges may be used to clarify certain aspects of proposals (e.g., the relevance of an offeror’s past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.
5. **Risk –** The degree of probability that an offeror will not perform contract requirements as promised. The level of uncertainties that exist in the proposal will jeopardize successful execution of an approach or plan.

**Table 1. TECHNICAL RATING SCALE**

<b>Technical Evaluation Rating</b>	
<b>Rating</b>	<b>Description</b>
Excellent	To receive this rating, proposed offer demonstrates a thorough understanding of the requirements; offers one or more significant advantages not offset by disadvantages. The Offeror has a very high

**Table 1. TECHNICAL RATING SCALE**

<b>Technical Evaluation Rating</b>	
<b>Rating</b>	<b>Description</b>
	probability of success in completing the requirements.
Good	To receive this rating, proposed offer demonstrates a good understanding of the requirements; offers one or more advantages not offset by disadvantages. The Offeror has a high probability of success in completing the requirements.
Satisfactory	To receive this rating, proposed offer demonstrates an acceptable understanding of the requirements; any advantages are offset by disadvantages. The Offeror has a moderate probability of success in completing the requirements. All factor/sub factors must have received a rating of at least Satisfactory/Moderate Risk.
Unsatisfactory	To receive this rating, the proposal contains major errors, omissions or deficiencies or an unacceptably high degree of risk in meeting the Government's requirements; and these conditions cannot be corrected without a major rewrite or revision of the proposal.
<b>RISK RATINGS</b>	
<b>Rating</b>	<b>Description</b>
High Performance Risk	Likely to cause significant disruption to schedule, increased cost or degradation of performance. Risk may be unacceptable even with special contractor emphasis and close government monitoring.
Moderate Performance Risk	Can potentially cause some disruption of schedule, increased cost or degradation of performance. Special contractor emphasis and close Government monitoring will probably be able to overcome difficulties.

(e) Evaluation Of Options. Except when determined not to be in the Government's best interests (FAR Part 52.212.2(b)), the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(f) Award on Initial proposals. The contracting officer retains the right to evaluate offers and make award without discussions with offerors. Therefore offerors are encouraged to insure that initial proposals contain the offeror's most favorable terms and reflect its best possible performance potential.

(g) The offer will be considered acceptable if, and only if, the offeror submits the information as required in the Instructions to Offerors, FAR 52.212-1, and Addendum to FAR 52.212-1, and manifests the offeror's unconditional assent to the terms and conditions of the solicitation, including the Performance Work Statement.

(h) Discussion/Negotiations: The Contracting Officer may clarify all information submitted in response to the solicitation as necessary to evaluate the proposals, and notwithstanding these clarifications, the Contracting Officer still retains the right to award without discussions.

(End of clause)

(End of clause)

### 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (NOV 2007)

An offeror shall complete only paragraph (k) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (b) through (j) of this provision.

(a) Definitions. As used in this provision --

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Manufactured end product means any end product in Federal Supply Classes (FSC) 1000-9999, except--

(1) FSC 5510, Lumber and Related Basic Wood Materials;

(2) Federal Supply Group (FSG) 87, Agricultural Supplies;

(3) FSG 88, Live Animals;

(4) FSG 89, Food and Related Consumables;

(5) FSC 9410, Crude Grades of Plant Materials;

(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;

(8) FSC 9610, Ores;

(9) FSC 9620, Minerals, Natural and Synthetic; and

(10) FSC 9630, Additive Metal Materials.

Place of manufacture means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN:-----

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other-----

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, ( ) is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

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(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).) The offeror represents as part of its offer that it ( ) is, ( ) is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

\_\_\_ 50 or fewer \_\_\_ \$1 million or less

\_\_\_ 51 - 100 \_\_\_ \$1,000,001 - \$2 million

\_\_\_ 101 - 250 \_\_\_ \$2,000,001 - \$3.5 million

- \_\_\_ 251 - 500 \_\_\_ \$3,500,001 - \$5 million
- \_\_\_ 501 - 750 \_\_\_ \$5,000,001 - \$10 million
- \_\_\_ 751 - 1,000 \_\_\_ \$10,000,001 - \$17 million
- \_\_\_ Over 1,000 \_\_\_ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It ( ) is, ( ) is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It ( ) has, ( ) has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It ( ) is, ( ) is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ( ) is, ( ) is not s joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It ( ) has, ( ) has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It ( ) has, ( ) has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It ( ) has developed and has on file, ( ) has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It ( ) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate*. (Applies only if the clause at FAR 52.225-3, Buy American Act-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian or Moroccan end product," "component," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act."

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian or Moroccan end products) or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian or Moroccan End Products) or Israeli End Products:

Line Item No.  
 -----  
 -----  
 -----

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
----- -	----- -
----- -	----- -
----- -	----- -

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. (2) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I (Jan 2004)*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

Line Item No.
----- -
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—
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[List as necessary]

(3) Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II (Jan 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
—	—
—	—
—	—
—	—

[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin
—	—
—	—
—	—

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12689). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals ( ) are, ( ) are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) ( ) Have, ( ) have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) ( ) are, ( ) are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
•	•
•	•
•	•

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

( ) (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

( ) (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly--

(1) ( ) In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) ( ) Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Act. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

( ) (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror ( ) does ( ) does not certify that--

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

( ) (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror ( ) does ( ) does not certify that--

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies--

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l)(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (k)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer

that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_

(Offeror to identify the applicable paragraphs at (b) through (j) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.)

(End of provision)

#### 52.212-4 CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (FEB 2007) ALTERNATE I (FEB 2007)

(a) Inspection/Acceptance. (1) The Government has the right to inspect and test all materials furnished and services performed under this contract, to the extent practicable at all places and times, including the period of performance, and in any event before acceptance. The Government may also inspect the plant or plants of the Contractor or any subcontractor engaged in contract performance. The Government will perform inspections and tests in a manner that will not unduly delay the work.

(2) If the Government performs inspection or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish and shall require subcontractors to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

(3) Unless otherwise specified in the contract, the Government will accept or reject services and materials at the place of delivery as promptly as practicable after delivery, and they will be presumed accepted 60 days after the date of delivery, unless accepted earlier.

(4) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (a)(6) of this clause, the cost of replacement or correction shall be determined under paragraph (i) of this clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. Unless otherwise specified below, the portion of the "hourly rate" attributable to profit shall be 10 percent. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken. [Insert portion of labor rate attributable to profit.]

(5)(i) If the Contractor fails to proceed with reasonable promptness to perform required replacement or correction, and if the replacement or correction can be performed within the ceiling price (or the ceiling price as increased by the Government), the Government may--

(A) By contract or otherwise, perform the replacement or correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under this contract; or

(B) Terminate this contract for cause.

(ii) Failure to agree to the amount of increased cost to be charged to the Contractor shall be a dispute under the Disputes clause of the contract.

(6) Notwithstanding paragraphs (a)(4) and (5) above, the Government may at any time require the Contractor to remedy by correction or replacement, without cost to the Government, any ailure by the Contractor to comply with the requirements of this contract, if the failure is due to--

(i) Fraud, lack of good faith, or willful misconduct on the part of the Contractor's managerial personnel; or

(ii) The conduct of one or more of the Contractor's employees selected or retained by the Contractor after any of the Contractor's managerial personnel has reasonable grounds to believe that the employee is habitually careless or unqualified.

(7) This clause applies in the same manner and to the same extent to corrected or replacement materials or services as to materials and services originally delivered under this contract.

(8) The Contractor has no obligation or liability under this contract to correct or replace materials and services that at time of delivery do not meet contract requirements, except as provided in this clause or as may be otherwise specified in the contract.

(9) Unless otherwise specified in the contract, the Contractor's obligation to correct or replace Government-furnished property shall be governed by the clause pertaining to Government property.

(b) Assignment. The Contractor or its assignee's rights to be paid amounts due as a result of performance of this contract, may be assigned to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C.3727).

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR [52.233-1](#), Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. (1) The clause at FAR 52.202-1, Definitions, is incorporated herein by reference. As used in this clause--

(i) Direct materials means those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product or service.

(ii) Hourly rate means the rate(s) prescribed in the contract for payment for labor that meets the labor category qualifications of a labor category specified in the contract that are—

(A) Performed by the contractor;

(B) Performed by the subcontractors; or

(C) Transferred between divisions, subsidiaries, or affiliates of the contractor under a common control.

(iii) Materials means--

(A) Direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the contractor under a common control;

(B) Subcontracts for supplies and incidental services for which there is not a labor category specified in the contract;

(C) Other direct costs (e.g., incidental services for which there is not a labor category specified in the contract, travel, computer usage charges, etc.);

(D) The following subcontracts for services which are specifically excluded from the hourly rate: [Insert any subcontracts for services to be excluded from the hourly rates prescribed in the schedule.]; and

(E) Indirect costs specifically provided for in this clause.

(iv) Subcontract means any contract, as defined in FAR Subpart 2.1, entered into with a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract including transfers between divisions, subsidiaries, or affiliates of a contractor or subcontractor. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice. (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., [52.232-33](#), Payment by Electronic Funds Transfer--Central Contractor Registration, or [52.232-34](#), Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payments. (1) Services accepted. Payment shall be made for services accepted by the Government that have been delivered to the delivery destination(s) set forth in this contract. The Government will pay the Contractor as follows upon the submission of commercial invoices approved by the Contracting Officer:

(i) Hourly rate.

(A) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the contract by the number of direct labor hours performed. Fractional parts of an hour shall be payable on a prorated basis.

(B) The rates shall be paid for all labor performed on the contract that meets the labor qualifications specified in the contract. Labor hours incurred to perform tasks for which labor qualifications were specified in the contract will not be paid to the extent the work is performed by individuals that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

(C) Invoices may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer) to the Contracting Officer or the authorized representative.

(D) When requested by the Contracting Officer or the authorized representative, the Contractor shall substantiate invoices (including any subcontractor hours reimbursed at the hourly rate in the schedule) by evidence of actual payment, individual daily job timecards, records that verify the employees meet the qualifications for the labor categories specified in the contract, or other substantiation specified in the contract.

(E) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid an amount for direct labor hours (as defined in the Schedule of the contract) determined by multiplying the number of direct labor hours expended before the effective date of termination by the hourly rate(s) in the contract, less any hourly rate payments already made to the Contractor plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system that have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 3701, Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:

- (1) The schedule of supplies/services.
- (2) The Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause.
- (3) The clause at [52.212-5](#).
- (4) Addenda to this solicitation or contract, including any license agreements for computer software.
- (5) Solicitation provisions if this is a solicitation.
- (6) Other paragraphs of this clause.

(7) The Standard Form 1449.

(8) Other documents, exhibits, and attachments.

(9) The specification.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR subpart [42.12](#), the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart [42.12](#); and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart [32.8](#), Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of Clause)

#### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (FEB 2008)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

\_\_\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (4) [Removed].

X (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_\_\_ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_\_\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_\_\_ (8)(i) 52.219-9, Small Business Subcontracting Plan (Nov 2007) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9

\_\_\_ (iii) Alternate II (OCT 2001) of 52.219-9.

\_\_\_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_\_\_ (10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

\_\_\_ (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_\_\_ (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).

\_\_\_ (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).

X\_\_ (16) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

X\_\_ (17) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (FEB 2008) (E.O. 13126).

X\_\_ (18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X\_\_ (19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

X\_\_ (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X\_\_ (21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X\_\_ (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X\_\_ (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

X\_\_ (24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).

\_\_ (ii) Alternate I (AUG 2007) of 52.222-50.

\_\_ (25)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

\_\_ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).

\_\_ (26) FAR 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) .

\_\_ (27)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.

X\_\_ (28) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_\_ (29)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_\_ (30) 52.225-5, Trade Agreements (Nov 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_\_ (31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

\_\_ (32) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (33) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (34) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (35) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (36) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

\_\_\_ (37) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (38) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (39) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (40)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X\_\_\_ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

X\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (7) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007)(31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(vii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

## 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a fixed price labor hour contract resulting from this solicitation.

(End of provision)

## 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor 30 days prior to the expiration of the contract performance period.

(End of clause)

## 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

## 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUN 2003)

(a) Definition.

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified **acquisition** procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(End of clause)

52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)

(a) It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

(b) The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Definitions. As used in this contract--

HUBZone small business concern means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.

Small disadvantaged business concern means a small business concern that represents, as part of its offer that--

(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B;

(2) No material change in disadvantaged ownership and control has occurred since its certification;

(3) Where the concern is owned by one or more individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(4) It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a HUBZone small business concern, a small disadvantaged business concern, or a women-owned small business concern.

(End of clause)

#### 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

#### 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)

(a) Contract line item(s) 0001 through 0024 are incrementally funded. For these item(s), the partial sum of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination

of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract the partial sum of the base period will be available and allotted.

- Additional funding will be allotted on a quarterly basis.

(End of clause)

PAST PERFORMANCE QUESTIONNAIRE

PAST PERFORMANCE QUESTIONNAIRE

ACSS General Support

**(Please have your references complete and fax or mail to the POC below).**

HQ0013-08-R-0005

POC: Mr. Ali Beshir, Contract Specialist, FAX: (703) 601-1742

**DUE: 11:00 A.M. April 28, 2008 NO EXCEPTIONS**

**(Note: No cover sheet required )**

I. Evaluation of Offeror:

Company/Division Providing Services: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

Contract Number: \_\_\_\_\_ Dollar Value (Annual): \_\_\_\_\_

Performance Period: \_\_\_\_\_ Performance Location: \_\_\_\_\_

Type of Contract:

Check One:

Fixed Price \_\_\_\_\_ Cost Reimbursement \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Check One:

Negotiated \_\_\_\_\_ Sealed Bid \_\_\_\_\_ Competitive \_\_\_\_\_ Non-Competitive \_\_\_\_\_

Basis of Payment:

Commodity \_\_\_\_\_ Labor/Equipment Hours \_\_\_\_\_ Other (specify) \_\_\_\_\_

Type & Extent of Subcontracting: \_\_\_\_\_

II. Evaluated by:

Company/Organization/Address: \_\_\_\_\_

\_\_\_\_\_

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

III. Evaluation:

Please answer questions 1 through 15 using the following criteria. Circle only one response per question. For elements rated "unsatisfactory", please comment on the specific problem(s) or performance failure(s) that prompted this rating.

4 - Exceptional: Performance met and exceeded many of the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with few minor problems for which corrective actions were highly effective.

3 - Very Good: Performance met and exceeded some to the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were effective.

2 - Satisfactory: Performance met contractual requirements. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

1 - Marginal: Performance barely met contractual requirements. The contractual performance of the element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

0 - Unsatisfactory: Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element being evaluated reflects serious problems for which corrective actions were ineffective.

N/A: Not Applicable or not observed.

1. Evaluate the contractor's overall commitment to quality performance and customer satisfaction.

4 3 2 1 0 N/A

Comment:

2. Evaluate the contractor's overall technical competence.

4 3 2 1 0 N/A

Comment:

3. Evaluate the contractor's cooperation and willingness to work as a team (with your personnel, other contractors, etc.).

4 3 2 1 0 N/A

Comment:

4. Evaluate the contractor's compliance with contractual requirements.

4 3 2 1 0 N/A

Comment:

5. Evaluate the contractor's responsiveness to contract, program and/or schedule changes.

4 3 2 1 0 N/A

Comment:

6. Evaluate the effectiveness of the contractor's overall quality control procedures.

4 3 2 1 0 N/A

Comment:

7. Evaluate the effectiveness of the contractor's safety program or efforts.

4 3 2 1 0 N/A

Comment:

8. Evaluate the effectiveness of the contractor's on-site management and supervision.

4 3 2 1 0 N/A

Comment:

9. Evaluate the contractor's ability to overcome technical problems, labor issues, and/or other performance difficulties.

4 3 2 1 0 N/A

Comment:

10. Evaluate the contractor's ability to plan and conduct operations in the most cost effective manner.

4 3 2 1 0 N/A

Comment:

11. Evaluate the contractor's ability to adhere to schedules and complete work on time.

4 3 2 1 0 N/A

Comment:

12. Evaluate the quality and stability of the contractor's workforce.

4 3 2 1 0 N/A

Comment:

13. Evaluate the availability, adequacy and suitability of the contractor's staffing for the work required.

4 3 2 1 0 N/A

Comment:

14. Evaluate the availability, adequacy and suitability of the contractor's gear and equipment for the work required.

4 3 2 1 0 N/A

Comment:

