

SOLICITATION, OFFER, AND AWARD

1. This Contract is a Rated Order under the Defense Priorities and Allocations System (DPAS) - Code of Federal Regulations - at 15 CFR 700.

RATING

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1 256

2. CONTRACT NUMBER	3. SOLICITATION NUMBER SP4709-23-R-0001	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) INVITATION FOR BID <input checked="" type="checkbox"/> NEGOTIATED (RFP) REQUEST FOR PROPOSAL	5. DATE ISSUED 4/5/2023	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY DLA Contracting Services Office - Philadelphia (DCSO-P) 700 Robbins Avenue, Building 6D435, Philadelphia, PA 19111	CODE SP4709	8. ADDRESS OFFER TO (If other than item 7)		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**SOLICITATION**

9. Sealed offers in original and ELECTRONIC copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in E-MAIL SUBMISSION (SEE PAGE 236) until 3:00 PM local time 5/24/2023
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision Number 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Charles Fitzsimmons, Jr.	B. TELEPHONE (NO COLLECT CALLS)		C. EMAIL ADDRESS Charles.Fitzsimmons@dla.mil
	AREA CODE 215	NUMBER 7370976	EXTENSION	

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OFFER (Must be fully completed by offeror)**NOTE:** Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 360 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause Number 52.232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NUMBER	DATE	AMENDMENT NUMBER	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND THE TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXTENSION	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETITION UNDER THE UNITED STATES CODE AT: <input type="checkbox"/> 10 U.S.C. 3204(a) <input type="checkbox"/> 41 U.S.C. 3304(a) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) Charles Fitzsimmons, Jr.	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusable**STANDARD FORM 33 (REV. 12/2022)**
Prescribed by GSA - FAR (48 CFR) 53.214 (c)

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PLEASE SEE BELOW REMINDERS

Number	Reminder	Check
1	Fill-In and sign SF33 as required	
2	Sign and return any/all amendments	
3	Return one (1) completed copy (all requirements) of the solicitation	
4	Prepare and return electronic (PDF/Excel Spreadsheet(s)) copies/documents of the Business Proposal, Non-Price Proposal and copies/documents of the Cost/Price Proposal (Section L.1 for Submission Instructions)	
5	Submit your best offer	
6	Submit a Small Business Subcontracting Plan if your firm is a large business	
7	Submit letter(s) of commitment from Strategic Alliance(s)	
8	Submit letter of commitment from Program Manager	
9	Check your math for accuracy on your Price Proposal	
10	Submit questions to Contracting Officer before Questions closing date	
11	Return all parts of proposal before closing date	

PART I: THE SCHEDULE

SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

SCHEDULE CONTINUED					
ITEM NO.	SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Period: Task Area 1 – Network And Telecommunication Services (Firm-Fixed Price)	1.00	UN		
0002	Base Period: Task Area 2 – Technology Services (Firm-Fixed Price)	1.00	UN		
0003	Base Period: Task Area 3 – Enterprise Services Delivery (ESD) (Firm-Fixed Price)	1.00	UN		
0004	Base Period: Task Area 4 – Defense Business System (DBS) Life Cycle Management: Acquisition, Development, Sustainment, Maintenance and Technical Support (Firm-Fixed Price)	1.00	UN		
0005	Base Period: Task Area 5 – Lifecycle Program Support Services (Firm-Fixed Price)	1.00	UN		
0006	Base Period: Task Area 6 – Cyber Security Support Services (Firm-Fixed Price)	1.00	UN		
0007	Base Period: Task Area 7 – Program/Project Management Support (Firm-Fixed Price)	1.00	UN		
0008	Base Period: Task Area 8 – Enterprise Support Services (Firm-Fixed Price)	1.00	UN		
0009	Base Period: Task Area 9 – Technical Support (Firm-Fixed Price)	1.00	UN		
0010	Base Period: Task Area 10 – Cloud Hosting Services (Firm-Fixed Price)	1.00	UN		
0011	Base Period: Task Area 11 – Data and Information Governance Analytics Services (Firm-Fixed Price)	1.00	UN		
0012	Base Period: Task Area 12 – Modernization of Application Hosting Environments (Firm-Fixed Price)	1.00	UN		

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0013	Base Period: Incidental Materials and Other Direct Costs (Firm-Fixed Price)	1.00	UN		
0014	Base Period: Incidental Materials and Other Direct Costs (Time & Material)	1.00	UN		
0015	Base Period: Travel (Time & Material)	1.00	UN		
0016	Base Period: JETS IT Services (Cost Plus Incentive Fee)	1.00	UN		
0017	Base Period: JETS IT Services (Cost Plus Award Fee)	1.00	UN		
0018	Base Period: JETS IT Services (Fixed Price Incentive Fee – Firm Targets)	1.00	UN		
0019	Base Period: JETS IT Services (Fixed Price Incentive Fee – Successive Targets)	1.00	UN		
0020	Option Period: Task Area 1 – Network And Telecommunication Services (Firm-Fixed Price)	1.00	UN		
0021	Option Period: Task Area 2 – Technology Services (Firm-Fixed Price)	1.00	UN		
0022	Option Period: Task Area 3 – Enterprise Services Delivery (ESD) (Firm-Fixed Price)	1.00	UN		
0023	Option Period: Task Area 4 – Defense Business System (DBS) Life Cycle Management: Acquisition, Development, Sustainment, Maintenance and Technical Support (Firm-Fixed Price)	1.00	UN		
0024	Option Period: Task Area 5 – Lifecycle Program Support Services (Firm-Fixed Price)	1.00	UN		
0025	Option Period: Task Area 6 – Cyber Security Support Services (Firm-Fixed Price)	1.00	UN		
0026	Option Period: Task Area 7 – Program/Project Management Support (Firm-Fixed Price)	1.00	UN		
0027	Option Period:	1.00	UN		

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	Task Area 8 – Enterprise Support Services (Firm-Fixed Price)				
0028	Option Period: Task Area 9 – Technical Support (Firm-Fixed Price)	1.00	UN		
0029	Option Period: Task Area 10 – Cloud Hosting Services (Firm-Fixed Price)	1.00	UN		
0030	Option Period: Task Area 11 – Data and Information Governance Analytics Services (Firm-Fixed Price)	1.00	UN		
0031	Option Period: Task Area 12 – Modernization of Application Hosting Environments (Firm-Fixed Price)	1.00	UN		
0032	Option Period: Incidental Materials and Other Direct Costs (Firm-Fixed Price)	1.00	UN		
0033	Option Period: Incidental Materials and Other Direct Costs (Time & Material)	1.00	UN		
0034	Option Period: Travel (Time & Material)	1.00	UN		
0035	Option Period: JETS IT Services (Cost Plus Incentive Fee)	1.00	UN		
0036	Option Period: JETS IT Services (Cost Plus Award Fee)	1.00	UN		
0037	Option Period: JETS IT Services (Fixed Price Incentive Fee – Firm Targets)	1.00	UN		
0038	Option Period: JETS IT Services (Fixed Price Incentive Fee – Successive Targets)	1.00	UN		

B1. FIRM-FIXED PRICE LABOR RATES

- a. Government Site Rates – When performing at Government sites, the contractor shall furnish fully burdened personnel rates which do not reflect costs for government provided resources. The Government will provide only office space, furniture, and office equipment and supplies, as described in Section C.8 of the Performance Work Statement.

- b. Contractor Site Rates – When performing at a contractor site, the contractor shall furnish fully burdened personnel rates, which include costs for office space and all normal supplies and services required to support the work. This includes, but is not limited to, telephones, faxes, copiers, personal computers, postage (to include courier services such as Federal Express), ordinary business software (e.g., word processing, spreadsheets, graphics, etc.), normal copying and reproduction costs.
- c. Rates offered by contractors shall reflect fully burdened hourly rates for each labor category (LCAT). The fully burdened labor rates shall include all direct, indirect, general and administrative costs and profit associated with providing the required skill. The fully-burdened labor rates shall include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses to include stock bonuses, incentive awards, employee stock options, stock appreciation rights, employee stock ownership plans, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, shift differentials, overtime, vacation time, sick pay, holidays, and all other allowances based upon a comprehensive employee compensation plan. Contractor site rates shall also include contractor-provided facilities, furniture, equipment, supplies, tool kits, employee training and overhead amounts required for work at contractor site rates. This includes, but is not limited to, telephones, facsimile machines and their telecommunications lines, copiers, personal computers, postage (to include courier services such as Federal Express), ordinary business software, such as word processing, spreadsheets, graphics, normal copying and reproduction costs.
- d. The rates that are set-forth in the IDIQ contract are ceiling rates and cannot be exceeded on any resultant task order. A contractor may offer multiple ceiling rates for task orders that have a period of performance that spans across multiple IDIQ years; however, the subsequent year's rates shall only take effect when the task order period of performance crosses into the next IDIQ year. For example, if a task order's performance spans across the IDIQ year one and year two, each year's ceiling rates will apply for the relevant time periods. The established ceiling rates shall only reflect services performed within the Continental United States (CONUS). All costs excluded from the established ceiling rates associated with services performed Outside the Continental United States (OCONUS) shall be priced via Other Direct Costs (ODCs).
- e. In the event a task order requires services to be performed OCONUS and work is required for which the contractor can be expected to incur costs specific to OCONUS performance, such as Defense Base Act Insurance Coverage for OCONUS contractors, relocation, overseas health care, OCONUS overhead operating costs, work visas, vehicle lease, OCONUS cell phone card, meals and incidental expenses, overseas housing allowance, and cost of living allowance, consideration will be given

to pricing these costs on a Firm-Fixed Price (FFP), Time and Material (T&M), or Cost basis as ODCs. The task order Performance Work Statement (PWS) will identify which OCONUS costs will be required to be offered as FFP, T&M CLINs or Cost CLIN.

- f. After award, the Government will disclose the ceiling rates for each awardee for IDIQ years 1 through 12 for both Government and Contractor Sites. The ceiling rates of all awardees will be disseminated to each awarded offeror at the time of award. In accordance with the solicitation, the ceiling rates represent the highest hourly rate an awardee can offer during post-award task order competitions, and offerors will be encouraged to provide discounts off of their ceiling rates during the task order award process.

B2. CONTRACT MAXIMUM DOLLAR VALUE

This solicitation will result in award of Indefinite-Delivery/Indefinite-Quantity (ID/IQ) contracts against which it is planned to award Firm-Fixed Price (FFP), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF) and Fixed Price Incentive Fee (FPIF) task orders. Contractors will be asked to submit proposals representing ceiling rates for labor categories set forth in a "Labor Rate Table" as provided in the solicitation. Resulting task orders will be firm-fixed price for commercial services. Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF), and Fixed Price Incentive (Firm Target) (FPI-FT) and Fixed Price Incentive (Successive Targets) (FPI-ST) CLINs will meet the Cost Reimbursement and Incentive Fee needs of the customer in the most efficient and effective way when non-commercial services apply. In addition, Time and Material (T&M) and FFP CLINs will be utilized for travel and other direct cost (ODC) expenses on Firm-Fixed Price commercial task orders. Because commercial and non-commercial services will be acquired, all applicable clauses (for commercial and non-commercial services) will be included in the RFP. The appropriate CLINs will be established for each individual task order. The total amount of all orders placed against all IDIQ contracts resulting from this solicitation shall not exceed \$12B over a five (5) year base period and a five (5) year option period (i.e. a potential ten (10) year period of performance). The entire program will have a \$12B maximum ceiling, meaning no more than \$12B will be obligated against ALL of the IDIQ contracts awarded.

B3. GUARANTEED MINIMUM

The guaranteed minimum amount is \$2,500.00 for the life of each contract. The aggregate value of task orders issued during the contract will be applied to the guaranteed minimum for each IDIQ awardee. When the aggregate of task orders for each awardee equals or exceeds the guaranteed minimum, the guaranteed minimum will have been met and the Government's obligations with regard to the guarantee will have been satisfied.

SECTION C: STATEMENT OF WORK (SOW)

C.1 BACKGROUND

Defense Logistics Agency (DLA) Information Operations J6 is the Agency's knowledge broker, providing comprehensive, best practice Information Technology (IT) support to the Department of Defense (DOD) and DLA Business Community resulting in high quality information systems, customer support, efficient and economical computing, data management, electronic business, and telecommunications services.

The DLA IT Enterprise manages the execution of IT projects across the Agency. Specifically, it serves as the Information Operations business services broker, assessing, developing, and delivering a full range of IT solutions necessary to support the transformation and sustainment of the Information Operations mission and its associated commitment to the warfighter. Mission areas include the sustainment and evolution of an overarching DLA enterprise architecture, determination of proposed solutions, delivery of desired solutions (including oversight of related field activities, and sustainment of those solutions that are initially developed and delivered under a program manager), assurance that the solutions meet customer needs, and the effective integration of DLA's IT solutions with other existing or planned logistics IT solutions in DOD. J6 Mission also includes applied research and development efforts to investigate and deliver new capabilities to address DOD and DLA logistics and industrial base challenges and deliver those to the DLA Sustainment team. Additionally, J6 guides and oversees the operations and ongoing transformation of related field and headquarters activities that provide cataloging and transactional processing support for the entire DOD logistics system and our numerous Federal customers.

This statement of work describes overall IT requirements supporting DLA's near-term and future needs and goals. A more detailed Performance Work Statement will be included as part of each task order.

C.2 OBJECTIVE

This acquisition is intended to support technology service requirements across the DLA Information Operations Enterprise, the DLA Program Executive Offices (PEO), Research and Development Program Management Office, and all other technology service requirements currently supported through DLA Contracting Services Office (DCSO) acquisitions.

The below list (while not all inclusive) provides a sample of the active DLA systems, applications, programs, and initiatives that may be supported under the resultant IDIQ awards:

- Account Management and Provisioning System (AMPS)
- Acquisition Modernization Technology Research
- Acquisition Streamlining and Standardization Information System (ASSIST)
- Advanced Microcircuit Emulation
- Automated Testing
- Business Intelligence (BI) Platforms

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- Center of Planning & Excellence (CoPE)
- Commercial and Government Entity (CAGE)
- DoD DATA (DDATA)/DoD Gateway Services (DGATE) / e-Business Gateway (EBUS)
- Defense Agencies Initiative (DAI)
- Defense Automatic Addressing System (DAAS)
- Defense Enterprise Data Standard Office (DEDSO)
- Defense Medical Logistics Standard Support (DMLSS-W)
- Defense Property Accountability System (DPAS)
- Digital Business Transformation
- Disposition Integration Web (DIW)
- Distribution Standard System (DSS)/ Warehouse Management System (WMS)
- DLA Distribution Mapping System (DDMS)
- Document Automated Content Services (DACS)
- Document Services Online (DSO)
- Electronic Document Access (EDA)
- Employee Activity Guide for Labor Entry (EAGLE)
- Energy Readiness Program
- Enterprise Application Program
- Enterprise Business System (EBS)
- Enterprise Data Warehouse (EDW)
- Enterprise Media
- Federal Logistics Information Portfolio Data Warehouse (FPDW)
- Federal Logistics Information System (FLIS)
- Federal Logistics Information System Web Inquiry (WEB-FLIS)
- Federal Mall (FEDMALL)
- Fuels Manager Defense (FMD)
- Functional Executive Agent Medical Support (FEAMS)
- Global Exchange Services (GEX)
- Governance Risk & Compliance (GRC)
- Hazardous Material Management System (HMMS)
- Human Resource Management (HRM)
- Integrated Data Environment (IDE)
- Joint Additive Manufacturing Model Exchange (JAMMEX)
- Joint Contingency Contracting System (JCCS)
- Joint Contingency Expeditionary Services (JCXS)
- Legacy System Modernization
- Mapping Enterprise Business System (MEBS)
- Procurement Integrated Enterprise Environment (PIEE) Common Operating Environment (COE)
- Purchase Card Online System (PCOLS)
- Robotic Process Automation (RPA)
- Standard Procurement System (SPS)
- Strategic Distribution and Disposition

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- Subsistence Total Order and Receipt Electronic System (STORES)
- Supply Chain Management (SCM)
- Technical Data Management Transformation (TDMT)
- Technical Order Distribute and Print Gateway (TODPG)
- Voucher Attachment System (VAS-TPS)
- Wide Area Workflow (WAWF)

C.3 SCOPE

JETS Contractors shall provide the full range of IT services, technical and management expertise that support applications, software, hardware, infrastructure, systems, and research and development across the DLA IT Enterprise. Support will be provided for information technology solutions, technical support, maintenance, and sustainment; operations support; application development, maintenance, and technical support; and lifecycle management. This acquisition also supports administrative program management support for IT program offices and the DLA Information Operations (J6) Office. Additionally, this contract will support the DLA Information Technology R&D program which executes programs and projects for all of DLA participating in programs in the Defense Industrial Base Manufacturing and Small Business Innovation Research. To ensure support for the entire DLA R&D Program, a broad range of scientific, technical, and engineering disciplines are needed to support the established programs. While JETS will primarily support DLA IT services requirements, the resultant contracts will also allow for de-centralized ordering by other DoD agencies.

While this SOW identifies the general service areas, the suite of resulting contracts and subsequent task orders are intended to satisfy the full range of IT-related requirements within these areas of services. With the pace of technology change, it is difficult to anticipate how the Government's IT requirements and individual programs will evolve over the life of these contracts.

All Task Orders (TOs) issued off the Indefinite Delivery Indefinite Quantity (IDIQ) contract(s) will be performance-based acquisitions utilizing a Performance Work Statement (PWS).

Following the award of the IDIQ contracts, the specific scope of each effort will be based on the specific tasks to be set forth in individual task orders, but may include lifecycle tasks in one or more of the following areas:

- **TASK AREA 1: Network and Telecommunication Services**
- **TASK AREA 2: Technology Services**
- **TASK AREA 3: Enterprise Service Delivery (ESD)**
- **TASK AREA 4: Defense Business System (DBS) Life Cycle Management: Acquisition, Development, Sustainment, Maintenance and Technical Support**
- **TASK AREA 5: Lifecycle Program Support Services**
- **TASK AREA 6: Cyber Security Support Services**

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- **TASK AREA 7: Program/Project Management Support**
- **TASK AREA 8: Enterprise Support Services**
- **TASK AREA 9: Technical Support**
- **TASK AREA 10: Cloud Hosting Services**
- **TASK AREA 11: Data and Information Governance Analytics Services**
- **TASK AREA 12: Modernization of Application Hosting Environments**

In accordance with FAR Part 7.503(d) and OFPP Policy Letter 11-01, task orders issued for any Task Area that involves functions closely associated with inherently governmental functions shall include measures to ensure that DLA J6 has sufficient internal capability to maintain control over functions that are central to DLA's mission and operations, and that appropriate levels of government oversight exist in the task order level PWS.

The place of performance for these tasks is within the DLA Headquarter complex located at Fort Belvoir, Virginia as well as satellite offices in and around the Northern Virginia/Washington D.C. metro area and DOD locations both CONUS and OCONUS. All solutions and services must meet DLA policies, standards, and procedures as identified by individual Task Orders (TOs) (e.g., enterprise architecture, information assurance, and personnel, physical and system security). Additional place of performances may be required for outside agency support.

C.4 TASK AREA REQUIREMENTS

C.4.1 TASK AREA 1 – NETWORK AND TELECOM SERVICES

The Contractor shall provide operations support, application support and full lifecycle support for the range of solutions and services supporting DLA's Business, Operations and Logistics System, including full lifecycle solution and service support necessary to meet requirements of this contract and individual TOs as related to Enterprise Technology Services.

Operations Support: All solutions and services must meet DLA policies, standards, and procedures as identified by individual TOs (e.g., enterprise architecture, information assurance, and personnel, physical and system security). All contractor solutions and services shall perform routine maintenance during regular periods scheduled in advance and approved by DLA J6. The contractor will ensure that systems will be unavailable during maintenance windows only to the extent necessary for systems maintenance purposes.

The contractor may be required to perform the required services as follows:

- a. Network Management (Local Area Network (LAN)/Wide Area Network (WAN)) - The contractor shall update/change configuration files, provide support doing refresh of hardware and firmware, research and apply compliance requirements (patch management). This support involves preventive and corrective measures and shall comply with configuration management documentation requirements. Evaluates the introduction of new network sites, services, and products. Plans, designs, implements, tests and/or deploys the new products. Includes Office and Industrial Wireless Network

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design to include heatmapping, installation and support. Supports WAN acceleration to optimize network traffic and reduce latency. Support includes those network segments assigned to DLA as part of the whole end-to-end network capabilities delivery shared by DISA and other 3rd party entities in support of DLA.

- b. Service Desk Support - The contractor shall provide real-time monitoring of DLA's WAN (both classified and unclassified) using state of the art network monitoring and management tools, responding to anomalies depicted by automated network alerts, and conducting initial triage to resolve errors within the network infrastructure to ensure continuous operation of DLA's critical applications and business services.
- c. Firewall - The contractor shall update/change Access Control List (ACL) rules, Intrusion Detection System/Intrusion Prevention System (IDS/IPS) infrastructure, refresh security hardware and firmware, research and apply compliance requirements (Security Technical Implementation Guide (STIGs), etc.). Involves administration as well as preventive and corrective measures. Performs troubleshooting.
- d. Cabling/Wiring – The contractor shall install outside plant (OSP) and inside plant (ISP) network, voice/data, and Storage Area Network (SAN) infrastructure platform and products and may be required to complete Campus Area Network (CAN) and LAN cabling/wiring projects as identified in the individual task orders.
- e. Voice over Internet Protocol (VoIP) – The contractor shall provide design, engineering, implementation, and sustainment expertise to implement, test and/or deploy Government Furnished Equipment (GFE). The contractor shall provide special reports as required on the usage of the system.
- f. Private Branch Exchange (PBX) - The contractor shall maintain PBX/systems, circuits, and associated hardware. Interfaces with the commercial carrier(s) to troubleshoot and resolve issues.
- g. Video/Video Teleconference (VTC)
 - 1. Video/VTC Engineering - The contractor shall be responsible for planning, engineering, testing, tuning, configuration, and support of VTC technologies such as media servers and associated software on both classified and unclassified VTC infrastructure. Additional responsibilities include streaming video engineering. Provides client consulting and training on control, interfaces, and use of the Audio/Video, VTC and streaming video equipment and software. Tests and registers new customer sites, ensures operation and STIG compliance.
 - 2. Video/VTC Support – The contractor shall be responsible for setup and support of VTC technologies such as media servers and associated software. Additional responsibilities include streaming video support. The contractor shall provide technical response and advanced technical response support for incident management and provide touch labor as required. The contractor shall build,

launch, and support conferences and video streams. The contractor shall monitor, tune, set configurations, and maintain a range of Audio Visual (AV) and VTC components and systems. This will include general housekeeping of the units and facility where equipment is installed. Replacement of bulbs/lamps should be performed and recorded for maintenance purposes. Provides client consulting and training on control, interfaces, and use of the Audio/Video, VTC and streaming video equipment and software to include video telecommunications endpoints and facilities for fault isolation, remediation, performance analysis, and other incident management operations as required. The contractor shall utilize monitoring, performance analysis, software, and hardware equipment to troubleshoot and isolate problems, gauge performance and record activity. Devises solutions to moderately complex operational problems within the capacity and operational limitations of installed equipment and software. Responsible to report, troubleshoot and escalate to contractors for problems logged.

b. Telecommunications

1. Engineering - The contractor shall provide technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing, and maintaining large communications networks. Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of voice communications systems. Provides complex engineering or analytical tasks and activities.
2. Operations - The contractor shall respond to user complaints to research complex problems associated with the organization telecommunication devices. Performs Adds, Moves and Changes. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with contractor support service groups to ensure proper escalation during outages or periods of degraded system performance.
3. Satellite Communication (SATCOM) – The contractor shall provide Satellite Communications Systems planning, designing, developing, testing, installing, management.

- c. Radios/Spectrum Management – The contractor shall provide Radio Communication Systems/Spectrum planning, designing, developing, testing, installing, and management.

C.4.2 TASK AREA 2 – TECHNOLOGY SERVICES

- a. System Administration - The contractor shall provide administrator oversight on specified IT assets to include, but not limited to: Oracle EBS application suite and databases; Windows and non-Windows (Unix) virtual and stand-alone operating systems, monitoring, and performance measurement software; and Linux, zOS and Commercial Off the Shelf (COTS) applications.

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1. System Administration (Windows): The Contractor shall perform duties and functions in the management and administration of Microsoft Windows or versions that follow operating systems, which includes Windows 2012r2, 2016, 2019 and future versions of all DLA Microsoft Windows Servers. Tasks in support of System Administration (Windows) include:
 - (a) Operations Support - Provide day-to-day operational support for Windows Servers in DLA's Information Infrastructure across DLA Non-Secure Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) and all DLA domains and subdomains for both physical and cloud-based computing environments. System administration may be performed on stand-alone operating systems or virtual and may be spread across multiple domains on global secure networks located either on premises at DLA and DoD locations or cloud-based environments (to include but not limited to): Microsoft Azure, Amazon Web Services (AWS), Google Cloud Platform, Oracle Cloud, and future commercial cloud-based environments. The contractor shall perform the following tasks:
 - (1) Work Orders and Incident Support received through ServiceNow work orders and/ or incidents.
 - (2) Info Spot Support and provide Mission critical outage support.
 - (3) Server Performance Monitoring and Notification Tools Administration/Support utilizing Monitor software products.
 - (4) File Management Support to include file shares, permissions, troubleshooting access issues, data discovery, and recovery. Support migration initiatives to cloud locations (MS Cloud O365, OneDrive).
 - (5) Print and Fax Server Support to include Enterprise print and fax services support.
 - (6) Infrastructure Support to include on premise infrastructure; hardware, software, applications, and vendor appliances on DLA's Information Infrastructure (SIPRNET/NIPRNET) in DLAs Data Centers and satellite locations.
 - (7) On-premises infrastructure may include (but is not limited to):
 - Enterprise Facility Monitoring Systems
 - Enterprise Installation Support Systems
 - Enterprise Cybersecurity Operations Systems

- Enterprise Network and Telecommunications Services Systems
- Enterprise Information Operations Systems
- Enterprise Technology Foundation Services Systems
- Application Support: (Support common enterprise third party tools/applications).

(b) Cloud Computing Support - Support DLA's Cloud Hosting Strategy to gain efficiencies, increase performance, improve security, and to support Department of Defense (DoD) enterprise objectives. The contractor will support the DLA Information Operations Windows Operating System Administration Branch, Windows Cloud Services Team with the required skills to provide project facilitation, oversight, system administration and system security for Server Build projects that support Virtualization, and geographical re-alignment initiatives to ensure effective daily operation and to resolve problems as they arise. The contractor shall perform the following tasks:

- (1) Project Facilitation to include Server Build Requests and/or Project taskings received via ServiceNow.
- (2) Windows Server Build Administration to include securely configuring and deploying Windows Server Operating Systems (OS) server builds that minimize the operating system's exposure to threats and mitigate risks.
- (3) Provide Supporting Documentation to include Server Build Documentation and Build processes, Remedy Template Support, RMF Artifact Documentation, and Asset Management System Support.

(c) System Security and Vulnerability Management Support - Provide skilled technical support in the areas of securely configuring and maintaining Windows Server Operating Systems (OS). System Administration tasks include software updates, patch management, OS registry modifications, removing unnecessary applications and services, applying local or domain group policy settings, creating and/or applying security templates and configuration baselines. Perform research, identification and resolution of software bugs, application changes, updates and/or system related changes that minimize the operating system's exposure to threats and mitigate risks. Requires support in systems administration, systems security and vulnerability management and is further broken down into the following specific subtasks:

- (1) Remediation Plans of Action to include identify high priority findings or failures in patching and develop Remediation Plans of Action.
- (2) Audit Readiness Support to include providing support for audit readiness and inspections, to include Cybersecurity Vulnerability Assessment (CVA) Support and Command Cyber Readiness Inspections (CCRI).
- (3) Security Incident Support to include providing technical support and impact analysis for investigations and breaches at the request of government cyber security teams to include Cert, Inspector General and FOIA Teams.
- (4) Patch Management by performing manual and/or automated patch management support in remediation plans of actions; execute system security patching, firmware updates, upgrades, and configuration/policy changes manually or through use of government-furnished automated patch systems.
- (5) Group Policy Support to include ensuring DOD STIG compliance of physical and virtual systems in both NIPR and SIPR on domain joined as well as off domain systems.
- (6) Operating System Hardening to include conducting Operating System (OS) hardening for server build creations and sustainment in accordance with current Security Technical Implementation Guides (STIGs) as identified by Security Content Application Protocol (SCAP), Assured Compliance Assessment Solution (ACAS) Scans, and Security Readiness Reviews (SRRs).
- (7) Application Vulnerability Support to include identifying application related vulnerability findings, and coordinate with Application POCs to test, deploy, and upgrade common enterprise third party tools/applications including, but not limited to, products such as Java, Adobe Products, .NET, Mozilla, VMWare, etc. as identified within the Task Order.
- (8) PKI Support to include providing Public Key Infrastructure (PKI) services support, troubleshooting, ordering, installing, and maintaining Operating System PKI Certificates. Assist Application POCs in identifying application certificate need for renewal.
- (9) Automation Support to include providing skilled technical support in the areas of configuring scripts where necessary to automate

tasks and to identify where automation can be used to improve processes. The contractor will use tools such as PowerShell to create and modify scripts which automate processes and assist teams outside of the Windows group with automation.

2. System Administration (Unix): The contractor shall provide system administration and assist government system administrators on specified IT assets to include UNIX/Red Hat Linux virtual and stand-alone operating systems, monitoring, and performance measurement software, and Commercial Off the Shelf (COTS) applications. The contractor shall:
 - (a) Perform system deployment for physical/virtual servers, onboard administrator (OA) support of HP-UX operating systems for Remote Server Management tools for administration in adherence to DLA lifecycle management policies and procedures.
 - (b) Perform configuration/policy changes in compliance with all relevant and required Cybersecurity and security implementation/compliance requirements, including Life Cycle Assessment (LCA) artifacts/documentation, DISA Security Technical Information Guides (STIGs), for initial server standup, and annual or identified STIG reviews.
 - (c) Apply system security patching monthly as vendor patches are released for Red Hat Linux, HP-UX, and Solaris Operating systems. Remediate any vulnerabilities for all operating environments produced from vulnerability scans.
 - (d) Perform/assist with initial application installs after system deployment and for application upgrades.
 - (e) Perform system/application diagnostics using Government-provided maintenance tools to ensure availability and to provide a notification vehicle of problems to system and application administrators.
 - (f) Install, configure, and maintain COTS software products that provide operating system support/monitoring such as McAfee/Host Based Security System (HBSS), Tanium, Tripwire, and Satellite/ansible/puppet/insights. Ensure remote connections to ACAS, Application Discovery and Dependency Mapping (ADDM)/Discovery and SolarWinds are maintained, and other products per J6 direction.
 - (g) Conduct research and investigation into technological developments in such areas as operating systems and software systems for installing, monitoring, and maintaining operating systems and executive software.

- (h) Manage file systems and troubleshoot alerts from monitoring tools. Monitor the system logs for growth patterns, trends, and intrusion detection.
 - (i) Perform system failure analysis and recovery; ensuring the consistency and integrity of the Operating System.
 - (j) Administer accounts and user access control using Red Hat Identity Management (IDM) for the systems that the contractor is appointed to administer.
 - (k) Provide test support to include supporting integration testing, analyzing test results and assisting in acceptance testing of software components.
- 3. Virtual Platform Administration - The Contractor shall be responsible for the security and system administration of the various virtualization platforms. The roles and responsibilities will be in support of the on-premise and off-premise virtualization infrastructure, which includes all DLA Non-Secure Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) networks, systems within the Continental United States (CONUS) and outside the Continental United States (OCONUS) to support on-premise VMware virtualized infrastructure and Cloud-based offerings which include Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and any other virtualization initiatives that support the virtualization operations and infrastructure in all Government and Commercial Cloud-based offerings where DLA or DoD hosts infrastructure, including Microsoft Azure, Amazon Web Services (AWS), Google Cloud Platform, and Oracle Cloud.
 - (a) The Contractor shall:
 - (1) Provide administrative and technical support for current and future virtualization technologies.
 - (2) Provide expert knowledge in DLA or DoD's current virtualization technologies:
 - Cisco Unified Computing System (UCS) B-series and C-series blade servers and chassis, Cisco UCS Mini blade servers and chassis
 - Cisco UCS HyperFlex
 - VMware vSphere/vCenter Server 6.x, 7.x and above
 - Dell PowerEdge (PE) servers
 - HP ProLiant Servers

(3) Provide skilled technical support and administration in the various virtualized infrastructure components using vendor “best practices”

(4) Provide expert knowledge and expertise with VMware vSphere/vCenter Server 6.x and 7.x actions and operations. Tasks and duties in this area include:

- Perform vSphere and vCenter installations, upgrades and patching; create, update and delete Resource Pools.
- Assign resources to Resource Pools sufficient to meet Resource Pool requirements
- Configure Host Distributed Resource Scheduling (DRS)
- Configure Storage Distributed Resource Scheduling (DRS)
- Create, update, and delete virtual standard switches, virtual distributed switches, and port groups; create, update, delete, and manage host clusters
- Create, update, delete and manage storage clusters
- Manage and maintain host clusters to ensure availability of compute resources to all virtual machines participating in the cluster; manage and maintain storage clusters to ensure availability of storage resources to all virtual machines participating in the cluster
- Create, update, and delete vSphere Folders; create, update, and delete vSphere Roles; create, update, and delete vSphere Users and Groups
- Grant access to vSphere to authorized users through the assignment of vSphere Roles, Groups, and Permissions.
- Configure vSphere Policies, Identity Sources, Certificates and Security Assertion Markup Language (SAML) Service Providers; assign, unassign and manage vSphere Licenses; configure vSphere Client Plug-Ins; manage and configure vCenter Server Extensions; manage and maintain vSphere System Configuration, Nodes, and Services
- Monitor Host and Storage clusters for performance issues, alarms, scheduled and unscheduled tasks and events; manage and maintain vSphere Host and Storage DRS for faults, DRS history, CPU utilization, memory utilization and network utilization, taking corrective actions to resolve performance issues; manage and maintain vSphere High Availability.

(b) The Contractor shall:

(1) Provide expert knowledge and expertise with VMware ESXi 6.x and 7.x bare-metal hypervisor and VMware ESXi host's actions and operations. Tasks and duties in this area include:

- Perform ESXi hypervisor installations and upgrades
- Install, upgrade, and patch ESXi hosts; stop, start, and restart host services; stop, start, restart host Management Network; test host Management Network settings; reset host system configuration; view system logs; configure host firewall settings; configure host networking, including physical network adapters, TCP/IP configuration, Vmkernel adapters, virtual switch configurations, and firewalls.
- Configure host storage, including local storage and virtual Storage Area Networks (vSAN), connections to Storage Area Networks (SAN), Datastores and Logical Unit Numbers (LUNs) Configure host storage adapters, storage devices, host profiles, licensing, time configuration, power management, authentication services, certificates, advanced system settings, security profiles, host profiles, firewall connections and settings, services, lockdown modes, and system swap.
- Install VMware ESXi host hardware and perform host hardware upgrades and rack host hardware and associated hardware for new projects and existing technical refresh requirements
- Secure hosts and apply security settings for compliance with all DLA Cybersecurity and Security Technical Implementation Guide (STIG) requirements and findings.

(2) Provide expert knowledge and expertise with VMware and Microsoft Azure virtual machine actions and operations. Tasks and duties in this area include:

- Perform virtual machine (VM) provisioning, including manual creation, deploying through vendor-supplied Open Virtualization Format (OVF) packages and files, vendor-supplied Open Virtual Appliance (OVA) packages and files, or through other manual or automated techniques.
- VM naming and renaming; virtual hardware versioning and compatibility upgrades; disk consolidations, scheduled and unscheduled snapshot creations, snapshot deletions, reversion to snapshots, consolidating snapshots; virtual

device (virtual hardware) upgrades and updates, including adding devices, removing devices, increasing device resources, decreasing device resources, mounting Compact Disc/Digital Video Disc (CD/DVD) devices and International Organization for Standardization (ISO) devices and images

- Assigning networks, assigning/managing media access control (MAC) addresses; assigning VM Guest Operating Systems (OS), assigning, updating, and removing permissions and access; VM deletions; VM shutdown, restart, power on, power off, suspend, and reset operations
- Verification of VM console access and operations interactively and to users; managing VM settings for remote console options, Tools and scripts, power management, boot options, encryption, debugging, logging, and swap file management; managing VM host and storage rules
- Perform migrations to different host (compute) resources and storage resources, moving applicable components to different Datacenters, clusters, hosts, storage, networks, folders, and containers
- Cloning and/or converting to other virtual machines or templates; adding, removing, enabling, and disabling alarm definitions
- Updating VM attributes; managing VM performance and providing recommendations on performance improvements.

(c) The Contractor shall:

- (1) Provide administrative and technical support for current and future virtualization technologies used by DLA or DoD with the various Cloud providers chosen by DLA or DoD.
- (2) Provide administrative support for all Cloud-based support offerings where DLA or DoD hosts virtualized infrastructure, including but not limited to Microsoft Azure, Amazon Web Services (AWS), Google Cloud Platform, and Oracle Cloud.
- (3) Provide expert knowledge and expertise with the various Cloud offerings where DLA or DoD operates. The day-to-day support and administration in the various Cloud environments will be commensurate with the administration and support of the on-premises infrastructure, including the day-to-day support tasks and administrative support provided. Contractor staff will manage and

maintain all virtualized infrastructure in conjunction with Virtual Platform Management team staff.

- (4) Coordinate all project tasks, development, planning, support, and administration in cooperation with the government's Virtual Platform Management Team and approval of the Virtual Platform Management Team Lead. All Project Initiatives will be coordinated through and approved by the Virtual Platform Management Team Lead
- (5) Provide support to the Virtual Platform Management Team in the development, support, and sustainment of critical applications supporting the infrastructure in all environments.
- (6) Provide expert knowledge and expertise with the VMware vRealize Suite and VMware vCloud Suite. The vRealize Suite is comprised of vRealize Automation, vRealize Operations, vRealize Log Insight (Log Analytics), vRealize Business, and vRealize Lifecycle Manager. The vRealize Suite is a cloud management platform for managing a heterogeneous, hybrid cloud. The vCloud Suite includes the vRealize Suite and vSphere Enterprise Plus for vCloud Suite.
- (7) Perform daily system checks in the virtualized infrastructure to observe any abnormalities, outages, resource constraints, or performance issues.
- (8) The Contractor shall coordinate with the various teams, fellow Virtual Platform Management Team members, and vendors to maintain the sustainment of virtualization operations.
- (9) The contractor shall provide mission critical outage support for the virtualized infrastructure by communicating and troubleshooting issues/errors with internal DLA teams and external commercial vendors/providers to identify the root cause. The contractor will work to resolve the issue/errors and return the system to operational status.
- (10) Open and track work orders with external vendors and continue working with vendors until final resolution.
- (11) Coordinate with the Virtual Platform Management Team Lead and supervisor on all supported outages.

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- b. Backup Support - The contractor shall provide skilled technical support in the areas of Backup and Recovery, Tape Management, Disk to Disk backup technology, Cloud backup technology, Job scheduling, execution, and monitoring. The contractor shall provide support to manage backup and recovery operations including interaction with government provided backup software such as Veritas NetBackup, Azure Recovery Services, and AWS Backup. The contractor shall ensure that backups occur as scheduled and that read/write errors do not occur and shall reschedule backups as required. The Contractor shall also analyze backups with Veritas NetBackup OpsCenter Analytics and Veritas APTARE IT Analytics tools. The Contractor shall provide skilled technical support and administration in the areas of creating, testing, implementing, and removing backup policies as required for various systems including, but not limited to Windows, UNIX, and Linux operating systems.
- c. Storage Area Network (SAN) Support - The contractor shall support storage planning, data migrations and problem-solving activities across various distributed disk environments. The contractor shall help resolve advanced technical response storage issues reported within the enterprise. Tasks shall include configuration on multiple platforms, data migration planning and execution, support planning and migration, storage virtualization technology implementation, storage mirroring and replication, system monitoring and reporting, storage equipment replacements, and industry best practice execution. Problem solving shall include troubleshooting connection problems, equipment failures and outages, issues raised by customers, and performance issues, and providing technical response and advanced technical response.
 - 1. Responsibilities include, but are not limited to, the following:
 - (a) Storage Array administration
 - (b) LUN/Volume administration
 - (c) Fiber switch administration
 - (d) Storage File Sharing
 - (e) Security Implementation
 - (f) Data Migrations
 - (g) Fallover Testing
 - (h) Pilot Projects/ Proof of Concept
 - (i) Cloud Tier Support and Administration
- d. COTS Application and Administration - The contractor shall assist with developing the strategy to test, tune, configure, implement, setup and support common enterprise third

party tools/applications. Once the Government has approved the strategy, the contractor shall assist in testing, tuning, configuring, implementing, setting up and supporting those tools and application. Additional applications may include, but are not limited to, products such as OCS/Lync, SharePoint, CITRIX, webMethods, WebLogic, Websphere MQ, IIS, Apache, Vontu, ServiceNow, Oracle EBS application suite, etc. as identified within the Task Order.

e. Asset Management and Inventory

1. Physical Inventory – The contractor shall assist with the physical inventory and accountability of all IT hardware assets within an operating location. All assets shall be tracked from receipt of hardware to the disposal of the equipment which includes the management of all tracking forms. The contractor shall conduct asset management reporting in accordance with contractual and governmental requirements and maintain and report software usage, including, but not limited to, Federal Information Processing Standards (FIPS) and Section 508.
2. Licensing Management and Compliance – The contractor shall provide support to manage commercial software licenses obtained by the Government. The contractor shall assist the government in assembling documentation packages for internal use software (software developed by the Government for its own use) and recording and maintaining the audit documentation packages for that software. Commercial software is often divided into application software and system software (which includes operating systems and any program that supports application software) and both must be managed and recorded in automated systems used by the Government for asset management and audit compliance. Commercial software licensing includes any follow-on maintenance/license to use software in DLA or DoD. All procurement documentation such as purchase order, Military Interdepartmental Purchase Requests (MIPRs), as well as other pertinent information for each software license shall be collected and maintained in the appropriate automated tool.
3. Physical Inventory Control– The contractor shall perform physical inventory control program services that maintain integrity in mission material IT asset balances, in accordance with (IAW) Department of Defense (DOD), DLA, and other standard Asset Management policies. This includes the tasks listed below:
 - (a) Perform periodic Data Center Physical Inventories using established baselines to include all equipment, software, and all IT environmental and facility equipment that support the data center. (Environmental and facility equipment includes all Heating, Ventilation, Air Conditioning (HVAC), Uninterruptible Power Supply (UPS), Power Distribution Units (PDU), batteries, generators, water detection systems, etc.)
 - (b) Blueprinting and diagramming with industry software tools

- (c) Updating and maintaining a master list of all IT assets located in each Data Center/satellites. The Visio diagrams will be of the server rack and the data center rooms. The server rack diagrams will include rack name, rack location, server name, server type, IP addresses, serial numbers, barcodes, and device location of each device within the rack. Building diagrams will include locations, model types, and serial numbers of AC units, power distribution units (PDU), UPS, batteries, generator(s), and if there are any water detection systems.
 - (d) Update and assist in updating and maintain Government furnished asset databases, trackers, and server information repositories, including, but not limited to, the Data Center Services IT asset management list/database and all DLA and DoD's Enterprise Asset Systems.
 - (e) Provide support in facility closures or downsizing through asset and inventory management and work alongside deskside services support to decommission and remove existing assets and reinstall and/or provision assets and inventory, where applicable, at new facility.
 - (f) Collect various asset and inventory data elements and perform detailed analysis to include drawing diagrams of the Data Centers using DLA and DOD platforms (ServiceNow; Assured Compliance Assessment Solution (ACAS); Host Based Security System (HBSS); System Center Configuration Manager (SCCM); Active Directory (AD); ArcSight; etc.).
 - (g) Provide process improvement recommendations to include the standardization of data and document efficiencies needed for the overall betterment of the inventory data and records.
4. Inventory and Asset Reconciliation Reporting - The Contractor shall maintain and validate inventory for each data center/satellite. In addition, reconciliation reports against other IT inventory reports, lists, systems, and/or databases should be performed, and deltas/issues reported to the government. This includes a weekly update on all the tasks listed below:
- (a) Wall to wall 100% inventory at each site. To include all IT equipment, software, and all environmental and facility equipment that support the data center. (Environmental and facility equipment includes all HVAC, UPS, PDU's, batteries, generators, water detection systems, etc.).
 - (b) Ensure all IT asset information requirements are documented in all Government furnished asset databases, including, but not limited to, the Data Center Services IT asset management list/database and is updated accordingly in all DLA and DoD's Enterprise Asset systems.

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- (c) Update, maintain, and consolidate virtual asset information and records in all Government furnished IT asset databases, including, but not limited to, the Data Center Services IT asset management list/database and all DLA and DoD's Enterprise Asset systems.
- (d) Create, update, and maintain Visio/blueprinting of data center rooms and racks at each site.
- (e) Document and correlate all DLA applications running on each server at each site. To include all environments, testing, staging, development, production and Continuity of Operations Planning (COOP).
- (f) Document and maintain accurate software and version installed on each server located at each site to include identifying and documenting if it is a valid and approved software product on the IT Solutions Document (ITSD).
- (g) Document and maintain up-to-date information on all hardware contracts (both initial purchase/original and maintenance) for each IT asset located at each site.
- (h) Document and maintain up-to-date information all software contracts (both initial purchase/original and maintenance) for all software that is located on each of the servers at each of the sites.
- (i) Document and maintain up-to-date information all maintenance contracts (both initial purchase/original and maintenance) for all HVAC's, UPS, PDU, generators, batteries and water detection systems that support the data center.
- (j) Document and maintain up-to-date information of all databases running on each server at each site.
- (k) Identify, document, and maintain up-to-date hardware configuration to include processors, processor types, and memory of each device.
- (l) Identify, document and maintain up-to-date information of all the local Asset Manager, Data Center Manager for each site, Application owners/POCs and other support POCs for each IT asset.
- (m) Perform reconciliation of all IT asset data and records against reports, lists, systems, and/or databases and report deficiencies, deltas, and/or issues to the government.

(1) These reports, lists, systems and/or databases may include, but are not limited to:

- All Enterprise Asset systems
- Asset Lists
- Virtual Team's VM master inventory reports
- Cybersecurity inventory reports
- DLA Portfolio and Architecture Tool System (DPATS) reports
- DLA IT Management Registry (DITMR) list
- DLA Approved Hardware and Software List (DAHSL) (aka Technopedia and IT Solutions Document (ITSD))
- Defense IT Portfolio Repository (DITPR)

Note: Government may request reconciliation reports multiple times and request following up on correcting data and/or marry-up of data with the owners/POCs of such reports.

As directed by the Government, the Contractor shall prepare briefings and/or reports on topics related to the IT Inventory Management tasks in the contract as well as process documentation for Government review for approval on an enterprise platform. The Contractor shall participate in briefings when requested by the Government to update the status of Data Center Inventories and progress of Visio Blueprinting.

f. Database Administration - The contractor shall monitor health and maintenance of databases.

1. Database Administration/Support

(a) The contractor may be responsible for the following:

- (1) Troubleshooting, applying patches, dealing with exceptions and escalating problems in meeting Service Level Agreements.
- (2) Installing and configuring Database Management System (DBMS) software and performing upgrades.
- (3) Managing volume and performance.
- (4) Ensuring high availability, backup and recovery of production databases.
- (5) Performing planning, scaling and capacity planning etc.

- (6) The contractor shall meet with the government monthly or as needed. These meetings can be conducted via telephone or face to face, at a time that is mutually convenient to the Government in support of Data Center Inventory Management tasks and activities and progress reports.
 - 2. Data Architecture & Modeling - The contractor shall design and develop architecture for data models and integration solutions for the enterprise's integration strategy or initiatives. Research and provide to Government personnel modeling standards, guidelines, best practices and approved modeling techniques. Support the creation of all conceptual, logical and physical data models.
 - 3. Data Analysis - The contractor shall provide support for data services, Business Intelligence, data quality, data integration and data warehouse. Assist and/or provide recommendations to define the requirements for analysis within a given business area. Perform root cause and detailed data analysis, identifying trends and anomalies.
 - 4. Database Backups – The contractor shall be responsible for the implementation of products such as Oracle Recovery Manager (RMAN) and ensuring adequate backups are performed within security controls.
 - 5. Database Management Support - The Contractor shall provide database management support for the enterprise operating environment to include Oracle (version 12c or higher) and MS SQL (version 2016 R2 or higher) platforms. The Contractor shall be proficient in Oracle Real Application Cluster (RAC), Oracle Enterprise Manager (OEM), Oracle Advanced Replication, Oracle Dataguard, and Oracle Recovery Manager (RMAN) software.
 - 6. The contractor shall provide support services as described in the database administration items above for any COTS deployed database technology to include but not limited to Oracle, MySQL, PostgreSQL, SAP HANA, IBM DB2 etc.
 - 7. Provide a Patch Report Analysis required to support maintenance and operations. This includes providing a detailed analysis of the Quarterly Critical Patch Updates (CPUs) and functional patches released by Oracle. Develop and maintain a methodology to apply Oracle patches and ensure patches.
 - (a) Patching shall include working with hosting provider to ensure the OS maintenance runs optimally and compatibly with Oracle EBS and database software.
- g. Automated Identification Technology Support

1. Industrial Equipment - The contractor shall provide support to maintain, operate, and repair all industrial equipment associated with the automated identification technology (AIT) operations at all DLA locations where this technology is in use, including DLA Distribution sites worldwide, and Recruit Depots associated with the military services. This includes Wireless/Radio Frequency (RF), and Radio Frequency Identification (RFID) equipment and the printing equipment associated with AIT.

(a) The contractor shall:

- (1) Ensure that the staff provided to support this task are fully accredited, licensed, and certified to perform the duties and functions associated with this task. The contractor shall provide expertise in electrical and network standards and specifications.
- (2) Provide the necessary supplies and hardware to perform the assigned tasks. Supplies and hardware include stanchions for wireless equipment, cable trays, brackets, and supporting hardware such as nuts, bolts, and screws.
- (3) Perform AIT industrial equipment support at DLA distribution centers and recruit centers. In addition, the contractor will be tasked to travel to other DLA, DoD, or military recruit depots such as Fort Leonard Wood, MO; Great Lakes, IL; Fort Jackson, SC; Fort Benning, GA; and Fort Sill, OK, to perform AIT industrial equipment support at those locations on a short-term basis. When the task order requires that the contractor travel to a site, the contractor shall arrange for all transportation, tools, and materials required to reach the location and to perform the specified support. The contractor shall provide any specialized AIT industrial equipment and tools required for such radio frequency identification (RFID) tasks as spectrum analysis and LAN validation. Travel may be required to CONUS and/or OCONUS destinations. The contractor shall ensure that the personnel sent to the locations have completed the required training and certifications to be permitted to work at the location. An example is the OSHA safety training that is required prior to entering a distribution facility or military depot to perform industrial equipment operations, maintenance, or repair.
- (4) Provide consultation and analysis support for AIT industrial equipment, Wireless/Radio Frequency (RF), and Radio Frequency Identification (RFID) projects and assist the Government in developing plans for AIT, RF, and RFID projects. Examples of consultation and analysis include specialized uses of AIT and recommendations for using AIT in multiple or varied

environments. The contractor shall assist in the design, comparison analysis, implementation, and maintenance of all AIT wireless equipment, such as handheld scanners, wearable voice-enabled headsets, RFID Reader technologies comparison, or middleware comparison, as examples.

- (5) Provide maintenance, operations, and repair services for Wireless/Radio Frequency and Radio Frequency Identification equipment. The contractor shall maintain the physical and virtual servers supporting the active and passive RFID equipment and printers. The contractor shall submit a project plan prior to beginning work under the task order. The project plan shall detail, at a minimum, the resources, time, schedule, and any special requirements that must be supported to successfully perform the task. The project plan will be reviewed and approved by the Government prior to the contractor beginning the work. The contractor shall provide detailed reports of work accomplished that associate the proposed resources, time and schedule in the project plan to the results of the work accomplished.
 - (6) Manage the assets used in maintenance, operations, and repairs for AIT/RF/RFID equipment. The contractor shall record serial numbers, asset tags, locations and assigned property holders for all government owned equipment. The contractor shall assist the Government in recording this asset information in the automated tools that DLA uses for this purpose. Those tools are ITAMS and EBS.
 - (7) Active RFID and passive RFID are both in use at DLA distribution centers, and at DoD and military service depots where DLA has a presence. The ability to print transportation documentation and active and passive RFID tags, and the capability to write and read those tags are essential to operating the distribution centers and depots. The contractor shall provide expert analysis support for active and passive RFID print devices and strategies for more efficient use of said print devices and for uses for those devices that DLA is planning but has not yet implemented. The contractor shall have the knowledge and ability to transfer information captured from the active and passive RFID devices to printed tags, reports, and other documents. The contractor shall provide maintenance, repair, and operations support for the print devices.
2. Application Support - The contractor shall assist with developing the strategy to test, tune, configure, implement, setup, troubleshoot and support SAP and Non-SAP Enterprise Planning software products and systems, common enterprise third party tools/applications including Adobe, JAVA, SharePoint, TomCat, Apache,

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Assistive Technology supporting 508 Compliance, GitHub, Oracle, Microsoft Office Products, Micro Focus LoadRunner and any other tools/applications the Government may require and provide 24/7 on-call support for the Enterprise Level applications.

- (a) Contractor shall also perform the following activities in support of the tools/applications referenced above:
 - (1) Perform system deployment and adherence to lifecycle management policies and procedures.
 - (2) Install software, apply patches/system fixes, manage file systems, monitor performance, and troubleshoot alerts from monitoring tools in compliance with all relevant and required Cybersecurity and security implementation/compliance requirements, including DISA Security Technical Information Guides (STIGs) identified during STIG reviews, Gold Disk and vulnerability Scans.
 - (3) Maintain system/application configuration for the Build/Development/System.
 - (4) Test/Stage. Assist the hosting provider with Production Environment readiness as required.
 - (5) Maintain the integrity of application/system baseline and provide audit checks as required.
 - (6) Perform application/system diagnostics using maintenance tools to ensure availability and to provide a notification vehicle of problems.
 - (7) Coordinate with Enterprise partners (e.g., technical, functional, production, infrastructure operations) to support environment refreshes, urgent fixes such as service packages, and security patches which simultaneously affect the environment, operating system, database, and applications.
 - (8) Provide government project managers with estimated completion dates for each software development lifecycle phase to meet government deadlines for completion of the Work Breakdown Structure (WBS).
 - (9) Meet or complete before estimated completion dates for each assigned WBS task unless special circumstances approved by government project managers permit missing the completion date

- (10) Prepare and/or assist in the preparation of New/Revised Software Modules into Production Environment
 - (11) Prepare migration documents, transport, and installation instructions for migrating new code to the production environment
 - (12) Resolve “overwrite” and “dependency” checks for objects
 - (13) Resolve questions regarding transports in a timely manner
 - (14) Review Technical Specifications
 - (15) Review how changes impact Environments
(Build/Development/System Test/Stage/Production)
 - (16) Identify and resolve application conflicts
 - (17) Support implementation of mandated security patches and configuration changes
 - (18) Support and provide subject matter expertise for functionally driven sustainment support projects, technical must-do projects, new function and /or technology implementation projects
3. Performance Stress Test Support - The contractor shall provide technical support and services to conduct performance stress testing for new and existing applications to identify capacity issues related to application performance, stability and sustainability which could negatively impact government business systems. When required, the Contractor shall provide a detailed report to include root cause analysis, metrics and remediation action taken. The contractor shall develop, maintain, and provide test plans that consist of mapping to each requirement in the government-approved functional specifications, include both positive and negative test conditions, address error handling and atypical system/data conditions and perform stress testing as applicable.
- (a) Contractor shall also:
- (1) Provide administration and support for Micro Focus LoadRunner
 - (2) Respond to and troubleshoot performance issues
 - (3) Conduct performance traces with end users to address performance issues

- (4) Monitor production performance and provide reporting metrics on key applications
 - (5) Open tickets with vendor to address performance issues with the application or areas in standard code
 - (6) Perform code reviews to identify opportunities for performance improvements in custom code
 - (7) Analyze expensive queries and provide tuning recommendations
 - (8) Develop LoadRunner scripts to simulate online user activity
 - (9) Create custom programs to simulate batch activity and generate data for load tests
 - (10) Conduct performance load tests to validate system performance and identify bottlenecks
4. Local Area Network (LAN) and Electric Service - The contractor shall provide support to install and maintain the wireless network and electrical infrastructure supporting the active and passive RFID devices used in the government locations where this technology is in use, including DLA Distribution sites worldwide, DoD and Recruit Depots associated with the military services. This includes the network and electrical infrastructure supporting Wireless/Radio Frequency (RF), and Radio Frequency Identification (RFID) equipment and the printing equipment associated with AIT. It does not include the wireless and electrical infrastructure for the building where the AIT equipment is housed.
 - (a) The contractor shall:
 - (1) Install wireless/RF network, LAN, and electrical infrastructure supporting RFID and AIT equipment in accordance with all applicable military, DOD, and professional standards including:
 - DOD 5220.22M, Industrial Security Manual for Safeguarding Classified Information
 - MIL-STD-188-124B N3, Grounding, Bonding, and Shielding for Electronic Common Long Haul/Tactical Communications Systems including Ground based Communications – Electronics Facilities and Equipment
 - NFPA 70, National Electrical Code; current edition
 - MIL-HDBK-419A, Vol. 2 Grounding, Bonding, and Shielding for Electronic Equipment and Facilities

- ANSI/TIA/EIA-568B; Commercial Building Telecommunications Cabling Standard
- ANSI/TIA/EIA-569A, Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/TIA/EIA-606, Administrative Standard for the Telecommunications Infrastructure of Commercial Buildings
- Occupational Safety and Health Act (OSHA), Code of Federal Regulations Title 29
- Occupational Safety and Health Act (OSHA), Code of Federal Regulations Title 40
- NEC 2005, National Electric Code
- UFC 3-580-01 Telecommunications Interior Infrastructure Planning and Design

(2) Maintain and monitor the health of the RF, RFID, and print databases. This includes, but is not limited to, troubleshooting, applying patches, and handling exceptions. The contractor shall escalate to the appropriate Government point of contact any problems encountered in meeting Service Level Agreements (SLAs) supporting RF/RFID IT services.

5. Wireless and RFID Support - The contractor shall provide support to install and maintain the wireless/RF hardware and software supporting the active and passive RFID devices used in the government locations where this technology is in use, including DLA Distribution sites worldwide, DoD and Recruit Depots associated with the military services.

(a) The contractor shall:

(1) Maintain the existing wireless/RF hardware and software. The contractor shall troubleshoot user problems and equipment failures for wireless/RF and RFID. The contractor shall resolve wireless/RF and RFID equipment related problems using enterprise and /or third-party tools such as Stay-Linked and Soti Mobi Control (example) plus all the tools that those enterprise/third-party tools encompass, such as Mobi scan and Mobi control manager (example). The contractor shall perform basic network troubleshooting and repair for wireless/RF and RFID networks and devices in all locations utilizing AIT technology.

(2) Monitor and report on the RF/RFID wireless network connection between the building's wireless network and the wireless equipment that performs RF and RFID. This includes checking for intrusions, security compliance, and rogue detection on the wireless network connection. The contractor shall provide

expertise to determine the point of failure between the RF equipment and the network. The contractor shall perform this work in compliance with all applicable licensing, training, and certification requirements.

- (3) Maintain and repair all wireless/RF and RFID handheld vehicle and wearable wireless devices, to include but not limited to: vehicle mounted terminals (VMT), handheld terminals (HHT) and Wearable Voice Headsets (WVH); mounting solutions; mobile carts; active and passive RFID portals and scanners; wired bar code scanners; Bluetooth barcode scanners, printers; antennas; wireless LAN controllers. The contractor shall install, configure, and maintain software related to the terminals, devices, or RF system. The contractor shall process requests for warranty service from the equipment manufacturer as needed.
- (4) Perform remote and on-site software updates to the handheld, vehicle and wearable devices and terminals as well as their associated peripherals which includes, but is not limited to, scanners and printers. The contractor shall assist the Government in controlling and managing the software licenses and maintenance agreements.
- (5) Ensure that the personnel performing the duties in this task have completed the required training and have current licenses and certifications required to be permitted to work at the DLA, DoD, or military service location.
- (6) Perform problem reporting and problem resolution for the end users utilizing the wireless network supporting the RF/RFID devices, and the devices themselves.
- (7) Assist end users with access and usage problems.
- (8) Prepare and install new equipment.
- (9) Assist with development and documentation operating procedures and End-User Knowledge articles.
- (10) Perform site surveys and prepare configuration designs for the site's wireless/RF network and devices.
- (11) Develop management reports providing information regarding such items as usage, problems and resolutions, and performance, as examples.

h. Active Directory, Email and Mobile Device Support:

1. Email migration and sustainment services:

(a) Migration responsibilities:

- (1) The contractor shall assist with the creation of architecture and design diagrams for a high availability solution for improving the existing DLA-Wide Enterprise email service.
- (2) The contractor shall assist with the planning and migrations of existing DLA messaging solutions (MS Exchange/M365 Exchange online) to new locations or service as necessary and for the upgrade of services to current versions of the chosen solution.
- (3) The contractor shall recommend a migration strategy including milestones and deadlines for migration activities.
- (4) Contractor shall assist with the development of a plan for the migration and configuration of the system and assist in implementing the designated solutions.

(b) Sustainment responsibilities:

- (1) The contractor shall provide sustainment support for the installation, configuration, and maintenance of the DLA-Wide Enterprise Email services

2. Mobile Device (e.g., iOS, Android, Windows, etc.) Migration and Sustainment Services.

(a) Migration responsibilities:

- (1) The contractor shall provide support with the development of architecture and design diagrams for a high availability solution for the Mobile Device services.
- (2) The contractor shall assist with the migration of existing legacy Mobile Device Servers to new locations as necessary and for the upgrade of Mobile Device services to current versions of the software or to new contractor selections.
- (3) The contractor shall recommend a migration strategy including milestones, needed resources and deadlines for migration activities.

- (4) The contractor shall ensure the project plan clearly articulates the scope, schedule, assumptions, and risks.
- (5) The contractor shall provide status checks and risk mitigation strategies for the completion of the project.
- (6) The contractor shall develop a plan for the migration and configuration.

(b) Sustainment responsibilities:

- (1) The contractor shall provide sustainment support with product analysis and selection, development of architecture and design diagrams, and the installation, configuration, and maintenance of the DLA-Wide Mobile Device services.

- 3. Active Directory (AD) Support: The primary responsibility of the Microsoft Active Directory Administrator will be to provide the highest quality/availability Active Directory environment for the Enterprise. The contractor may be required to make recommendations for the development and institution of Enterprise-wide group policies and assist in the implementation of the selected recommendation for Active Directory consolidation, integration with identity management products, Cloud AD service integration, and Active Directory domain operation troubleshooting.

(a) The Contractor shall:

- (1) Centralize the management of very large Windows environments
- (2) Support resource domains, including the hardware and administration they entail
- (3) Execute Group Policy-based lockdown and software distribution
- (4) Possess the ability to delegate administrative control over resources where appropriate
- (5) Simplify location and use of shared resources
- (6) Automate Active Directory task
- (7) Generate reports
- (8) Provide Group Policy Support
- (9) Provide Email (e.g., Exchange) Support

- (10) Integrate public key infrastructure (PKI) services
- (11) Support Domain-based Distributed File System (DFS)
- (12) Support Microsoft Active Directory Federation Services (ADFS)
- (13) Support Azure Active Directory (AD), and AD Connect
- (14) Perform Site and Services Configuration
- (15) Support Third Party Active Directory Management Solution
- (16) Support AD Cloud Services

4. Enterprise End-user Endpoint Configuration Management

- (a) The contractor shall assist in endpoint software distribution, configuration and support operations which includes the identification, testing, packaging, and deployment of software to Microsoft and Non-Microsoft endpoints throughout DLA's global enterprise which includes NIPRNet and SIPRNet enclaves.
- (b) The contractor shall use endpoint management tools which includes Microsoft Endpoint Configuration Manager (MECM), Microsoft Active Directory (AD) Group Policy Management (GPM), TANIUM, ForeScout, Microsoft 365 (M365) Admin Console, Menlo Security Isolation Platform Console, Dell Wyse Management Suite (WMS), and PowerShell.
- (c) The activities required include:
 - (1) Ensure DLA's Software Catalog is up to date within Microsoft Endpoint Configuration Manager's (MECM) Software Center as well as all government defined manual-software-repositories for both NIPRNet and SIPRNet environments.
 - (2) Sustain and maintain MECM Central and Distribution Points for both SIPRNet and NIPRNet which includes providing updates, ensuring currency of all certificates, maintaining required service accounts, optimizing workstation and server imaging task sequences.
 - (3) Conduct STIG Checklist reviews every 6-months on applicable Group Policy templates, Workstation and Server Images as well as MECM, WMS and Secureview Infrastructure. File applicable

artifacts and store completed checklist files within the organization's file-plan while notifying Section-Lead of progress and findings for disposition.

- (4) Develop and maintain MECM reports using SQL Queries in SQL Reporting Services and SQL Report Builder to ensure the continued situational awareness of Enterprise Microsoft Endpoints and associated Software Deployments, as required by the Government.
- (5) Conduct analysis and monitoring of TANIUM environment for both NIPRNet and SIPRNet environments ensuring maximum availability for DoD's Automated Continuous Endpoint Monitoring (ACEM) program.
- (6) Conduct maintenance to TANIUM environment to include application updates to current version as well as server and database infrastructure patching to current version.
- (7) Troubleshoot and repair TANIUM infrastructure hierarchy problems, to include but not limited to servers, databases, and clients related issues.
- (8) Provide Web-Browser sustainment and testing services as defined by the government for Microsoft Edge Chromium, Mozilla Firefox, Google Chrome, and Microsoft Internet Explorer to meet initiatives for Business System Application functionality.
- (9) Maintain web-site white-list and Proxy Auto Config (PAC) File for compliance with DoD's Cloud Based Internet Isolation (CBII) Program. Ensure web-site functionality during Internet Isolation sessions for end-users using Menlo Security Isolation Platform Console.
- (10) Develop / create software packages for deployment of approved software per DLA's IT Solutions Document (ITSD) using government provided and/or approved packaging tools. Contractor must complete within 7 days of assignment.
- (11) Develop / create / deploy software security update packages for required software vulnerabilities identified by USCYBERCOM's Information Assurance Vulnerability Management (IAVM) program and U.S. National Vulnerability Database (NVD) using the DoD Patch Repository or other locations as approved by the government. Contractor must complete within 3 days of assignment.

- (12) Remediate audit and security scan results as required by the Government.
- (13) Develop/Assist in creation of Plan of Action and Milestones (POAM) related to vulnerability findings, as requested by the Government.
- (14) Develop / create software deployment scripts for automated distribution of approved software application/packages utilizing PowerShell. Contractor must complete within 7 days of assignment.
- (15) Troubleshoot functionality issues with MECM Software Center, TANIUM, Menlo Secured Isolation Platform (aka CBII)
- (16) Provide after-hours support when contacted to assist in resolving Work-Stoppages or INFOSPOT outages that involve Microsoft -and- Non-Microsoft endpoints supporting critical functions as defined by DLA Information Operations.
- (17) Develop / create / maintain knowledge-based articles (KBA) for end-users and Tier 1 and 2 technicians on endpoint usage and troubleshooting. Maintain KBA's in organizational File-Plan and J6 knowledge repository.
- (18) Provide training to other Tier 3, Tier 2 and Tier 1 technicians on software distribution system and software installation as required for level of access.

5. Virtual Desktop Infrastructure (VDI) Support

- (a) Configuration Support: The Contractor shall improve the VDI architecture through enhancements by incorporating new data feeds and products. The Contractor shall assist J64DCBB by implementing use cases to provide situational awareness to ensure the health and scalability of the VDI implementation. These activities include, but are not limited to, the following tasks:
 - (1) Research and analysis for additional VDI modules and configurations
 - (2) Create dashboards and reports to provide summaries and areas of concerns from log events.
 - (3) Integrate data / event feeds.

- (4) Perform upgrades, maintenance, and performance tuning.
 - (5) Define anticipated user types and roles and maintain user access.
 - (6) Determine data storage policies/capabilities and impacts on VDI architecture and provide supporting documentation.
 - (7) Develop and document standards and guides for the implementation of VDI solutions, including but not limited to, compliance, system security design, architecture flow, Build Guides and Change Management.
 - (8) Prepare training materials to assist in the transition of procedures and policies for VDI to government and contractor personnel. Training materials shall usually be in the format of a presentation and/or briefing format or in CBT (LMS) format that covers policy, procedures, and guidelines.
 - (9) The Contractor will also provide Swing/Second Shift support, Mon-Fri, from the hours of 1200 to 2000 for the purposes of Patching, image rollouts, and issue resolution
 - (10) The Contractor will provide on call support as needed. Typically, the on-call support personnel receive one (1) call per week, 10% of which require on-site support.
 - (11) The Contractor will provide after-hours support as needed. After-hours support is not expected to exceed 8 hours per month and will be to cover maintenance or other scheduled task outside of normal user work hours.
- (b) VDI End User Support: The contractor will provide End User support at a tier 3 level for complex incidents, work orders, and tasks that cannot be resolved by Tier 1, Tier 2, or Tier 2.5. Support will include, but is not limited to, complex issues with connecting to VDI that cannot be resolved by Tier 1, Tier 2, or Tier 2.5 support, identifying, and maintaining ticket assignment within ticketing system software, analyzing trends with user issues within the VDI environment, and providing reports based off ticket quantities and types and documenting resolutions. Additionally, the contractor will interact with the Enterprise Service Delivery (ESD) program Tier 1, Tier 2, and Tier 2.5 to provide knowledgebase articles to ensure faster resolutions at the ESD level to lessen the effect on end user. Types of support shall include, but not be limited to:
- (1) Troubleshooting complex user login issues.

- (2) Troubleshooting advanced issues with application launches (to identify potential cause, not to rectify the actual application).
- (3) Provide weekly ticket reports.
- (4) Log out user sessions within VDI that are experiencing difficulties.
- (5) Create master tickets where needed to consolidate issues to prevent overlap.
- (6) Provide Reports, Trends, and Analysis.
- (7) Work Orders, Work Order Task, Or Change Request Task shall be resolved as soon as possible.
- (8) Contractor shall resolve >25% of Incidents in the VDI ticket queue monthly.
- (9) Tickets that are awaiting response from customer or other factors outside the technician's control shall be placed in a "pending" status and resumed once work can continue.
- (10) Initial Response to the Customer (e.g., Email, Phone, IM) for Work Order / Service Request should be processed < 8 hours most of the time during the Period Performance Schedule (PPS).
- (11) Target ticket status update is every 48 until the ticket is resolved. Update >85% of tickets every 48 hours until resolution.
- (12) All tickets must be noted with major progress and customer contact attempts.
- (13) The contractor shall provide on-site VDI technologies and infrastructure support at Ft. Belvoir, VA and Dayton, OH, to include XenDesktop, Netscaler, ADC, Receiver, and Director in both NIPRnet and SIPRnet computing environments. The following on-site VDI support is required at both Ft. Belvoir, VA, and Dayton, OH:
 - Troubleshoot, research, analyze, and resolve on-site VDI connection/login issues, application functionality issues, end point related support/software issues (thick, thin, zero client), infrastructure related configuration changes/updates and system performance tuning that cannot be resolved remotely.

- Perform on-site system upgrades, security enhancements and performance tuning to VDI infrastructure that cannot be resolved remotely.
- Provide white glove support to the DLA VIP front office/leadership suite in Ft. Belvoir for VDI environmental changes and solutions implementation support Monday through Friday during core business hours (9:00 AM – 5:00 PM). White glove support is defined as dedicated onsite/deskside support for VIPs. VIP = Very Important Persons (pre-determined by the Government).
- Perform on-site administration, management, and maintenance of VDI servers, storage and databases supporting DLA's VDI environment that cannot be resolved remotely.
- Provide on-site support to VIP and other DLA customers with technical changes associated with large-scale VDI projects that cannot be resolved remotely.

C.4.3 TASK AREA 3 - Enterprise Service Delivery (ESD)

- a. Total Helpdesk Solution. The contractor shall provide the government with an integrated, centrally managed customer service solution that focuses on customer support and problem resolution at the lowest level possible.

NOTE: This work is currently being provided by DISA and therefore, this is not currently anticipated as a requirement under JETS 2.0, however it is identified as within the scope of JETS 2.0 should it be required by DLA at a future date.

- b. Customer Support. The contractor shall provide for a range of customer support model (CSM) functions to include the following:

1. Customer Liaison

- (a) Business Relationship Management: The contractor shall assist with all levels of customer communications to include Enterprise Business System (EBS) Customer Relationship Management (CRM) documentation/management, Memorandum of Understanding/Agreement (MOU/MOAs), Service Level Agreements (SLA), Organization Level Agreement (OLAs), Interface Control Agreement (ICA), and related metrics; includes all aspects of managing relationships to include customer satisfaction, escalation management, customer communications and customer requirements management to include defined VIP liaison standards.

- (b) Integration Project Management: The contractor shall manage the integration of IT services, as directed, with effectively orchestrated

solutions aligned to customer requirements and problems that cross multiple IT service areas.

- (c) **Situational Awareness:** The contractor shall provide agency senior IT leadership with sustained situational awareness of incidents, problems, projects, and any events that have real or potential mission impact.
- (d) **Local Team Coordination:** The contractor shall coordinate with multiple J6 service functions/organizations

2. End User Support

- (a) The IT Management process is handled in a tiered approach. Initial Response Support, or Tier 1, is the call center or "help desk" and provides first call resolution. Technical Support Services, or Tier 2, provides in-depth troubleshooting and documentation, remote and/or touch labor support for hardware/software, configuration/inventory of GFEs, deployment and issuance of GFE's, end of life cycle management, and elevation to Tier 3 as needed. Support services consist of multiple tiers as described below:

- (1) Technical Support Service is a more in-depth technical support level than Initial Response Support; Technical Support Services is more experienced and knowledgeable on products or services. It is synonymous with level 2 support, support line 2, administrative level support, and various other headings denoting advanced technical troubleshooting and analysis methods. Technical Support Service technicians are responsible for investigating elevated issues by confirming the validity of the problem or requesting and seeking solutions related to these more complex issues. The most common Technical Support Service is desktop management which includes but is not limited to other IT support such as application support, systems administration, network management, video conferencing system support, print management support, printer configuration and troubleshooting for multi-functional devices, label printers, bulk scanners, and various other peripheral devices. Within the Desktop Management aspect of Technical Support Services, technicians will be expected to configure, troubleshoot, and repair various mobile devices, mobile operating systems, and mobile applications.

- (2) Technical Support Services is to be administered via remote support systems and touch labor as needed. Additionally, the contractor will be expected to provide transportation (Privately Owned Vehicle / Golfcart / etc.) to navigate from main location of operations to ancillary buildings on campuses for the purpose of

touch labor, transport/removal/installation of IT equipment. In some locations such as flight lines or other restricted areas, the contractor will be expected to follow all local command requirements for access to these areas to include command-sponsored training and approval

- (3) Advanced Technical Support Service is the highest level of support in a three-tiered technical support model responsible for handling the most difficult or advanced problems. Advanced Technical Support Service providers are most often commercial hardware or software manufacturers or vendors. IT support will be escalated to Advanced Technical Support Service at the direction of the COR or PM COR.

Single Vender Integrator (SVI) manages the execution of IT support services across DLA and DLA service providers to ensure all the individual components that make up the IT services are managed in an end-to-end manner.

SVI will ensure that Information Technology Infrastructure Library (ITIL)-based processes effectively integrate with the processes, functions and roles deployed within and used by DLA, DLA customers, and DLA service providers. Assist with the developing, documenting, and managing processes regarding interfaces, interaction, and responsibilities between Initial Response Support, Technical Support Service and Advanced Technical Support Service and any other internal or external persons or entities that may either submit or receive an IT Incident or Service Request.

- c. Change Management: The contractor shall assist the Government with change management strategy and implementation for all DLA information operations in accordance with ITIL (v3) processes.
 1. Front door process: The contractor shall assist the government to evaluate proposed investments to change existing systems or add new systems or products to the DLA portfolio, or identify already existing solutions to requirements, to include evaluation and assessment of all technical requirements and specifications including related funding.
 2. Enterprise Configuration Management Process: The contractor shall be responsible for the configuration management and change evaluation process covering the enterprise infrastructure. The contractor shall be responsible for the configuration management and change evaluation process covering enterprise applications.

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3. Change Project Management: The contractor shall be responsible for management of large-scale change projects to ensure a deliberate, standardized enterprise approach to the change.
- d. Provider Management: The contractor shall support information operations planning, to include strategic planning and alignment to Future Year Defense Plan (FYDP) budget as well as alignment with DLA Information Operations Chief Technology Officer (CTO) technology planning. Support includes advising the Government in strategic planning in vendor and customer relationship enhancement; facilitating meetings, capturing and tracking action items and preparing briefings and reports for Government Executives on tasks and schedules; maintaining Work Breakdown Structure; and monitoring DISA activities and advising the Government of issues. Recommend improvements/actions.
1. The contractor shall:
 - (a) Support the DISA Liaison in their role to manage the DLA-DISA relationship at a strategic level.
 - (b) Support the Contractor Liaison in their role to manage the DLA relationship with large commercial IT product and service providers at a strategic level.
 - (c) Support Service Level Agreement (SLA) Management by updating documents and consolidating SLA reports as directed.
 - (d) Support Operating Level Agreement (OLA) management by updating documents as directed.

C.4.4 TASK AREA 4 – Defense Business Systems (DBS) Life Cycle Management: Acquisition, Development, Sustainment, Maintenance, and Technical Support

The contractor shall provide full lifecycle management support for the range of solutions and services stated below, which are necessary to meet requirements of this contract and individual Task Orders as related to DLA's DBS acquisition, development, sustainment, maintenance, and technical support.

- a. Current State Assessment
 1. The contractor shall identify and document the application landscape, including applicable DLA standards.
 2. The contractor shall evaluate DLA production, test, and development environments in conjunction with DLA's contractors.
 3. The contractor shall validate application technical architectures.

b. Documentation

1. The contractor shall assist the Government in developing, updating, and maintaining lifecycle support documentation which:

- (a) Meet the Agency's Gold Documentation standard
- (b) Utilize the Agency's documentation templates
- (c) Identify the business requirement
- (d) Include Internal and External Interface requirements
- (e) Include Cybersecurity (RMF) impacts/requirements
- (f) Include requirements for error handling or unexpected system/data conditions
- (g) Include System Resource Requirements (hardware impacts and performance considerations)
- (h) Document Training requirements
- (i) Permit Requirements Traceability
- (j) Include analysis of required changes to other objects impacted by the change to the primary object
- (k) Address 508 compliance requirements

2. The contractor shall assist the Government in developing, updating, and maintaining Enterprise Architecture models commensurate with the current version of the DOD Architecture Framework (DODAF).

- c. The contractor shall participate in Work Breakdown Schedule (WBS) development and execution.

1. WBS Completion Dates: The contractor shall meet or exceed estimated completion dates for each assigned WBS task unless special circumstances approved by government project manager permit missing the completion date.

- d. The contractor shall assist the Government in updating and maintaining Technical Specifications (TS) which:

1. Meet the Agency's Gold Documentation standard

2. Utilize the Agency's documentation templates
 3. Follow Standard Naming Conventions
 4. Allow for proper testing
 5. Document design considerations
 6. Document application or data base components
 7. Document interface designs
 8. Document requirements traceability
 9. Address section 508 compliance requirements
- e. The contractor shall develop Code and Configuration Rationales which:
1. Support Configuration Management
 2. Capture all requirements
 3. Are efficient (do not contain unnecessary looping or internal data tables)
 4. Provide sufficient performance based on existing database table indexes
- f. The contractor shall develop Test Plans which:
1. Map to each requirement in the government approved functional specifications
 2. Include both positive and negative test conditions
 3. Address error handling and atypical system/data conditions
 4. Include performance stress testing as applicable
- g. The contractor shall execute Required Tests (Unit, System, Functional, Interface, Regression, Performance, Integration and/or Interoperability and section 508 testing)
1. Generate necessary test data and transactions in the test environments to exercise all applicable data values which enables execution of required tests.
 2. Coordinate testing with selected end users in test environment as applicable
- h. The contractor shall fully document the process required to integrate New/Revised Software Modules into the Production Environment.

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1. Correctly prepare migration documents, transport, and installation instructions for migrating new code to the production environment
2. Resolve questions regarding transports in a timely manner

i. Training

1. The contractor shall:
 - (a) Provide usage level training for new and existing or reassigned Authorized User personnel.
 - (b) Develop, document, maintain, manage, archive, and provide all training materials.
 - (c) Provide all training facilities as required by the Task Order.
 - (d) Establish, maintain, schedule, and manage delivery of continuous training programs.
 - (e) Provide functional use and operation of each of the application components/modules.
 - (f) Provide Train-the-Trainer classes for personnel designated by the government.
 - (g) Conduct skills assessments of DLA-designated personnel, such as executive managers, project team members, and Authorized Users.
 - (h) Perform the appropriate skills development and transfer in the most efficient manner.

j. Virtual Workforce Training

1. Evaluation of the Organizational Environment. - The contractor shall evaluate and provide analysis, review and explanation of the most critical virtual workforce skills at DLA for all leaders and employees as needed.
2. The contractor shall establish and conduct leadership training plans based on the extent and mix of leaders and employees for both internal employees and customers of J6 relying on technology and focusing on the greatest challenges for leaders and employees managing distance.
3. The contractor shall conduct training as directed for approximately 3,000 employees in the Information Operations Department in the CONUS and OCONUS locations.

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4. The contractor shall identify best practices for developing the requisite skills needed to effectively lead in a virtual environment such as communication, team building and ground rules.
5. The contractor shall provide training in the form of multiple sessions at the executive, managerial and employee level in the form of Seminars, Webinars, teleconferencing, video teleconferencing, individual and group meetings.
6. The training shall be tailored to ensure the desired outcomes of providing effective virtual leadership training to DLA Information Operations.

k. Testing

1. The contractor shall:
 - (a) Perform initial component/module testing and implementation; upgrade and enhancement testing; capacity, interface and site expansions testing prior to go-live.
 - (b) Perform performance, regression, stress, and integration testing, and document and report on the results.
 - (c) Identify and resolve issues identified during testing.

l. Knowledge Warehouse

1. The contractor shall:
 - (a) Provide, support, maintain, update, and manage:
 - (1) A knowledge management environment and a data archiving system that is consistent with the Enterprise Data Strategy as referenced in the assigned Task Area.
 - (2) A business warehouse, as applicable
 - (3) Data standardization and modeling.

m. Technical Advisory

1. The contractor shall:
 - (a) Provide assistance in the sizing of application components, usage, configurations, and technical support requirements.

- (b) Provide recommendations on appropriate hardware and interfaces, processes, and procedures.
- (c) Assist with demand management planning and forecasting for future growth.
- (d) Provide quality assurance and security advisory services.
- (e) Provide recommendations on scheduling product upgrades consistent with Technology Roadmap planning.
- (f) Identify COTS component incompatibilities and recommend solutions for seamless integration for technology upgrades and projects requiring technology upgrades.
- (g) Assist in evaluating customer requirements and assist in determining the best approach for fulfilling those requirements using core COTS functionality (instead of customization) to the largest extent possible.

n. Technical Change Support

1. The contractor shall:

- (a) Support implementation of additions and changes to user environment.
 - (1) Provide and perform application performance measurement and reporting.
 - (2) Provide release management, transport management, and configuration management support.
 - (3) Provide administration support for the release management and configuration management tool
 - (4) Update and maintain code using existing software suites, such as but not limited to Visual Basic, Java, Perl, HTTP, XML, and IBM Rationale, to support the release management and configuration management tool
- (b) Provide Post-Production Support
 - (1) Ensure code changes were correctly installed 100 percent of the time

- (2) Perform post-maintenance window operational checkpoints in the production environment to verify continued system operations within the required time threshold
 - (3) Participate in conference calls or meetings to address user questions as needed after migration of new/revised code
 - (4) Develop and review solution alternatives, and perform impact analysis with customers and system users for fixes, enhancements, and other changes
 - (5) Elicit customer requirements through facilitation sessions, joint application development sessions, or one-on-one meetings and interviews
 - (6) Analyze operational problems, develop solutions, and take corrective action as appropriate to ensure continued Automation Information System (AIS) operation. Assist specialists in analysis and corrective action. Assist with problem identification and resolution in existing applications by analyzing system processes, interrelationships, interfaces, and data
 - (7) Coordinate System Change Request (SCR) and problem solution deliveries with interface partners.
 - (8) Train additional contractor resources, without impact to other ongoing Sustainment activities/deliverables
 - (9) Ensure that applicable updates to the Enterprise Architecture model are completed as required by current DLA policies
- o. Environment Software Support - As required by the task order the contractor shall perform the following tasks:
 - 1. Provide government project managers with estimated completion dates for each software development lifecycle phase to meet deadlines for completion of the WBS. Meet or complete before estimated completion dates for each assigned WBS task unless special circumstances approved by government project managers permit missing the completion date.
 - 2. Prepare and/or assist in the preparation of New/Revised Software Modules into Production Environment
 - (a) Correctly prepare migration documents, transport, and installation instructions for migrating new code to the production environment.

- (b) Resolve overwrite and dependency checks for objects.
 - (c) Resolve questions regarding transports in a timely manner.
- 3. Review Technical Specifications
 - (a) Review how changes impact current Sustainment Environments
 - (b) Identify and resolve application conflicts
- 4. Provide Integration Support
 - (a) Establish sustainment environments (Development, System Test, Stage)
 - (b) Review and update install documentation
 - (c) Perform application installs in the sustainment environments
 - (d) Assist with production installs
 - (e) Support regression test activities (defects, problem tickets)
 - (f) Provide on-the-job training to other environment support team members
- 5. Provide Product Delivery Support
 - (a) Provide on-site implementation support
- 6. Provide Post-Production Support
 - (a) Support post-maintenance window activities in the production environment
 - (b) Validate transports and ensure code changes were correctly installed 100 percent of the time
 - (c) Participate in conference calls or meetings to address user questions as needed after migration of new/revised code
- 7. Produce and Provide documentation
 - (a) Produce and provide a System Development Lifecycle (SDLC) plan that:
 - (1) Explicitly addresses the security requirements
 - (2) Identifies the standards and tools used in the development process

- (3) Documents the specific tool options and tool configurations used in the development process
- (b) Produce and provide RMF required cybersecurity documentation for the system to include:
 - (1) Information System security roles and responsibilities
 - (2) Security functional requirements
 - (3) Security strength requirements
 - (4) Security assurance requirements
 - (5) Security-related documentation requirements
 - (6) Requirements for protecting security-related documentation
 - (7) Description of the information system development environment and environment in which the system is intended to operate
 - (8) Acceptance criteria
 - (9) Description of the functional properties of the security controls to be employed
 - (10) Ports, Protocols, and Services intended for use
 - (11) Design and implementation information for the security controls to be employed that include:
 - Security-relevant external system interfaces
 - High-level design
 - Low-level design
 - Source code
 - Hardware schematics
 - Design information
 - Implementation information
 - (12) Administrator documentation for the information system, system component, or information system that describes:
 - Secure configuration, installation, and operation of the system, component, or service
 - Effective use and maintenance of security functions/mechanisms

- Known vulnerabilities regarding configuration and use of administrative (i.e., privileged) functions
- (13) User documentation for the information system, system component, or information system that describes:
- User-accessible security functions/mechanisms and how to effectively use those security functions/mechanisms
 - Methods for user interaction, which enable individuals to use the system, component, or service in a more secure manner
 - User responsibilities in maintaining the security of the system, component, or service
- (14) Design Specification that:
- Is consistent with and supportive of the organization's security architecture which is established within and is an integrated part of the organization's enterprise architecture
 - Accurately and completely describes the required security functionality, and the allocation of security controls among physical and logical components
 - Expresses how individual security functions, mechanisms, and services work together to provide required security capabilities and a unified approach to protection
- (c) Produce and provide documentation as required to document component construction and maintenance
- (d) Document how-to aides, guides, or manuals to support the migration fixes, code, patches, updates to application components/modules
- (e) Provide problem analysis, activity reports and white papers as required
- (f) Provide architecture description documentation per NIST SP800-53
- (g) Provide system component description document per NIST SP800-53
- (h) Provide System Software and Architecture Component design and configuration guides per NIST SP800-53
- (i) Provide problem analysis guides, runbooks, and triage templates.
8. Provide Technical/Application Support
- (a) Resolve technical/application related issues.
- (b) Coordinate with system/database administrators to resolve Production

Sustainment operational issues.

- (c) Respond to production issues and assist in initiating recovery or restart services.
- (d) Recommend application performance improvements
- (e) Install security patches in the sustainment environments
- (f) Support sustainment environment refreshes, “hot packages”
- (g) Provide Root Cause Analysis (RCA) for problem situations impeding operations.
- (h) Support implementation of mandated security patches and configuration changes
- (i) Support and provide subject matter expertise for functionally driven sustainment support projects, technical must-do projects, new function and /or technology implementation projects
- (j) Perform configuration management (CM) during system, component, or service development and operation
- (k) Document, manage, and control the integrity of changes to the system, component, or service
- (l) Document approved changes to the system, component, or service and the potential security impacts of such changes
- (m) Track security flaws and flaw resolution within the system, component, or service and report findings to the government
- (n) Provide and enable integrity verification of software and firmware components
- (o) Create and implement a security assessment plan
- (p) Perform system cybersecurity testing/ evaluation
- (q) Produce evidence of execution of the security assessment plan and the results of the security testing/ evaluation
- (r) Implement a verifiable flaw remediation process
- (s) Correct flaws identified during cybersecurity testing/ evaluation

(t) Follow the documented SDLC development process

o. Data Management

1. System Database Administration

- (a) Install and upgrade the database server and application tools
- (b) Perform database backups and restores
- (c) Work with the application administrators to resolve database related problems
- (d) Coordinate and assist production Database Administrators (DBAs) with database upgrades and changes
- (e) Ensure compliance with database license agreements
- (f) Perform database security hardening including quarterly patch installations
- (g) Ensure that production databases have satisfactory performance and operational characteristics (including data integrity and security)
- (h) Recommend shared data strategies
- (i) Allocate system storage and assess and recommend future storage requirements for the database
- (j) Review any development project deliverables at turnover that directly affect production database design implementation or performance (e.g., action diagrams)
- (k) Assist the Government in establishing database standards
- (l) Review needs for duplicate production data structures
- (m) Perform stress-testing on databases (i.e., ensure adequate response time with larger databases and/or high hit rates on the tables)

2. Application Database Administration

- (a) Work with development team to install/configure applications
- (b) Resolve database related problems
- (c) Create primary objects (tables, views, indexes)

- (d) Modify primary objects, as necessary, from information given by the application developers
- (e) Enroll users and maintain system security
- (f) Control and monitor user access to the database
- (g) Monitor and optimize the performance of the database
- (h) Update and maintain database standards and conventions with respect to the application
- (i) Analyze impact of data changes
- (j) Resolve scheduling, operational and change control problems and procedures
- (k) Assist developers in application performance tuning
- (l) Provide database response and availability as needed to support database applications

C.4.5 TASK AREA 5 – Lifecycle Program Support Services

The contractor shall provide full lifecycle support and services for Defense Business Systems and IT Project Planning and Management.

a. Project Services

1. The contractor shall:

- (a) Assist the Government in planning, initiating, executing, and closing out programs and projects as directed.
- (b) As directed, provide analysis, and recommend topics associated with project/program objectives, to include but not limited to:
 - (1) Project leadership and communications with stakeholders
 - (2) Project planning and scheduling
 - (3) Earned value management support
 - (4) Project management, including performance monitoring and measurement

(5) Stakeholder briefings, talking points for required meetings, and related documents.

(6) Program integration services

(7) Project close-out services.

b. Planning Assistance

1. The contractor shall:

- (a) Prepare documents in support of business planning meetings.
- (b) Recommend appropriate IT services and projects as requested.
- (c) Prepare draft proposals and plans for projects for review by Government personnel
- (d) Prepare draft project cost estimations and accounting documents for Government review.
- (e) Analyze the impact of new and changed requirements on current projects/resources and recommend resourcing options to the Government.
- (f) Provide planning support and make recommendations regarding Functional Priority Lists (FPL), Project Development Plans (PDP), Preliminary Cost Estimates (PCE), and Product Release Roadmap and Product Backlog List (PBL)

c. Management Support

1. The contractor shall:

- (a) Employ a project management methodology that shall be used as a tool to consistently plan, initiate, control, and implement all projects for all services related to the IT Solution.
- (b) Provide experience with the methodology and have a proven track record of success in using it to manage similar projects.
- (c) Make all changes associated with the project in compliance with approved Change Management procedures.
- (d) Communicate project status as part of standard Change Management meetings.

d. Implementation

1. The contractor shall:

- (a) Manage assigned tasks and resources associated with the project.
- (b) Coordinate activities with the government, affected Authorized Users, and affected Third Party Contractors.
- (c) Develop site survey reports as directed.

e. Compliance

1. The contractor shall:

- (a) Comply with DLA policies and standards and regulations applicable to DLA for information, information systems, personnel, physical and technical security.
- (b) Conform to changes in laws, regulations, and policies.
- (c) Propose major changes on a project-by-project basis to alter the environment to conform to the new requirements.

f. Technical Advisor Support

1. The contractor shall:

- (a) Continuously monitor technical trends through independent research.
- (b) Document and report on products and services with potential use for DLA as it aligns with DLA's business and technology strategy.
- (c) Evaluate new technologies for the implementation of new technologies that best meet DLA business needs and meet cost, performance, and quality objectives.
- (d) Make recommendations for enterprise level and program-specific project management policies, procedures, and requirements (e.g., project feasibility analysis, cost benefit analysis, scheduling, costing, resource planning, communication planning, procurement, risk management and quality management).
- (e) Conduct technical reviews and provide recommendations for improvements to the infrastructure that increase efficiency and

effectiveness and reduce costs per the planning and analysis policies and procedures.

g. Project Benchmark

1. The contractor shall:

- (a) Examine and evaluate functional and technical programs for integration implications.
- (b) Review factors such as operational scope, functional and process relationships, business practices, resource requirements, and cost impacts.

h. Functional Benchmark

1. The contractor shall:

- (a) Review and analyze defined work processes and information needs of users within and across the functional area being examined. This includes functional and cross-functional requirement definition, functional descriptions, functional architectures, and requirements validation.

i. Technical Benchmark

1. The contractor shall:

- (a) Examine current and emerging technologies for effectiveness and/or potential to support customer needs.

j. Data Benchmark

1. The contractor shall:

- (a) Review and analyze data, databases, and cross-functional data sharing relating to the effectiveness of the information support provided to functional elements of the DOD, other Federal agencies, state and local Governments, and U.S. allies.

k. Benchmark Tools and Methods

1. The contractor shall:

- (a) Assist in the development of new tools and methods or modifications to existing tools and methods to enable a disciplined process of benchmarking. Examples include templates, checklists, models, and guidelines.

1. Baseline Definition

1. The contractor shall:

- (a) Determine and recommend the level of support required for the functional area or activity being supported or for which support is contemplated. These efforts include business systems analysis of functions and the inventory of support tools and their use.
- (b) Support configuration management of the Department of Defense Information Network (DODIN) from the DOD perspective.
- (c) Perform the initial steps of establishing or reviewing operations, processes, data, and information baseline for the functional activity. Since integration is an iterative process between various elements of the organization and its processes or operations, the contractor shall conduct the recurring steps to define, evaluate, and implement the incremental improvements needed to achieve simplified and streamlined operation of the functional activity.
- (d) Evaluate Existing Operations or Processes and Data
 - (1) Identify existing "as-is" processes and data
 - (2) Document and analyze differences in the way common functional operations or processes are executed or interfaced.
 - (3) Benchmark these processes against the best public and private sector achievements
 - (4) Document known problems in existing processes and data that must be corrected to provide a functionally adequate to DOD or Federal standards.
 - (5) Recommend data processes, interfaces and data baselines that together meet the process and associated information needs of the functional activity.
- (e) Establish Operations/Process and Data Baselines
 - (1) Recommend proposed operations/processes, data baselines, and interfaces based upon peacetime or normal operations and anticipated wartime, mobilization, or emergency operations.

m. Support

1. The contractor shall:

- (a) Provide support to the government Project Manager and technical leads in developing the initial rough cut project plan and the work breakdown structure (WBS).
 - (b) Ensure projects meet Capability Maturity Model Integration (CMMI) guidelines.
 - (c) Prepare, revise, and/or update required program lifecycle products and documents, including the coordination, review and archival of such documentation for current and emerging DBS systems of all Acquisition Category (ACAT) levels (DOD 5000.x series), Chairman of the Joint Chief of Staff Instruction (CJCSI) 6212, and CJCSI 3170, throughout all phases of the DBS lifecycle (pre-Milestone A through Decommissioning activities).
 - (d) Ensure support plans cover all lifecycle elements (early planning, requirements, design, development, and integration deployment/delivery and post product delivery).
 - (e) Identify deviations from standards and from Preliminary Cost Estimate (PCE)
 - (f) Identify potential issues with critical path, project tracking and oversight, to include analysis, recommendation on changes, potential impact on project cost and schedule.
 - (g) Analyze impact on project and recommend options that will allow project to meet mandated dates.
 - (h) Gather and analyze historical and best practice information on identified project risks and recommend options/course of action to the cognizant government representative.
- n. Analysis including Risk Assessment and Impact
- 1. The contractor shall:
 - (a) Provide analysis of, and/or suggestions and recommendations for input to program management and financial documentation, such as program management baselines, work breakdown structure, program management reviews, master program schedules, performance measures, and program plans.
 - (b) Conduct Pre and Post Investment Analysis to capture the actual costs and benefits.

- (c) Conduct Risk Assessment.
- (d) Provide an analysis of mitigation efforts.
- o. Business Case Analysis (BCA) Support
 - 1. The contractor shall:
 - (a) Draft cost estimates and provide analysis and documentation for all phases of current developmental, or modification, programs, or projects. These estimates should consider the benefits and return on investment (ROI) associated with the various approaches. This shall include the Cost Analysis, Program Office Estimate (POE), and Economic Analysis (EA); Lifecycle Cost (LCC) estimates, and "what-if" analysis for any programs as identified by the government.
 - (b) Provide estimates for alternatives, given various budget, schedule and /or technical parameter variations.
 - (c) Assist with Business Case Analysis (BCA) documentation in coordination with the project team.
 - (d) The contractor shall assist the Government in development of an Executive Summary, which identifies the project; summarize the opportunity, recommendation, and business impact.
 - (e) The contractor shall provide the required support defining assumptions, constraints, and conditions having major influence on the analysis and its conclusions. The following should be considered as a minimum: the assumed remaining service life of the currently fielded capability, the assumed required operational date for the proposed investment, the assumed economic service life of any proposed investment, and the operational framework within which any new investment must function.
 - (f) The contractor shall provide alternatives analyzed as part of the business case analysis.
 - (g) The contractor shall provide analysis on alternatives by using the government approved evaluation criteria and their relative weighting. Such items as payback periods, assumed lifecycle, cost and benefit ratio, risk/sensitivity analysis, and return on investment should be considered.
 - (h) The contractor shall provide general assumptions regarding the schedule for each alternative. Summarize the schedule analysis results of each alternative's schedule or the proposed investment program schedule. The summary should include a discussion of activities taken to generate risk-

adjusted schedules for each alternative or the proposed investment program schedule.

- (i) The contractor shall summarize the cost analysis conducted to generate high-confidence lifecycle cost estimates for each alternative. Include the lifecycle cost estimate for each alternative. Cost estimates will be presented in base-year and in out-year dollars. Summarize sensitivity analysis performed on cost drivers and the effect of technical, schedule and cost risk on program cost and schedule.
 - (j) The contractor shall summarize benefits analysis activities conducted to generate high-confidence lifecycle benefit estimates for each alternative. Include the lifecycle benefit estimates for each alternative. For an initial investment decision, the summary should provide enough information to show the differentiation and relative merits of each alternative. For the final investment decision, the summary should provide more detailed, possible site-specific information, based on a greater definition and understanding and less uncertainty about the proposed investment. The contractor shall include at a minimum the ground rules and assumptions, relevant measures for the program, a description of the pre-investment baseline, quantified and non-quantified benefits impacts, user benefits, and an overall summary of benefits.
 - (k) The contractor shall summarize the economic analysis conducted for each alternative or proposed investment. Include the designated discount rate per guidelines to calculate the present-value cost and benefits based on risk-adjusted estimates for benefits and costs. Include passenger value of time, benefit cost ratio, net present value, and payback period at a minimum.
 - (l) The contractor shall summarize risk assessment activity and results. Include the overall risk ratings for each alternative or for the proposed investment program. Identify major risks and planned mitigation strategies for each alternative. Discuss the comparative risk assessment for the initial investment decision.
 - (m) The contractor shall identify the recommended alternative, if any, and summarize the rationale for the recommendation.
- p. Transition Services (Those services required to address impacts to operations due to relocation, deployment, and breakdown)
- 1. The contractor shall:
 - (a) Provide transition services associated with the consolidation or divestiture of DoD and/or DLA workload or uninterrupted operations. Assist the

government in planning, preparing, and implementing any transition or change services.

(b) Provide approved changes to government equipment, software, processes, and overall environment to support such consolidation or relocation.

(c) Consider economies of scale and other synergies between the acquired operations of DLA.

q. Asset Management Process Improvement.

1. The contractor shall:

(a) Develop an enterprise plan/process to ensure all IT assets are maintained and up to date daily. This process is to include but is not limited to creating, modifying, and marking appropriately for disposal of IT assets using the IT management database through DLA's enterprise asset management system. This enterprise process will need to work with the Data Center Services Asset Lifecycle Team and J64 Asset Management team to standardize all data center asset processes on how to add, modify and delete IT assets at an enterprise level.

(b) The contractor shall analyze and submit recommendations for improvements for the Data Center Services IT asset management list/database and associated processes. This includes providing process improvement recommendations, standardization of data, and documenting efficiencies needed for the overall betterment of the inventory data and records.

r. Asset Lifecycle Support

1. The contractor shall actively assist in documenting procedures to track IT assets from ordering, to delivery, to installation, to decommission and/or disposal to include:

(a) Track incoming physical assets into the DLA data centers and satellite locations.

(b) Assist with tracking new, changes, and/or decommissions of virtual assets in the DLA data centers and satellite locations.

(c) Track initial purchase and maintenance contracts for all IT assets.

(d) Track rack to rack movement and/or site to site movements

- (e) Track IT assets for decommission and physical removal from all data center/satellite sites.
- (f) Provide IT asset support documentation for submission into Enterprise Business System (EBS).
- (g) Maintain a list of equipment marked for decommission from each site prior to being sent to Defense Reutilization Marketing Office (DRMO).

C.4.6 TASK AREA 6 – Cybersecurity Support Services

DLA relies on information systems to carry out its mission and business functions in a global setting. These systems are susceptible to exploitation through targeted attacks, natural disasters, and human and system errors. Compromise of any information system could jeopardize logistical operations and endanger other organizations and national interests. To combat these threats, the Department of Defense utilizes cybersecurity as its first line of defense.

Cybersecurity is the collection of tools, policies, security concepts and safeguards, guidelines, training, and best practices, used to protect the cyber environment, and organizational assets. These assets include connected computing devices, applications, services, telecommunications systems, and the transmitted or stored information in the cyber environment. Cybersecurity strives to ensure the confidentiality, integrity, or availability of such information.

a. Cybersecurity Support

The contractor is responsible for performing preventative and analytical activities aimed at enhancing the overall Cybersecurity posture of DLA networks, information systems, and applications. The contractor shall provide full Cybersecurity support for the range of solutions and services as stated below, which are necessary to meet the requirements of this contract and individual Task Orders as related to DLA's Cybersecurity. The contractor shall ensure compliance with Federal, DOD and DLA information technology and security requirements, policies, procedures, and standards as applicable. Cybersecurity support will include:

- Cybersecurity Risk Management Framework (RMF) Services
- Cybersecurity Policy Services
- Cybersecurity Plan of Action and Milestones (POA&M) Services
- Cybersecurity Workforce Management
- FISMA Tracking and Reporting

All solutions and services must meet DLA policies, standards, and procedures as identified by individual Task Orders (e.g., enterprise architecture, cybersecurity, and personnel, physical and system security). All contractors supporting Cybersecurity Tasks are required to be certified in accordance with the specific Cybersecurity certification

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identified by the individual Task Order PWS. The contractor shall provide support for the following Cybersecurity Support solutions and services Subtasks:

1. Cybersecurity RMF Services

(a) The contractor shall:

(1) Provide Cybersecurity program support to assist DLA in ensuring compliance with DOD and DLA Cybersecurity policy and perform the daily activities required for successful RMF program completion.

- RMF Process Support
- RMF Analysis Support
- RMF Coordination Support
- RMF Security Documentation Support

2. Cybersecurity Support Services

(a) The contractor shall:

(1) Provide technical support in the review, analysis and development of cybersecurity processes, policy, doctrine, directives, regulations, and implementation of instructions for DLA.

- Cybersecurity Policy Process Support
- Cybersecurity Policy Analysis Support
- Cybersecurity Policy Coordination Support
- Cybersecurity Policy Documentation Support

3. Cybersecurity POA&M and AORA Services

(a) The contractor shall:

(1) Monitor and track the status of all Plans of Action & Milestones (POA&M) weaknesses through to a resolution for DLA and requests for Authorizing Official Risk Acceptance (AORA).

- POA&M and AORA Process Support
- POA&M and AORA Analysis Support
- POA&M and AORA Coordination Support
- POA&M and AORA Documentation Support

4. Cybersecurity Workforce Management

(a) The contractor shall:

(1) Provide Cybersecurity Workforce program support to assist DLA in ensuring compliance with DOD and DLA policies to include the DoD Manual 8140.03 Cyberspace Workforce Qualification and Management Program or superseding guidance while performing the daily activities required for successful Cybersecurity Workforce program completion.

- Cybersecurity Workforce Training Process Support
- Cybersecurity Workforce Training Analysis Support
- Cybersecurity Workforce Training Coordination Support
- Cybersecurity Workforce Documentation Support

5. FISMA Tracking and Reporting

(a) The contractor shall:

(1) Responsible for validating, compiling, tracking, and reporting information in the Federal, DOD or DLA approved Federal Information Security Management Act (FISMA) tracking tool.

- FISMA Process Support
- FISMA Analysis Support
- FISMA Coordination Support
- FISMA Documentation Support

b. Cybersecurity Technology Assessment

The contractor is responsible for performing preventative and analytical activities aimed at enhancing the overall Cybersecurity posture of DLA networks, information systems, and applications. The contractor shall provide full Cybersecurity support for the range of solutions and services as specified in respective Subtask as stated below, which are necessary to meet the requirements of this contract and individual Task Orders as related to DLA's Cybersecurity. The contractor shall ensure compliance with Federal, DOD and DLA information technology and security requirements, policies, procedures, and standards as applicable.

All solutions and services must meet DLA policies, standards, and procedures as identified by individual Task Orders (e.g., enterprise architecture, cybersecurity, etc.). The contractor shall provide support for the following Cybersecurity Support solutions and services Subtasks:

1. Enterprise Architecture Support and Compliance

- (a) The contractor shall provide Enterprise Architecture Support and Compliance to assist DLA in ensuring compliance with DOD and DLA Cybersecurity policy and perform the daily activities required for successful Cybersecurity Architecture.

- (1) Document the current “as-is” DLA Cybersecurity Architecture.
- (2) Develop and revise DODAF models
- (3) Deliver Implementation Plan for Target Cybersecurity Architecture
- (4) Provide Architectural Development Support to current (programs in sustainment) and emerging DLA Programs

2. Cybersecurity Engineering Support

- (a) The contractor shall provide systems engineering and engineering support as identified in individual tasks. This effort may include, but not be limited to:

- (1) Developing network models
- (2) Participating in modifications and improvements to existing Cybersecurity products.
- (3) Support for Cybersecurity Scanners (Assured Compliance Assessment Solution (ACAS) as well as Proxy Analysis)
- (4) Supporting and engineering Cybersecurity solutions for the upgrade of programs to conform to Federal, DOD, or DLA initiatives such as Defense-in-Depth (DID) and DODIN Joint Information Environment (JIE).
- (5) Providing advice during technical reviews and selection, development, and testing of Cybersecurity components.
- (6) Providing technical support in assessing the function, security vulnerability, usefulness, and potential applications of current and future technology, available from commercial, Government, or other sources.

3. Cybersecurity General Support

- (a) The contractor shall provide general Cybersecurity engineering capabilities and services per individual tasks. General support includes:

- (1) Quality Assurance Support
- (2) Program Reviews Support
- (3) Centralized administrative, clerical, and related support and documentation for application work order tickets.
- (4) Progress/status reporting Support

c. Cybersecurity Assessment Program (CAP)

The objectives of this task are to improve the cybersecurity posture of all DLA activities and to enforce compliance with OMB, DOD, DLA, and other applicable cybersecurity policies. The Government requires certified, highly knowledgeable, and skilled personnel with proper security clearances in performing cybersecurity assessments to meet these objectives.

The contractor shall provide Cybersecurity Compliance Review (CCR) Support. DLA's Cybersecurity Compliance Reviews (CCR) consists of several types of assessments:

1. The contractor shall:

- (a) Provide Cybersecurity Vulnerability Assessment (CVA) Support - The CVA identifies, quantifies, prioritizes, and suggests the best method for eliminating or mitigating the vulnerabilities that exist in systems and enclaves. Moreover, it points out which systems are noncompliant with DOD and DLA security policies.
 - (1) The contractor shall perform a CVA on individual segments of DLA's network or may be tasked to focus on a particular compliance area across the DLA Enterprise at the direction of the appointed government representative.
 - (2) In cases where STIGs, SRGs and DOD policy is absent such as with emerging technologies, the contractor will provide review based on vendor and current industry best practice.
 - (3) The contractor will document non-compliance and assist DLA Network and System Administrators with identifying a course of action for remediation.
 - (4) The contractor will develop and document repeatable processes for performing each type of assessment to be compiled into a DLA CVA Standard Operating Procedures (SOP). The contractor will identify lessons learned and generate after action reports as required for the CAP.

- (b) Provide Command Cyber Readiness Inspections (CCRI) Support - CCRI inspections utilize the DoD Security Technical Implementation Guides (STIGs), checklists, Joint Forces Headquarters (JFHQ) Department of Defense Information Network (DODIN) Orders, and USCYBERCOM CCRI contributing factors as the evaluation criteria to validate compliance with DOD Cybersecurity policy, best practices, and configuration requirements. DLA performs two types of CCRI: staff assistance (SA), and formal. The same methodology is used for both types of CCRI. The contractor shall:
 - (1) Assist DLA in its CCRI efforts by developing and/or updating the DLA CCRI methodology that defines the approach, actions and appropriate responses used in conducting an inspection.
 - (2) Participate in SA CCRI by performing the review of each area of validation with the assistance of appointed network and system administrators.
 - (3) Participate in formal CCRI by assisting with preparation through pre-inspection review and assisting required POCs with identifying data and documentation that will need to be prepared to allow for a smooth inspection.
- (c) Penetration Testing Support - DLA employs Penetration testing to evaluate the security of a computer system, web application or network by simulating an attack from either outside or inside DLA's network boundary. The contractor shall:
 - (1) Assist DLA in its compliance assessment efforts by developing and/or updating the Penetration Testing methodology that defines the approach, actions and appropriate responses used in conducting a test.
 - (2) Participate in Penetration testing, as directed by the appointed government representative. Testing done outside DLA's network boundary will be accomplished from a safe, secure facility under the contractor's control.
 - (3) Develop scoping documents and Rules of Engagement (ROE), participate in preparation calls, generate daily updates during each exercise and provide a formal report of findings at the conclusion of each exercise.
- (d) Cybersecurity Assessment Tool Identification and Selection - The contractor shall identify CCR software tools and assist in the development of software tool requirements and selection criteria to include the

development of product specific STIGs from applicable DISA Security Requirement Guide (SRG) if needed. The contractor shall:

- (1) Test each newly selected tool, ensuring that each tool meets its objective; that it is safe for use; and that it will not adversely affect DLA operations.
- (2) Provide a safe and secure testing environment to assess all tools to be utilized.
- (3) Maintain the tool set and keep it current. Testing results and purpose shall be thoroughly documented and provided to the appointed government representative prior to use.

d. Cybersecurity Support for the Enterprise

1. Overall Cybersecurity Support

- (a) The contractor shall review, coordinate, and recommend Cybersecurity standards and protocols for cost effective application in accordance with the Department of Defense's (DOD) Defense in Depth (DID) strategies and supporting documentation as specified in the individual task orders.
- (b) The contractor shall ensure compliance with Federal, DOD and DLA information technology and security requirements, policies, procedures, and standards as applicable.

2. Process Execution

- (a) The contractor shall provide Cybersecurity program support to DLA to ensure compliance with DOD and DLA Cybersecurity policy.
- (b) Contractor personnel performing under this subtask will have extensive knowledge of the Risk Management Framework (RMF).
- (c) In addition, to support DLA's Federal Information Security Management Act (FISMA) reporting requirements, contractor program and project management personnel will possess an in-depth knowledge of NIST 800-37 Risk Management Framework (RMF), and NIST Special Publication 800-53, Recommended Security Controls for Federal Information Systems and Organizations.

3. Process Support - The contractor shall provide support to include, but not be limited to:

- (a) Support DLA in the implementation of the RMF
 - (b) Recommend processes in accordance with the RMF
 - (c) Participate in the process' activities
 - (d) Document the results of those activities
 - (e) Track the expiration of all Authorization Decisions and the submission of RMF packages throughout the system's development lifecycle.
 - (f) Track incomplete RMF packages and completed authorizations (Authorization to Operate (ATO), ATO w/Conditions, and Interim Authorization to Test (IATT) through the HQ DLA review and approval process until signed by the Authorizing Official (AO).
 - (g) Maintain status tracking and vulnerability information in the DLA approved status tracking tools.
4. Analysis Support - The contractor shall perform analyses to validate established security requirements and to recommend additional security requirements. This will include, but not be limited to:
- (a) Analyze the RMF package, assess the adequacy of the required protective measures, assess residual risk, and provide support to DLA to determine the readiness of the system for Authorization.
 - (b) For detected vulnerabilities that could preclude management, operational, or technical controls to include human procedures, software configuration parameters, recommend system changes, or combinations thereof to mitigate the risk associated with the vulnerability.
 - (c) Perform technical reviews of documented security certification results normally submitted in the RMF format to assess their completeness and identify system vulnerabilities and weaknesses.
 - (d) Perform security reviews and verify and validate implementation of security controls based on the security control baseline.
 - (e) Verify compliance with NIST Special Publication 800-37 (RMF) and DLA policy requirements.
 - (f) Analyze vulnerability scans and Security Readiness Review (SRR) results, STIG compliance and deficiencies of all forms identified during internal and external Cybersecurity reviews. Contractor support personnel shall ensure that deficiencies and vulnerabilities are included in a Plan of

Action and Milestones (POA&M) and are tracked until the Government has implemented adequate mitigation measures.

5. Coordination Support - As directed, the contractor will assist the Government to:

- (a) Coordinate with or participate in meetings, with other Federal, DOD, and private/ industry organizations in support of the RMF efforts for the Programs under their purview.

6. Security Documentation Support - The contractor will:

- (a) Document RMF packages, and provide accreditation recommendations that are supported by the identified vulnerabilities, weaknesses, and status of packages
- (b) As required, develop inputs for the update of policy, guides, handbooks, and training material on the RMF process, operating procedures, and best practices
- (c) Support DLA in its compliance assessment efforts by developing, implementing, and operating the Cybersecurity Control Validation compliance assessment program. The evidence gathered and archived during these Cybersecurity assessments will be analyzed against the security findings detailed in the target system's RMF package to determine the level of adequateness with which the developed RMF packages are authored.

7. Information Technology Integration - The contractor may be required to:

- (a) Provide technical support in developing and integrating Cybersecurity Tools solutions, incorporating emerging technologies.
- (b) Provide technical support in demonstrating technology, prepare and give briefings, and provide copies of the briefings
- (c) Produce technical reports describing the demonstrations. Information technology security is dynamically changing; therefore, an incremental strategy to securing DLA's Net Centric Environment is required.

8. General Support - The contractor shall provide general Cybersecurity engineering capabilities and services per individual task orders. General support includes:

- (a) Participating in Integrated Product Teams (IPTs), working group meetings, design reviews, specific project meetings, other meetings

- (b) Providing minutes of meetings
 - (c) Providing recommendations
 - (d) Responding to action items
 - (e) Reviewing documents and providing comments
 - (f) Providing informal consultation
 - (g) Providing briefings at meetings or to specific audiences
 - (h) Supporting other regular program activities
9. Cybersecurity Policy Support - This task provides technical support with government approval in the review, analysis and development of Cybersecurity processes, policy, doctrine, directives, regulations, and implementation of instructions for the DLA enterprise.
- (a) The contractor shall provide technical expertise for government consideration for the review, consolidation, and development of policy in accordance with DOD and DLA requirements.
 - (b) The contractor shall provide technical support to DLA and assess DOD and DLA information technology policies, standards, guidelines, or procedures to ensure compliance with DOD Directives, to include collecting, consolidating, and providing documentation input to taskings from other DOD entities.
10. Information System Security Manager (ISSM) Contractor Duties
- (a) Provide oversight of all appointed Information System Security Officers (ISSOs) and other ISSMs under the contractor's purview ensuring they follow established Cybersecurity policies and procedures to include meeting all access requirements
 - (b) Develop and maintain a Cybersecurity Program, subject to Government approval, for the applicable business area or information system that identifies the Cybersecurity architecture, requirements, objectives, and policies.
 - (c) Ensure that information ownership responsibilities are established for each information system under the contractor's purview to include accountability, access approvals, and special handling requirements.

- (d) In conjunction with the applicable program/system manager, ensure all corresponding RMF documentation is maintained in a repository to include any dates and/or modifications to all relevant documented artifacts Support.
- (e) Support the program/system manager in implementing the DLA RMF process for information systems under your purview.
- (f) Act as a primary Cybersecurity technical advisor to the contractor's respective enterprise Program Manager/System Manager and formally notify the Authorizing Official of any changes impacting any information system's Cybersecurity posture under your purview.
- (g) Ensure that continuous Cybersecurity compliance monitoring is conducted to include periodic reviews of the results of any such monitoring activities for all information systems under your purview.
- (h) Ensure the DLA Computer Emergency Response Team (CERT) is immediately notified of any anomalous or suspicious event that may be a suspected computer incident using the required DLA incident reporting format.
- (i) For applications or enclaves within the contractor's purview, ensure all supporting Cybersecurity/Information Technology (IT) personnel (e.g., ISSM, and system/network/database administrators, etc.) are made aware of Information Assurance Vulnerability Management (IAVM) weekly alerts, bulletins, and advisories that impact the security posture of the information systems.
- (j) Monitor implementation of security guidance and direct appropriate action to resolve identified deficiencies.
- (k) Serve as a member of the Configuration Management board or delegate this responsibility to an appropriate ISSO. Ensure that Configuration Management (CM) procedures are developed and implemented in accordance with DOD and DLA policies.
- (l) Ensure audit trails and system logs are reviewed periodically (e.g., as required) and audit records are archived and maintained for future reference in compliance with DOD and DLA policies and practices.
- (m) Ensure vulnerability scans, utilizing approved DOD and DLA tools, are conducted, and assessed on at least a monthly basis for all information systems under your purview. Ensure that monthly vulnerability scan results are stored and archived.

- (n) Analyze identified Cybersecurity strategies and report concerning the best approach or practice for all information systems under your purview.
 - (o) Evaluate and report concerning development efforts to ensure that baseline security safeguards are appropriately implemented.
 - (p) Act as needed to ensure that acceptable products meet Common Criteria requirements as stated in DODI 8500.2 and NIST Special Publications 800-37 and 800-53.
- e. Cyber Security Service Provider (CSSP) Threat Detection and Incident Response Support
The contractor shall provide 24x7 cybersecurity monitoring for threat detection and incident response in support of DLA CERT's mission as the Cybersecurity Service Provider (CSSP) for DLA. In addition to passive monitoring of detection tools, active analysis through Threat Hunting is required to ensure proactive efforts are made to discover malicious activity and threats to DLA's environment. This support is required for all DLA devices and data, to include those hosted within DLA, by another department or Agency and by a commercial entity. Devices, networks, and data of all classifications require support.:

1. Threat Detection and Analysis

- (a) The contractor shall perform 24x7 monitoring of DLA cybersecurity tools focusing on DLA's Security Event Information Management (SEIM) system for signs of malware, compromise, insider threat or non-compliant activity. Upon suspected detection of any form of infection or compromise incident response actions will be initiated as outlined in DLA CERT Standard Operating Procedures
- (b) The contractor will correlate data from multiple sources to include host and network-based IDS/IPS, available event log and packet capture data, data pulled by forensics tools, government and open-source intelligence, and data from custom tools.
- (c) The contractor will examine each of these data sources independently in search of threats to the DLA network, systems, and applications as well as in conjunction for data correlation
- (d) The contractor will analyze this data for anomalies that may indicate malicious activity within DLA or activity in the wild that may impact DLA

- (e) The contractor will assess the scope of suspected or confirmed cyber incidents and take immediate action to prevent the spread of the activity and to restore affected DLA systems and data.
- (f) All actions in the detection, containment, eradication and restoral of DLA systems and data will be thoroughly documented in accordance with established DLA SOPs.
- (g) The contractor shall follow established Tactics, Techniques and Procedures (TTPs) in responding to a cyber incident.
- (h) If a weakness in the established TTPs or SOPs is identified during an incident the contractor shall create an After-Action Report.
- (i) The After-Action Report shall identify strengths and weaknesses in the processes as they relate to the affected incident as well as an action plan for mitigating weaknesses in the process.
- (j) After-Action Reports will be performed in accordance with current CSSP Evaluator's Scoring Metrics requirements.
- (k) The contractor will monitor and enforce incident handling/response and overall cybersecurity practices and procedures of CSSP subscribers in accordance with DLA and DoD policies and procedures.
- (l) The contractor will ensure DLA maintains compliance with reporting timeframes within the CJCSM 6510.01B or any superseding document as well as following DLA requirements in the notifications and reporting of cyber incidents affecting DLA to include notification to:
 - (1) DLA CERT
 - (2) DLA Program Managers (PMs) and Information Systems Security Managers (ISSMs)
 - (3) USCYBERCOM or appointed CSSP Tier I representative
 - (4) Other CSSP Tier II entities across the DoD
 - (5) Law Enforcement
 - (6) Other affected stakeholders as required by established SOPs or agreements.

- (m) The contractor will develop countermeasures such as custom SEIM and IDS rules/signatures to strengthen DLA's ability to prevent and detect attacks against DLA assets and data
- (n) Creation and implementation of countermeasures shall be thoroughly documented in accordance with DLA SOPs.

2. Incident Handling

- (a) The contractor shall maintain an initial triage and response process for cyber incidents. This should include a method of incident prioritization and the development of a course of action.
 - (1) Triage is to include basic malware analysis to determine indicators of compromise and confirm infection.
 - (2) Final analysis of all events must include root cause analysis.
 - (3) During the handling of an incident the contractor shall thoroughly document each action taken in an operations log accessible to all DLA CERT personnel to ensure continuity of operations for each incident.
- (b) The contractor shall ensure proper reporting to law enforcement and intelligence groups in the event of incidents involving classified data spillages, incidents involving cleared defense contractors or where suspected criminal activity has occurred in accordance with DOD and DLA SOPs, TTPs and policy.
- (c) The contractor will work with DLA ISSMs and PMs to identify operational or technical impact of an incident as well as the criticality of the system/data affected by the incident. The contractor shall ensure forensically sound acquisition and preservation of incident data. Data can be volatile, persistent, or environmental as applicable. This includes enforcing the maintenance of chain of custody documentation
- (d) The contractor will support DLA Applications/Programs incident response process through:
 - (1) Coordination of countermeasure deployment
 - (2) Maintaining incident escalation procedures
 - (3) Maintaining points of contact for each Application/Program

- (4) Participating in annual Incident Response Tabletop exercises as requested
- (5) Providing threat intelligence tailored to the Application/Program.
- (e) The contractor shall follow established DLA Procedures to identify and develop Lessons Learned as appropriate.
- (f) The contractor shall develop and distribute countermeasures and course of action tailored to specific DLA Applications/Programs for all DLA incidents.
- (g) The contractor shall assist DLA Cyber Security staff in defending DLA assets from unauthorized and malicious activity.
- (h) The contractor shall provide knowledge and expertise from contractor personnel to DLA field sites and DLA CERT personnel to enhance incident handling operations
- (i) The contractor shall ensure actions are performed and reporting made within time requirements set forth by DoD and DLA regulations and Standard Operating Procedures (SOPs), including but not limited to:
 - (1) Continuous review of and response to IDS alerts.
 - (2) Creation, updating, modification, mitigation and closing of all Incident Reports.
 - (3) Providing awareness to stakeholders of changes to DLA's Incident Handling procedures, Cyber Defense protective measures and emerging threats
 - (4) Reporting to USCYBERCOM and/or appointed CSSP Tier I representative
 - (5) DLA CERT Incident report to Applications and Programs

3. Threat Hunting

- (a) The contractor shall provide recommendations for hunting targets within DLA's Area of Responsibility (AoR) based on potential threats identified in Intelligence Agency reporting and/or Open-Source Intelligence (OSINT)

- (b) The contractor will use tools defined in Threat Hunting SOPs and TTPs to engage in Threat Hunting exercises at the direction of DLA CERT leadership. During threat hunting exercises the contractor will identify potential detection signatures to assist in identifying threats to DLA's environment and implement them. Rules of Engagement will be created and followed, and all contract employees assigned to perform threat hunting will stay within scope for all threat hunting exercises
- (c) The contractor will make recommendations on improvements to tools and recommend any new tools necessary to the performance of threat hunting
- (d) All actions taken while performing a threat hunting exercise will be fully documented following guidelines provided in the Threat Hunting SOP, Cyber Security Compliance and Reporting Support, Cyber Security Service Provider Program Audit Support.
- (e) The contractor will assist DLA staff in preparation of CSSP evaluations and compliance with established CSSP ESM requirements
 - (1) The contractor will support DLA CERTs annual CSSP self-assessment effort as well as other inspections and audits as applicable
 - (2) The contractor shall coordinate obtaining and compiling information for CSSP metrics
 - (3) The contractor shall perform continuous review of DLA Cyber Security SOPs and TTPs looking for areas of improvement and ensuring they remain compliant with DoD policies
 - (4) The contractor shall update DLA Cyber Security SOPs and TTPs as required
 - (5) The contractor shall provide updates to DLA CERT and DLA Cyber Security management on status of CSSP preparations
- (f) The contractor shall prepare training materials to assist in the transition of procedures and policies for Incident Handling and Analysis to government system administrators, information assurance personnel and incident response teams. Training materials shall usually be in the format of a presentation and/or briefing format that covers policy, procedures, and guidelines. The contractor will conduct training in a classroom setting or remotely using video teleconference.

4. Fly-Away Incident Response

(a) A “Fly Away” Team must be designated of no less than 5 members to provide On-Site Incident Response capabilities specifically for cybersecurity incidents. In addition to Incident Response the Fly Away team will perform basic cybersecurity assessments. Some environments cannot be accessed for assessment, analysis, mitigation, containment, and eradication remotely. The Fly-Away team will be activated on an as-needed basis in support of various initiatives ranging from urgent situations pertaining to incident response, scheduled visits in support of operational readiness and preparation, as well as contingencies affecting a DLA site. The Fly-Away team will be led by a government appointed Fly-Away Team Lead. The Fly-Away team must be capable of activating within established time thresholds depending on the urgency of the situation:

- (1) Critical: Depart within 8hrs of notification
- (2) Urgent: Depart within 24hrs of notification
- (3) Important: Depart within 96hrs of notification
- (4) Routine: Depart as soon as possible

(b) Cybersecurity assessments under this subtask include but are not limited to basic penetration testing, vulnerability scanning, and STIG compliance. These assessments are intended to be preventative measures for systems that may be targets of cybersecurity attacks. These assessments will be performed when identified as needed and directed by the CERT Incident Response branch chief. DLA CERT estimates up to 4 assessments per year may be required.

(c) This team will be required to maintain a software and hardware Fly-Away kit that is portable and capable of performing all functions to assess, analyze and mitigate a cybersecurity incident locally. These capabilities include but are not limited to:

- (1) Malware analysis/removal
- (2) Log Review
- (3) Forensic Analysis
- (4) Investigation Documentation

- (5) System Isolation
- (6) Network Scanning
- (7) Vulnerability Scanning
- (8) Application Scanning
- (9) System restoration

(d) The Fly-Away team may be required to go on-site to locations both CONUS & OCONUS as needed and will need to maintain passports and any other required travel materials to successfully use required transportation.

C.4.7 TASK AREA 7– Program/Project Management Support

a. Task Order Project Management Support

Task Order (TO) Management: Applicable to each contractor performing a task order, regardless of which task area(s) is/are involved in the task order.

1. The contractor's Task Order Project Manager shall serve as a senior subject matter expert and shall have demonstrated leadership experience in a work environment of similar size and complexity of the Task Order.
2. The contractor's Task Order Project Manager shall coordinate work carried out under this contract with the Contracting Officer Representative (COR) and Contracting Officer on all contractual and business issues. The contractor's project management effort shall continue for the entire term of the contract.
3. The contractor's Task Order Project Manager shall provide the planning, direction, coordination, and control necessary for effective and efficient accomplishment of all requirements contained in the individual task order.
4. The contractor's Project Manager shall verify and validate the level of effort and deliverables for each task, on the monthly status report, and Project Plan.
5. The contractor's Project Manager shall prepare the Task Order Management Plan describing the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout the Task Order execution. The contractor shall provide a monthly status report monitoring the quality assurance.
6. The contractor's Project Manager shall provide the technical and functional activities at the Task Order Level needed for the Program Management of this

SOW. Include productivity and management methods such as Quality Assurance, Progress/status reporting, and Program Reviews at the Task Order level. Provide the centralized administrative, clerical, documentation, and related functions.

- (a) The contractor shall provide a monthly status report consisting of routine and special difficulties encountered under this SOW and a detailed listing of all work performed by task in electronic format and hardcopy. This Monthly Status Report (MSR) must be submitted in advance of any invoicing.
- (b) The contractor shall submit a monthly invoice of dollars billed per month by Contract Line-Item Number (CLIN).
- (c) Upon task order award, contractor shall be required to submit a Project plan to the COR. The contractor shall also be required to update the staffing plan that was submitted with the task order proposal on a quarterly basis.
- (d) The contractor shall provide a compliance tracking report quarterly which identifies that contractor employees are certified in accordance with DODM 8140.03 or superseding guidance.
- (e) Develop and maintain a Government Furnished Equipment (GFE) Report used to identify resource and equipment information. The Contractor shall submit the initial GFE Report within ten (10) business days after award. The Contractor shall update all employee changes and send an electronic copy of the updated report to the COR within ten (10) business day of onboarding/offboarding employees. The report will include, at a minimum, the following information:
 - (1) Employee name
 - (2) Contract number
 - (3) Company name (working for prime or subcontractor)
 - (4) Work site/specific location
 - (5) GFE assigned (make, model, serial number, asset numbers)
- (f) All documentation will be in the latest version of the Government-supplied Microsoft Office format unless another format is required and agreed to by the COR, the contractor, and Contracting Officer.

2. The Contractor's Project Manager shall provide Transition Support for a period of up to 30 days before the end of the task order in the event there is a follow-on task order, and the incumbent is not issued the follow-on task order award. The contractor shall:
 - (a) Provide a transition plan to include risks and costs associated with the transition of contractor support from the current incumbent to the new incumbent within 5 days of the notice of the need for a transition. The transition plan shall address impacts to operations due to relocation, deployment, and breakdown.
 - (b) Provide transition services associated with the consolidation or divestiture of DoD and/or DLA workload or uninterrupted operations.
 - (c) Assist DLA in planning, preparing, and implementing any transition or change services.
 - (d) Provide approved changes to DLA equipment, software, processes, and overall environment to support such consolidation or relocation.
 - (e) Consider economies of scale and other synergies between the acquired operations of DLA.
 - (f) Provide transition cost analysis, propose schedules, and document risks associated with such transition.
- b. Research and Development Program Management Support

This Task supports sound program management through Standard and Repeatable Process (SRP), which is a set of procedures and processes, including external process requirements in areas such as information technology, contracting, and budgets, that are required to effectively manage a DoD R&D program. In general, the SRP follows the guidelines established by the Defense Acquisition University (DAU) guidance for R&D program management, and the Project Management Institute's "Project Management Body of Knowledge." The support will build on previously developed, implemented, and maintained R&D SRP procedures and processes. Changes, if any, will be managed through a change control process that maintains traceability from the established baseline to the revised procedure or process. The contractor will support R&D portfolio participation in the DoD-wide ManTech Program led by the Joint Directors of Manufacturing Technology Programs (JDMTP), of which the DLA R&D Chief is a principal member, and DLA's participation in the Government-wide Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs.

This support will include:

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1. Working with DLA R&D personnel on the ongoing implementation and use of SRPs such as:
 - (a) Project documentation and approval
 - (b) Financial tracking
 - (c) Contract action tracking
2. Supporting the development and dissemination of outreach and communication materials related to the DLA R&D program.
3. R&D PMO Management Support – The contractor shall apply specialized knowledge of R&D management, DLA processes, and the Logistics R&D, MANTECH and SBIP programs to support analysis and related materials for the R&D Portfolio Management Office (PMO) including:
 - (a) Assist in the preparation of documents such as project charters, project technical and financial review plans, stakeholder updates, risk management documentation, transition plans, and briefings.
 - (b) Assist in the planning of technical and management meetings by reviewing respective stakeholder schedules for availability to reserve appropriate date, time on calendars and communicate to all; draft meeting agendas or related presentation materials; and draft meeting actions or minutes, distribute to attendees to record meeting outcome.
 - (c) Track the progress of open and planned contract actions listed in the Contract Action Tracking System (CATS) and consolidate program manager weekly updates in the Weekly Activity Summary (WAS) format
 - (d) Recommend operational improvements to R&D management and governance processes.
 - (e) Provide technical information to support analysis of R&D operational policy recommendations and operational processes. This tasking requires that the contractor shall have and maintain a high degree of understanding of state-of-the-art manufacturing technologies, technology transfer, and SBIR/STTR commercialization.
 - (f) Assist in developing and updating documents such as monthly obligation plans and processes that facilitate PMO situational awareness, and acquisition monitoring of status of funds on all contracts executed under PMO purview.

- (g) The contractor shall provide support by reviewing and documenting the actual cost, schedule, and performance of DLA-funded projects managed by the Military Departments and other non-DLA organizations to support the PMO monitoring of actual program management performance against goals.

4. R&D Strategic Communication and Outreach

- (a) Assist with the dissemination of technical R&D information, to include R&D project scientific and technical reports to the DLA stakeholders which include J3 (Logistics Operations), J6 (Information Technology), J7 (Acquisition), J8 (Finance), and all DLA Major Subordinate Commands (MSCs).
- (b) Support DLA R&D Program Managers with outreach activities including technical project reviews, In Process Reviews (IPRs), and knowledge sharing events, to include JDMTP monthly meetings and semiannual R&D program office meetings, briefings, and Defense Manufacturing Conference (DMC) presentations of DLA Supply Chain participation and results from DLA R&D efforts.

5. Management Process Assessment and Improvement

- (a) Review R&D project formulation and execution operations, how the PMO manages its organization, mission, and functions, and propose process improvements to the overall operation of the R&D office, to include documentation of processes in Standard Operating Procedures (SOPs), and other process documentation such as related Process Flow charts and data dictionaries.
- (b) Propose management approaches to improve efficiency and effectiveness of the R&D Program's overall budget and performance metrics.
- (c) Assist in the development of program management tools such as technology roadmap formats for DLA R&D Lines of Effort and programs, as required.
- (d) Assist in developing and maintaining performance reporting for completed projects by compiling the Program Managers' post-completion assessments.

6. R&D Contracting Process Subject Matter Expert and Administrative Support

- (a) Support maintaining an inventory of current open contract actions, such as: (Broad Agency Announcements (BAAs), Contracts, and Other Transaction Agreements (OTAs) and relevant opening and closing dates (for BAAs), period of performance for Contracts and OTAs, and respective obligation ceilings.
- (b) Support Pre-Contract actions and identify process changes or opportunities to improve processes, such as further use of R&D's Knowledge Management (KM) Portal SharePoint site.
- (c) Assist the PMO providing guidance to the PMs by drafting "best practices" and lessons learned on the contracting process
- (d) Support documenting the materials required (SOW, IGCE, etc.) to efficiently process a contract action through internal contracting (DCSO-P, DCSO-R) or external organizations (WHS, DTIC).
- (e) Assist monitoring the Contract Action Tracking System (CATS) to maintain data currency and accuracy, identify opportunities to improve CATS in monitoring and supporting the PMOs contract monitoring process
- (f) Assist linking CATS data to other relevant PMO/KM Portal functions e.g., Roadmaps

7. Financial Business Process Support

- (a) Assist in developing and maintaining SOPs and other process documentation such as related Process Flow charts and data dictionaries for DLA's R&D Planning, Programming, Budgeting, and Executing (PPB&E) Processes.
- (b) Assist in developing SRP for the PPB&E activities that will maximize use of information from DLA Information Operations (J6) systems (Systems, Applications, and Products (SAP), SharePoint Online, Microsoft® Office 365, Microsoft Teams, Enterprise Business System (EBS), eProcurement, and Robotic Process Automation (RPA) for financial transactions in EBS and eProcurement) and the internal DLA supporting processes (e.g., Outbound Military Interdepartmental Purchase Requests (MIPR), Audit Sustainment through (Response Center Tool), Records Management through internal J68 SRP, and DLA's use of the Documented Automated Content Services-Records Management (DACS-RM) site), as required.

- (c) Identify and evaluate technical approaches and tools such as databases and spreadsheets that facilitate integration among the various financial data capture and reporting information systems (EBS, Procurement Integrated Enterprise Environment (PIEE) suite (includes Wide Area Work Flow (WAWF), Invoice Receipt Acceptance and Property Transfer (IRAPT), Intra-Governmental Payment and Collection (IPAC)), and Defense Agencies' (e.g., Defense Finance Accounting Service (DFAS), Defense Contract Management Agency (DCMA) systems) to provide better visibility, reporting and management of the R&D financial resources. Working with DLA internal (e.g., J6 and J8) and external (e.g., DFAS, DCMA) organizations, the contractor shall support obtaining and implementing the required capabilities.
 - (d) Assist modifying inputs to and reporting of data from DoD information systems to support DLA R&D finance and acquisition processes. Contractor-developed financial processes shall organize input data to minimize duplicative entry and enable integrated reporting of financial information.
 - (e) Obtain specialized training and appropriate security clearances required to maintain proficiency and access to DoD Information Systems including PIEE/WAWF/IRAPT, IPAC, and DLA EBS and eProcurement.
- 8. Financial Process Execution and Reporting - The contractor shall assist in the preparation of the financial reports and documentation on control and management of formulation, execution, and analysis of the budget and funding requirements.
 - (a) Develop and update Financial Management briefing materials based on templates, data and guidance provided by DLA R&D; and summarize funding requests from R&D stakeholders related to budgeting and financial information, maintain this documentation for record of budget planning and execution transactions.
 - (b) Utilize budget execution data to assist in submitting responses to financial related data calls (e.g., National Science Foundation, OUSD(C) Mid-Year).
 - (c) Assist DLA R&D maintaining planning and budget execution data (e.g., obligations and expenditures), and analyzing actual execution against the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) budget execution benchmarks.
 - (d) Assist by reconciling R&D technical performing contractors' invoices using DoD Information Systems (e.g., PIEE/WAWF/IRAPT,

IPAC) and support the identification of outstanding invoice items (e.g., develop lists) for RPA to obtain the evidential matter to clear payables in EBS.

- (e) Utilize DLA Information Systems (SAP), SharePoint Online/Office 365, including MS Teams and the DLA Enterprise Business System (EBS), including the eProcurement module, RPA for financial transactions, and internal DLA supporting processes to provide budgeting/funding support (e.g., Funds Reservation, MIPR, Direct Funds Citation Letter (DFCL), and analysis of financial execution data).
- (f) Obtain specialized training and meet security requirements to maintain proficiency and access to DoD information systems (e.g., WAWF/IRAPT, EBS)

9. R&D Audit Sustainment and Records Management (RM) Support

- (a) Monitor and report needed modifications for all Standard Operating Procedure (SOP) documentation related to the R&D Program's planning and financial execution processes, or to comply with changed or new audit readiness requirements. This documentation shall be stored on both the R&D program's KM Portal on SharePoint Online (SPO)/Microsoft Office 365/MS Teams, and the Agency's Audit Sustainment (RC Tool) or Records Management site, DACS-RM, as required.
- (b) Collects evidential matter (EM) related to audit requests in support of the Government Lead, Funds Holder, and Resource Manager who draft response to audit requests for upload into the Response Center (RC) Tool; and upload the responses to the R&D KM Portal Audit/Reporting library.
- (c) The DLA RM Policy requires the R&D Office to use DACS-RM system to comply with DLAI 5015.01, DTM 1513, and DLAM 5015.01 Volume 1 and 2. The RM policy requires specific R&D related documents to be filed, indexed, and archived.
- (d) Collect, assemble, index, scan and electronically file documents covered by the Records Management Policy, including moving those records from the R&D KM Portal (MS Office 365 site) to DACS-RM.
- (e) R&D Knowledge Management Portal Sustainment Support for the PMO with continuing use of the KM Portal SharePoint site to manage and collaborate on RDT&E financial execution activities.

10. R&D Financial Process Integration and Maintenance - Current R&D processes include use of an R&D Knowledge Management (KM) Portal for funds management. The KM Portal is a Microsoft SharePoint collaboration site hosted in the DLA Enterprise Infrastructure (Microsoft SharePoint Online (SPO)) Office 365 cloud environment.

- (a) Assist with identifying opportunities to integrate financial processes across the Financial Management function to minimize manual data entries on the existing R&D KM Portal.
- (b) Assist with refining existing financial reports and implementation of new reports to support greater visibility, transparency, and availability of financial and program information.

11. KM Portal Performance Monitoring - Provide ongoing KM Portal Tool monitoring, improvement, and support to sustain the overall capability. The contractor shall monitor the KM Portal for issues affecting functionality and day-to-day use, and submit report of issues, recommended changes, and the priority of fixes and improvements over the period of performance to the COR.

- (a) Assist with maintaining R&D KM portal technical functionality on the SharePoint Online/Office 365 site and SharePoint Online (SPO).
- (b) Assist with post-transition following future SPO migration efforts and document any problems identified that impact the KM portal operations.
- (c) Assist by completing the documentation required for KM Portal Issue Submissions and submitting a request to the DLA Service Portal, DISA Global Service Desk or approved process for the J6 SharePoint Online Administrator to take action to correct site issues (e.g., errors with site landing page, lists, workflow, libraries and content, or user access).

c. Research And Development (R&D) Technical Program Manager Support

The J68 R&D Technical program is executed through contracts with external organizations including industry, universities and other Government organizations and managed by a Government Program Manager (GPM). The Technical programs include Acquisition Modernization Technology Research, Logistics Technology Research (formerly Weapons Systems Sustainment), Supply Chain Management, Energy Readiness, Strategic Distribution and Disposition, Additive Manufacturing, Advanced Microcircuit Emulation, Battery Network, Defense Logistics Information Research, Military Unique Sustainment Technology, Castings (Procurement Readiness Optimization Advanced Casting Technology), Forgings (Procurement Readiness

Optimization Forging Advanced Technology), Subsistence Network, and the Emergent Manufacturing Technologies. In addition, J68 R&D executes the Small Business Innovative Research (SBIR), Small Business Technology Transfer (STTR) programs, and the Rapid Innovation Fund (RIF).

Contractor personnel supporting this task must be familiar with DLA's supply chains and the technology/engineering concepts associated with those supply chains. Secondly, the personnel should have experience in R&D program management and related financial, contract management.

This task is not directly associated with the information technology systems used by DLA in daily operations because R&D technical projects' focus is to identify emerging technologies, to investigate the suitability of these technologies to DLA internal operations or the Defense Industrial Base, and to mature the technologies to achieve a low-risk implementation. Completed projects are transitioned into production to be managed and funded by the sponsor of the technology development, generally one of the functional directorates (e.g., procurement or technical/quality) or industrial sectors supporting DLA managed items (e.g., castings or electronics).

The contractor may be required to:

1. Assist the GPM with developing program and financial execution documentation.
2. Assist the GPM with developing program and financial execution exhibits, related advocacy materials (i.e., presentations).
3. Assist with preparing draft program plans, presentations, and budget documents for DLA R&D programs. These plans will be drafted per directions from the COR and the COR will review all recommendations for government approval.
4. Assist the GPM with gathering requirements from DLA stakeholders and capture and communicate stakeholder needs to the R&D Program office throughout the program execution cycles.
5. Assist the GPM with strategic assessments of current and emerging of technologies that have high potential pay back if matured and transitioned into DLA operations or industrial base.
6. Prepare reports that summarize activities, accomplishments and plans of DLA R&D programs.
7. Assist in the preparation of Business Case Analyses (BCA) to support decisions about proposed technological innovations and process improvements. The BCAs

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must follow Government (OMB) policies, and recognized industry practices. Document BCA findings and results.

8. Prepare and document recommendations of alternative approaches to executing any Congressionally directed funds added to the DLA R&D program annually.
9. Assist with organizing and facilitating meetings or workshops and working group sessions with industry, academia, and/or other Government agencies. These meetings and workshops may:
 - (a) Facilitate the prompt identification of emerging logistical or industrial base problems and identify potential solutions.
 - (b) May conduct In-Progress Reviews (IPRs) of technical projects.
 - (c) Compile information presented during each meeting/workshop and produce a report summarizing the meeting and any action items identified during the meeting.
 - (d) Use the established DLA financial management systems, R&D Knowledge Management Portal (KM Portal), Enterprise Business System (EBS) and eProcurement to accomplish budgeting/funding support.

C.4.8 TASK AREA 8 – Enterprise Support Services

The contractor shall provide professional and technical support to the Program Executive Office (PEO) Support Offices, which include the PEO, the Chief of Staff, the Acquisition Support Office (ASO), and the Business Support Office (BSO). The contractor shall also provide enterprise support services to other areas of DLA Information Operations, as required. This support may include the following areas:

- Provides subject matter expertise to government personnel on policies, processes and procedures.
- a. Prepare, revise, and/or update required program lifecycle products and documents, subject to Government direction, review, and approval, including the coordination, review and archival of such documentation for current and emerging IT systems of all stages of acquisition.
 - b. Support strategic direction and initiatives for the PEO, Chief of Staff (CoS), ASO, and/or BSO, including development and recommendations of dynamic key business elements such as:
 1. Technology enhancements

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2. Program organization and communications, functions, staffing
 3. Program schedule updates
 4. Recommend enhancements to risk management, testing, deployment, and training.
- c. Develop overarching marketing/public relations plans and assist in the development of program marketing and educational products, as required.
 - d. Provide advisory and technical support to the Acquisition Support Office Director in preparing for all levels of acquisition and other reviews required.
 - e. Provide subject matter expertise to the Acquisition Support Office Director on all acquisition directives, instructions, and DLA Manuals. This subject matter expertise will extend to support of reporting to various DLA, DOD, and Federal entities.
 - f. Provide support in the preparation of and maintenance of schedules, including activities, constraints, durations, etc. to carry each effort to completion.
 - g. Provide support with scheduling and coordinating meetings, working groups, integrated program teams, taking notes, recording meeting minutes, and coordinating with facilities management to secure rooms.
 - h. Support the reporting and maintenance of the OSD DOD IT Portfolio Repository (DITPR) requirements to the DLA IT Investment Portfolio.
 - i. Support requirements gathering, analysis and implementation of data input forms and reports for various functions supporting the DLA PEO, CoS, ASO, and BSO Directors.
 - j. The contractor shall support and maintain various SharePoint, MS Teams, and other online tools utilized by the PEO, CoS, ASO and BSO, including but not limited to the Travel Tool, PowerPMR, and ASO CONnect,
 - k. Administrative Basic Level Functions - The contractor shall provide administrative basic level support on an as needed basis, to include but not limited to:
 1. Assist in preparing reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, presentation software, and/or web-based tools.
 2. Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards.
 3. Receive and process all requests for information on behalf of the Information Operations office.

4. Facilitate communication with staff and external agencies.
5. Maintain calendar and schedules key events (e.g., meetings, conferences, VTCs).
6. Ensure that all office correspondence is prepared in the proper format and in accordance with staffing procedures.
7. Provide special event coordination and support, as requested.
8. Attend meetings to provide expertise and record minutes.

C.4.9 TASK AREA 9 – Technical Support

a. Technology Evaluation Support

The contractor shall provide research, advisory, coordination, and facilitation support to the Chief Technology Officer (CTO) in the following areas:

1. Provide access to technology market expertise to provide background information on new trends, emerging technologies, and contractor capabilities; evaluate technologies and prototypes and provide recommendations on technologies to introduce to DLA based on maturity, cost and alignment to DLA transformation goals and Strategic Plan.
2. Research IT products proposed for integration into the DLA Enterprise Capability Request process, including compliance with the approved enterprise architecture, capability overlap with already approved products, and the availability of alternative products.
3. Provide advisory support to:
 - (a) Develop and align internal IT strategic plans, technology roadmaps, operational plans, and timelines for new IT and sustainment of current IT systems in DLA.
 - (b) Ensure systems design changes in architecture are appropriate, aligned to DOD/DLA strategic perspectives, and enhance and support IT transformation initiatives in DLA.
4. Assist CTO in framing problems, conducting studies, and recommending concepts, platforms, and solutions to support cost effective on-going and transformation efforts. Develop Business Case Analyses as required.
5. Coordinate, facilitate, plan, and take meeting minutes and notes of CTO meetings, including technology leadership councils and meetings with the J6 Enterprise

Support Areas and Major Subordinate Commands, meetings with DOD partners and strategic IT contractors, and annual strategic contractor roundtable events.

b. Robotic Process Automation (RPA) Support Services

1. The contractor shall:

- (a) Implement and document the Robotic Process Automation (RPA) tool to achieve resource efficiencies in some of the customer facing Sustainment Activities and internal processes for development, test, and deployment.
 - (1) The contractor shall use tracking tools which are used to receive, prioritize, and track Production Service Requests from users and maintain Configuration Control and Status reporting for 'ready to deploy' changes to the production application and status accounting of the production environment.
 - (2) The contractor shall use the RPA tool which will allow the contractor to script manual process inputs in selected tracking tools as well as the manual steps external to the selected tools as part of the normal workflow.
- (b) Implement the RPA tool selected by the Government to make required adjustments to how the contractors document and execute their contracted tasks.
- (c) Develop criteria for determining relative value of RPA candidates; recommend selection.
- (d) Identify internal PMO processes as candidates for RPA.
- (e) Create governance documents for RPA development and use. Document and report on products and services with potential use for DLA as it aligns with DLA's business and technology strategy.
- (f) Participate as directed in OSD and DLA RPA Working Groups and Communities of Practice.
- (g) Create Template for submission and scoring of RPA Candidates to include estimated ROI.
- (h) Develop, monitor, and report RPA Development and Usage Metrics (Attended vs Unattended)

- (i) Provide Project Charter Documentations (templates, checklist, models, and guidelines.
- (j) Provide RPA Return on Investment (ROI) metrics
- (k) Manage and document the required process changes.

c. Financial Budget and Cost Support

The contractor shall provide technical support to J6 in all aspects of the programming, planning, budgeting, and execution (PPBE) processes with the refinement and tracking of cost data and provision of cost analyses. The contractor shall provide support for the updating of financial program reports and support the Government lead with the preparation of presentations and staffing of costing documents and analysis. The contractor shall provide support for the following tasks:

1. Cost/Financial Management Support

- (a) The contractor shall support Budget Planning and Tracking, Cost Analysis, Risk Management, and Earned Value Management (EVM) processes and procedures to include, but not be limited to:
 - (1) Developing, recommending for Government approval, and, following approval, maintaining program and cost tracking methods for Defense Acquisition Executive Summary (DAES) reporting requirements.
 - (2) Identifying, developing, and recommending risk and cost mitigation strategies.
- (b) Provide support for the maintenance of key program budget/cost products including but not limited to:
 - Economic Analysis updates
 - Variance analyses
 - Affordability Assessments
 - Analysis of Alternatives
 - Data Reconciliation
 - Yearly Obligation Planning / Reporting
 - Earned Value Assessments
 - Periodic Reporting
 - Research Inconsistencies and provide mitigation alternatives
 - Acquisition Program Baseline
 - Program Budget Review (PBR), DLA and Corporate Program and Review Process (CPRP)

- Budget Estimate Submission (BES)
- Database (Requirement Tool) Support

2. Program Budget Review/IT PBR support

The contractor shall provide Program Budget Review (PBR) Support to include:

- (a) Preparing draft IT PBR Guidance
- (b) Exhibit Preparation and Execution to include completion of the IT-1 in SNAP-IT, the IT Capital Justifications – 9bs, the IT 300s, and the IT Overview
- (c) Supporting IT Strategy Meetings with the CIO or designee(s)
- (d) Maintaining the Financial Operations Information Technology (FOIT) database
- (e) Maintaining the source information for IT PBR briefing to the Director/Vice Director of DLA.
- (f) Creating Annual Operating Budget Backup spreadsheets for field activities
- (g) Validating end of year actuals for all IT funding
- (h) Provide support for the resolution of IT program funding issues.

3. Budget Execution Support

- (a) Provide budget and cost analysis support for all billing accounts related to J6 programs by communicating cost-related issues, concerns, and requests to required and appropriate entities.
- (b) Provide support for financial programming, tracking, and execution.
- (c) Track costs incurred against predictive models. Investigate deviations from the models and provide results for further investigation as needed.
- (d) Update, reconcile, and maintain budget, cost-related spreadsheets and reports and provide these to the Government.
- (e) Review, monitor, and track costs for estimating purposes and to ensure accuracy, analyze charges, and seek ways to reduce costs.
- (f) Seek resolutions and provide cost-related recommendations and reviews.

- (g) Participate in meetings, conference calls, and IPRs, as needed.
- (h) Support the Government Lead by providing financial reporting support used in monthly reports required by the Program Executive Office (J62).
- (i) Draft and route funding requests to the appropriate office.
- (j) Assist government personnel with analysis of trends, causes and probable impacts for related billing accounts.

d. Configuration Management Support

1. The contractor shall provide Configuration Management (CM) expertise and support in planning, documenting, implementing, executing, and monitoring CM processes and procedures for Configuration Identification, Configuration Status Accounting, Configuration Verification and Auditing, and Configuration Change Control.
2. The contractor shall provide support in gathering functional, technical, and interface requirements and ensure all requirement changes are included in final design documentation.
3. The contractor shall provide support in developing, implementing, and administering CM in accordance with DLA Enterprise CM process, Configuration Control Steering Group (CCSG), and Configuration Control Working Group (CCWG) framework, a significant component of the requirements gathering and development processes.
4. The contractor shall support maintaining overall configuration control of the project and its deliverables, work products, and configuration items.
5. The contractor shall provide change management consultation to DLA, as required to ensure control and record-keeping is maintained of transitions in infrastructure, organization, responsibilities, and products.
6. The contractor shall develop, recommend implementation for Government approval, maintain, and employ appropriate CM applications and tools to manage the system change control process, properly identify all requirements, track all changes to the requirements and provide system test status reports for the program.
7. The contractor shall coordinate CM inputs with Integrated Process Teams (IPTs), to explain any deviations from expectations, regarding capabilities delivered.
8. The contractor shall update CM databases and generate management reports and metrics.

9. The contractor shall support creation and maintenance of program CCWG charters and CM related procedures.
10. The contractor shall support the DLA Enterprise CM Plan, CCSG and program CCWG implementation actions and reporting requirements.
11. The contractor shall provide support in maintaining control and visibility of customer functional and technical requirements for the program.
12. The contractor shall support program information, system program reviews, system design reviews, system audits and system tests.

e. Systems Engineering Support

The contractor shall support the Systems Engineers and programs/projects in meeting the Defense Acquisition Guidebook's Systems Engineering Technical and Technical Management processes, to include, but not limited to, the following activities:

1. Stakeholder Requirements Management

The contractor shall:

- (a) Provide ongoing System Engineering (SE) expertise and support to the SE Working Integrated Product Teams (WIPTs) and/or other SE related meetings.
- (b) Provide Systems Engineers/Program Managers (PM) updates on System Integrator (SI) implementation progress, technical review entrance/exit criteria, CM assessment criteria and general SE matters as it supports the PM's decision-making process.
- (c) Assist in the requirements definition process to elicit inputs from relevant stakeholders and translate the inputs into technical requirements including performance parameter objectives and thresholds, affordability constraints, schedule constraints, and technical constraints.

2. Technical Planning

The contractor shall:

- (a) Create/maintain program System Engineering Plans (SEP), System Engineering Management Plan (SEMP), and other SE related documentation.

- (b) Assist in the planning of technical processes to develop, field, and sustain the system in compliance with the DOD 5000 Series guidance and other DOD regulations, and industry best practices.
- (c) Assist the Government in ensuring that SE processes are applied throughout the system's lifecycle.
- (d) Support process development/improvements and related documentation for SE processes.

3. Decision Analysis

The contractor shall:

- (a) Recommend, implement, and monitor SE processes, procedures, methods, and tools to ensure that decision analysis has identified, represented, and formally assessed the alternative options to select an optimum decision.

4. Technical Assessment

The contractor shall:

- (a) Perform periodic program/project technical assessments evaluating program status, technical progress, work product quality, and schedule and cost management.
- (b) Support Engineering Technical Review (e.g., System Requirements Review (SRR), Preliminary Design Review (PDR) and, Critical Design Review (CDR) Entrance and Exit criteria. Work with the Program Management Office (PMO) and SI to communicate expectations and successfully achieve Entrance and Exit criteria prior to each review.

5. Configuration Management related to the System Engineering process

The contractor shall:

- (a) Establish and control product attributes and the technical baseline across the total system lifecycle.
- (b) Identify, document, audit, and control the functional and physical characteristics of the system design; track any changes; provide an audit trail of program design decisions and design modifications.
- (c) Provide oversight review and support of Configuration Control Steering Group (CCSG) and Configuration Control Working Group (CCWG) activities and processes.

6. Technical Data Management

The contractor shall:

- (a) Assist the Government in ensuring that SE discipline is applied to the policies, procedures, and information technology to plan for, acquire, access, manage, protect, and use data of a technical nature to support the total lifecycle of the system.

7. Requirements Management

The contractor shall:

- (a) Review the definition, loading and approval of requirements by the Functional community and Program Office.
- (b) Monitor the System Integrator (SI) progress in implementing and ultimately validating the program requirements through the Testing phase.
- (c) Document all requirements changes and the rationale for those changes (via the configuration management process).
- (d) Account for the traceability of system requirements throughout the software development lifecycle and confirm at each technical review.

8. Requirements Analysis

The contractor shall:

- (a) Support the definition and refinement of system, subsystem, and lower-level functional and performance requirements and interfaces to facilitate the Architecture Design process.
- (b) Support the development of measurable and verifiable requirements.

9. Architecture Design

The contractor shall:

- (a) Assist the Government in ensuring that SE discipline is applied to the translation of the Stakeholder Requirements Definition and Requirements Analysis processes into alternative design solutions and the selection of a final solution.

10. Implementation

The contractor shall:

- (a) Assist the Government in ensuring that adequate testing and configuration control occurs during the implementation process (e.g., software coding).

11. Risk Management

The contractor shall:

- (a) Support the overarching risk process that includes identification, analysis, mitigation planning, mitigation plan implementation, and tracking.
- (b) Assist the Government in integrating risk management with systems engineering and program management processes.
- (c) Identify risk drivers, dependencies, and root causes, and perform consequence management.

12. Interface Management

The contractor shall:

- (a) Provide interface definition and compliance support among the elements that compose the system, as well as with other systems with which the system or system elements interoperate.
- (b) Provide support to document all internal and external interface requirements in accordance with the Configuration Management (CM) Plan and communicate these to all affected configuration items.

13. Integration

The contractor shall:

- (a) Assist the Government in ensuring that individually developed components (e.g., Reports, Interfaces, Conversions, Extensions, Forms, and Workflow (RICE-FW), RICE objects) are correctly tested, documented, and integrated into releases.

14. Verification

The contractor shall:

- (a) Provide support to confirm that adequate verification processes exist to ensure that the system element meets the design or build specifications as defined in the functional, allocated, and product baselines.
- (b) Assist the Government in ensuring that the following verification activities occur throughout the lifecycle, and are phase appropriate: verification planning, verification execution, and verification reporting.

15. Validation

The contractor shall:

- (a) Investigate and document that validation processes exist to confirm that the correct solution was selected to solve the stated problem.
- (b) Ensure that SE processes support user and functional community input and solution validation/acceptance.

16. Deployment

The contractor shall:

- (a) Assist the Government in deploying the solution to the end users. The contractor shall provide on-site support to install the solution and train the users.

f. Enterprise Architecture Support

Enterprise Architecture (EA) is an explicit description and documentation of the current (as-is) and desired (to-be) relationships among DLA business and management processes and the IT that supports those processes. It also includes a roadmap to migrate the agency from the current to the target Enterprise Architecture. Enterprise refers to DLA, recognizing that the agency exists within the larger Department of Defense (DOD) and Federal enterprises. The DLA EA includes all Agency mission areas, administrative functions, systems, and technical infrastructure, as well as external interfaces. The DLA EA is comprised of six components of architecture: 1) Business Architecture, 2) Information and Data Architecture, 3) Applications Architecture, 4) Infrastructure Architecture, 5) Cybersecurity Architecture, and 6) Technology Services Architecture. Each component will need to be defined to reflect DLA enterprise current and future architecture. The defined architecture will need to be documented in architectural products that comply with the DOD Framework (current version).

The contractor shall provide support for the following tasks:

- 1. Support DOD Business Enterprise Architecture (BEA) compliance requirements.

2. Support the continued development and sustainment of DLA's Enterprise Architecture.
 - (a) Support or provide training and advise the Agency users on Enterprise Architecture, the DOD Architecture Framework (DODAF) and, the Enterprise Architecture tools and repository in accordance with architecture development guidance.
 - (b) Support Enterprise Architecture modeling, to include Data Architecture models, and other documentation development. This may involve travel to locales where the business experts are located and holding sessions with those experts to capture their knowledge in the architecture models.
 - (c) Provide Program Support Services for overall investment / requirements management efforts within the context of Enterprise Architecture.
 - (d) Support efforts related to resolving technical issues encountered with architecture development tools and repositories, and documentation of those changes.
 - (e) Provide assessment of the DLA Enterprise Architecture relative to the Enterprise Architecture Maturity Models and adjust to improve maturity.
 - (f) Interact with the DLA End-to-End Process owners and other business units in DLA J6 Enterprise Services Areas, as well as remote sites to capture current business processes and technical/infrastructure architecture to ensure they are compliant with the latest version of the BEA and document the current or as-is DLA enterprise architecture
 - (g) Analyze various DOD and DLA IT strategies, objectives, requirements, and current technology trends and provide recommendations for developing a five-year target/desired end state for the DLA Enterprise Architecture.
 - (h) Develop and maintain a roadmap/transition plan for DLA to migrate from the as-is architecture to the target/desired end state for the DLA Enterprise Architecture developed in paragraph g. above.
 - (i) For both the as-is and the target/desired end state for the DLA Enterprise Architecture, develop architectural products and document the products in the DLA architecture repository. The architectural product shall be consistent with the current version of the DOD Architecture Framework and DLA architecture development guidance.
 - (j) Facilitate the management of various Enterprise Architecture working groups and boards.

- (k) Provide support in the assessment of programs and their architectural products to verify their compliance with the DLA Enterprise Architecture and the DOD BEA.
- (l) Provide support in the development of various architecture models required for maintaining Audit Readiness.

g. Enterprise Data Strategy Support

The contractor shall provide support for the following tasks:

1. Support the Development of Enterprise Data Strategies
 - (a) Analyze various approaches on data strategy and provide recommendations for DLA approval on the most appropriate strategy to implement at the enterprise level.
 - (b) Support the development of a prioritized list of actionable objectives and tasks and include them in an integrated Enterprise Data Strategy Plan of Action and Milestones (POA&M) for DLA approval. Ensure that the Enterprise Data Strategy POA&M is consistent with industry methods and practices and DLA guidelines.
 - (c) Upon DLA approval of the POA&M, coordinate with action office to monitor progress and identify and assist in resolving issues which arise during the implementation process.
2. Support the Development of Enterprise Data Strategy Implementation Plans.
 - (a) Propose an Enterprise Data Strategy Implementation Plan for DLA approval.
 - (b) Upon approval of the plan, implement a methodology for collecting, capturing, storing, and presenting those data artifacts identified as critical for management oversight by the data stewardship organization. Focus will be on:
 - (1) Proposing actions consistent with the DLA Enterprise Data Strategy intended to promote and institutionalize best data management practices throughout the Agency.
 - (2) Recommending metadata management structure, based on engineering concepts, industry standards, procedures, and best practices that are needed to comply with DLA and DOD requirements.

- (3) Collecting and integrating data elements and associated metadata used within DLA.
 - (4) Developing, recommending, and implementing procedures for populating and managing a data / metadata repository.
 - (5) Developing, recommending, and implementing mechanisms for data artifact browsing and retrieval as required to support DLA and DOD data management and data usage policies and procedures, to include development and implementation of the Net-centric Enterprise Services standards and capabilities, and the DOD Metadata Repository capability.
 - (6) Identifying enhancements to life-cycle documentation and recommending changes to organizational roles and responsibilities to enable data governance and accomplish compliance monitoring.
 - (7) Proposing communications activities designed to increase awareness of and adherence to data management goals, policies, and procedures.
 - (c) This data strategy implementation effort shall be carried out in collaboration with members of the DLA stewardship organization and is likely to require liaison and collaboration with Government and other contractor personnel who manage various DLA programs, systems, and applications and oversee DLA policy development and implementation.
3. Support the DLA data stewardship working groups.
- (a) Provide administrative support by facilitating the activities for working groups, scheduling meetings, developing agendas for approval, collecting and distributing materials for presentations, and capturing and publishing minutes and action items.
 - (b) Provide recommendations for periodic status briefings to senior managers and other interested parties.
 - (c) Collaborate with members of the working group or other interested parties as required to enable effective and efficient operations.
4. Provide advice and guidance to resolve problems to meet performance and financial objectives.
- h. Test and Documentation Support

The Contractor shall support Test and Evaluation of programs/projects in accordance with the Defense Acquisition Guidebook's Testing and Evaluation Technical and Technical Management processes, to include but not limited to the following activities:

1. Testing and Evaluation Master Plan (TEMP) – The TEMP documents the overall structure and objectives of the Test and Evaluation (T&E) program required to demonstrate the Defense Business System (DBS) has met its design and performance requirements. The contractor shall provide support to include, but not be limited to:
 - (a) Revising and updating the TEMP in accordance with DOD 5000.2-R, as required and subject to Government approval.
 - (b) Ensure that the TEMP is synchronized with all other relevant program acquisition documents, when necessary, in support of specific program milestones.
 - (c) Ensure that the TEMP is updated using the most relevant, current, and accurate information obtained from field organizations, integrated product teams, and DLA staff as well as industry standard practices, procedures, and requirements.
2. Integrated Product Team (IPT) – IPTs are composed of representatives from appropriate functional disciplines working together to build successful programs, identify and resolve issues, and make sound and timely recommendations to facilitate decision making. Working Level Integrated Product Team (WIPT) - are working level teams of representatives from all appropriate functional disciplines. The contractor shall provide support to include, but not be limited to:
 - (a) Supporting and providing technical support to assigned IPT and WIPT meeting and discussions as necessary.
 - (b) Provide support in the development and production of material for presentation to the Testing WIPT and other internal and external oversight organizations (e.g., Supply Chain Integration Group, Transformation Executive Board Integrated Product Team, and Overarching Integrated Product Team).
3. Developmental Test and Evaluation (DT&E) Support - The contractor shall provide support to include, but not be limited to:
 - (a) Provide support to the Testing Team during the conduct of the Developmental Test and Evaluation (DT&E) execution phases for all DBS

- (b) Develop crosswalk plans, scripts, and test results to ensure compliance with regulatory requirements, acquisition memorandum requirements, the TEMP and the Operational Requirements Document/Capability Development Document (ORD/CDD)
 - (c) Provide a compliance matrix that documents test results with EBS program and acquisition program requirements
 - (d) Monitor test events to ensure results will achieve EBS testing objectives and ORD/CDD and Milestone requirements
 - (e) Work closely with Joint Interoperability Test Command (JITC) assessors to ensure EBS releases achieve required interoperability approvals and certifications as appropriate
 - (f) Maintain traceability of requirements (e.g., Reports, Interfaces, Conversions, Extensions, Forms, and Workflow (RICE-FW), RICE objects) with DT&E test conditions and test cases
 - (g) Produce reports throughout DT&E phases for all EBS releases that reflect the status of Traceability audits and analyses
 - (h) Maintain configuration control of documents and test results in a database
 - (i) Provide consultant services to enable the early identification and solution of problems and provide recommendations to improve the testing process
 - (j) Provide analyses of discrepancies found during testing and provide recommendations for resolution
 - (k) Provide support to the PMO by producing the draft DT&E report for each release and with preparation materials for the Test Readiness Reviews (TRR) at the start of each DT&E phase.
4. Operational Readiness Testing Support - The contractor shall provide support to include, but not be limited to:
- (a) Provide support to the Test Team during the conduct of the Operational Test Readiness Reviews (OTRR) phase
 - (b) Perform reviews to ensure the system complies with regulatory requirements and the approved TEMP requirements and produce reports as necessary

- (c) Provide support in the development of artifacts that document the readiness of the system to proceed to the next test event
 - (d) Provide support to identify problems and recommend solutions as required
- 5. Operational Test & Evaluation (OT&E) Support – The contractor shall provide support to include, but not be limited to:
 - (a) Draft, maintain, provide input to, and update technical documentation such as Information Support Plans (ISP), Program Protection Plans (PPP), Capability Development Document (CDD), System Engineering Plans (SEP), Capability Protection Document (CPD)
 - (b) Provide support during preparation and conduct phases of all Operational Test and Evaluation (OT&E) events for each release as scheduled
 - (c) Produce a report of lessons learned from previous Operational Assessment or OT&E events in preparation for the next OT&E event
 - (d) Participate in OT&E planning activities with the Testing Team and JITC and produce minutes for each event
 - (e) Support working closely with JITC prior to and during OT&E events to help clarify operational requirements, identify issues / problems, and recommend solutions as required
 - (f) Support OT&E activities at each of the designated DBS test sites (e.g., DLA Headquarters, DLA Land and Maritime, DLA Troop Support, DLA Aviation, DLA Distribution, DFAS, and DISA)
 - (g) Support the maintenance of the OT&E documentation (e.g., plans, scripts, Measures of Performance (MOP's) and test results) and track each iteration against baseline documents and TEMP/ORD/CDD requirements and ensure consistency with regulatory and milestone requirements, using the Requirements Traceability Matrix
 - (h) Provide an OT&E monitor report including analyses of problems / issues and recommended solutions
 - (i) Maintain configuration control of documents and test results in the EBS Workbench
 - (j) Prepare a Lessons Learned Report for use in preparation for the next OT&E Event

i. Information Technology (IT) Process Management

1. IT Process Management – Definition

- (a) The contractor shall provide support for developing J6 process management framework documentation that defines the strategy, structure, and purpose of J6 process management within the J6 organization and includes elements such as all J6 process/service relationships, compliance needs, roles, definitions, measures, reporting, sustainment, and governance.
- (b) The contractor shall manage and maintain J6 process and service alignment to Federal/Department of Defense (DoD)/DLA policy requirements via a law, regulation, and policy (LRP) Matrix. This includes reviewing, validating, and updating the LRP, and the IT Control Matrix data sources as needed throughout the period of performance.
- (c) The contractor shall develop templates for supporting process documentation, to include J6 internal procedures, training, and job aids.
- (d) The contractor shall provide support to all Enterprise Service Areas (ESAs) for J6 process and service development and sustainment.
- (e) The contractor shall define and manage the J6 Process Inventory process with definitions and clear identification of J6 process owners, including conceptual architecture depiction.
- (f) The contractor, upon direction by the government, shall assist with articulating and defining the key process, service relationships and dependencies with J6 and non-J6 parties. The government will provide business rules for how these defined service relationships and dependencies will be managed.
- (g) The contractor, upon direction by the government, shall define and manage controls processes and services within J6.
- (h) The contractor shall develop concept of operations for J6 process management working groups to manage J6 processes and services across the J6 enterprise to measure performance and manage J6 process and service inventory.
- (i) The contractor shall implement and maintain the "IT Process Inventory" and "IT Service Inventory" capability in the DLA designated artifact and document repository (Microsoft (MS) SharePoint) to manage all documentation for J6 processes and services; to include an organizational view and metrics/performance for each J6 process/service.

- (j) The contractor shall develop processes and training presentations for J6 using the DLA templates.
- (k) The contractor shall facilitate J6 process management working groups through development of monthly briefings on progress/actions for J6 process management capability, including minutes for all working group meetings and posting artifacts to the DLA designated artifact and document repository.
- (l) The contractor shall develop monthly status briefings to J61 on J6 process management performance, highlighting risks and accomplishments.
- (m) The contractor shall support the development of a J6 process and service integrated catalog for customer and stakeholder viewing in the DLA designated artifact and document repository (Microsoft SharePoint); to include process and service page views.

2. IT Process Management – Measurement

- (a) The contractor shall assist in defining and managing J6 process and service alignment with best practice frameworks (i.e., Defense Enterprise Service Management Framework (DESMF), Information Technology Infrastructure Library (ITIL) Capability Maturity Model Integration (CMMI), Control Objectives for Information and Related Technology (COBIT), Federal Information System Controls Audit Manual (FISCAM) controls).
- (b) The contractor shall recommend metrics and key performance indicators (KPI) for J6 processes and services.
- (c) The contractor shall develop and, subject to Government approval, provide guidance to all ESAs for metric development and reporting.
- (d) The contractor shall recommend best practices/benchmarks to ESAs to incorporate into J6 processes/services.
- (e) The contractor shall develop a standard operating procedure to measure J6 process compliancy, facilitate and coordinate process with ESAs, and report compliancy with laws, regulations, and policies.
- (f) The contractor shall manage and maintain key process internal controls inventory and testing status for J6 processes.
- (g) The contractor shall develop, recommend, and following approval implement IT requirements for the automation of IT Process

Management-related tools and procedures to be made available via the DLA designated artifact and document repository (Microsoft SharePoint) including:

- (1) IT Service Inventory
 - (2) IT Service maturity questionnaire and rating capability
 - (3) Internal control compliance assessments
 - (4) Dashboard reporting of maturity scores, and internal control compliance
 - (5) Performance metric identification, and measurement input capability for each service by organization
 - (6) Dashboard reporting of performance measurements and relationship to maturity scores.
- (h) The contractor shall manage J6 annual operating plan performance with ESAs and develop capability for status view in the DLA designated artifact and document repository (MS SharePoint).
- (i) The contractor shall complete compliance reviews for a specific J6 ESA process within the period of performance of the task order.
- (j) The Contractor shall develop plans, processes, and measurement methods, to ensure effective change management, communications, quality control, governance support, and audit readiness. Customer success plans and processes shall help ensure customers achieve the outcomes desired while facilitating the deployment of capabilities and services.

3. IT Process Management – Improvement

- (a) The contractor shall manage and maintain J6 process improvement standard operating procedures, templates, examples, checklists, tools, and policies.
- (b) The contractor shall provide guidance, subject to Government approval, to all ESAs for structured (Define, Measure, Analyze, Improve and Control (DMAIC)/Rapid Improvement Event (RIE)) and unstructured (Just Do It (JDI)) process improvement projects/events.

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- (c) The contractor, upon government direction, shall revise the J6 Continuous Process Improvement (CPI) Deployment Plan, DLA Manual (5309.02) and IT Process Improvement Standard Operating Procedure.
- (d) The contractor shall schedule, facilitate, and manage a J6 Executive Planning Session to identify and gain approval for J6 Enterprise process improvement projects/events.
- (e) The contractor shall manage all J6 projects and resources in the DLA J5 process improvement repository which includes ensuring the required documentation and deliverables are completed at an acceptable level of quality; Powersteering is the tool solution.
- (f) The contractor shall deliver process improvement training to the J6 workforce. Training events include Awareness (two-day events), Champion/Project Sponsor (one-day event), Green Belt (five-day event), Black Belt (five-week event).
- (g) The contractor shall provide mentoring and project coaching to J6 process improvement facilitators for J6 process improvement projects.
- (h) The contractor shall assist the government staff with continuous process improvement projects in the following manner: reviewing CPI forms for completeness; assisting CPI candidates with meeting coordination and communications; providing subject matter expertise relating to CPI; helping CPI candidates stay on track for project completion; and assisting CPI candidates with obtaining data for project deliverables such as SIPOC (Supplier, Input, Process, Output, Customer) process flow charts.
- (i) The contractor shall identify, support, and manage benefits for non-Lean Six Sigma (LSS) structured initiatives.
- (j) The contractor shall prepare and conduct value stream mapping and analysis as required to support process improvement projects and events.
- (k) The contractor shall manage and track process improvement savings and benefits for J6.
- (l) The contractor shall develop monthly status briefings to J61 for status on J6 process improvement activities, including projects, resources, benefits, and training.
- (m) The contractor shall support the process for DLA CPI certification requirements for J6 employees.

j. IT Audit Readiness Management

1. The contractor shall maintain the Technical Infrastructure Architecture (TIA) systems database. The contractor shall provide quarterly change reports reflecting changes in the information and ad hoc reports based on specific inquiries. The contractor shall manage the TIA tools in accordance with DOD and DLA information policies.
2. The contractor shall provide support for the Risks and Controls Management Program (RCM). The RCM (also known as the Management Internal Control program) is a program that prepares a Statement of Assurance (SOA) of the J6 Chief Information Officer/Director, Information Operations (J6). The SOA represents the agency's informed judgment as to the overall adequacy and effectiveness of internal control with the agency. The contractor's task may include:
 - (a) Preparing the initiation and overview material for dissemination to J6 Enterprise Service Areas (ESA) and annual compliance testing.
 - (b) Prepare templates for use by the ESA to describe and define their critical control activities.
 - (c) Maintain a schedule of testing performed by the ESAs to validate their internal controls.
 - (d) Consolidate all test results and feedback into the appropriate documentation for the SOA, which include Internal Controls Over Financial Systems (ICOFS).
 - (e) Support the development of the SOA/ICOFS submission and supporting materials in accordance with DLA requirements.
3. The contractor shall manage and maintain the J6 Risk Management profile, which includes both Enterprise-wide and specific risks focused on organizational or operational areas. The contractor's task may include:
 - (a) Collecting and reporting to DLA management the current risks with risk mitigation POAMs.
 - (b) Developing and delivering supporting briefings that define the J6 Risk Management profile.
 - (c) Providing risk mitigation recommendations for J6 risks.
4. The contractor shall prepare and deliver audit readiness and sustainment training material relevant to DLA Audit Readiness.

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5. The contractor shall review, update, and maintain the DLA IT Audit Readiness Communication Plan and deliver methods to enable DLA to effectively communicate system audit readiness requirements, schedule, and approach across the DLA enterprise and with customers.
6. The contractor shall coordinate and support the management of all DLA system related corrective action plans.
7. The contractor shall manage and update DLA System Assertion Work Products in alignment with OSD Financial Improvement Audit Readiness (FIAR) Guidance.
8. The contractor shall evaluate the System PMOs' audit readiness preparedness using the OSD FIAR Guidance and applicable DLA targeted assertion dates monthly and provide DLA a synopsis as to the status.
9. The contractor shall review and update "Other" DLA Systems and Micro Applications, as defined by OSD FIAR, to determine criticality against DLA and customer assertion requirements.
10. The contractor shall provide pre-implementation assessments of system upgrades for systems or micro applications.
11. The contractor shall support the identification and transition of DLA information sources supporting audit readiness and the sustainment of the audit environment.
12. The contractor shall develop, recommend, and following approval, maintain the J6 Audit Readiness Plan which outlines all activities with owner and or executor relevant to J6 preparing itself for DLA's Annual Financial Statement Audits.
13. The contractor shall support DLA's Access, Monitoring, and Verification (AMV) activities that include Segregation of Duties (SoD) business rules and Enterprise Process Documentation (EPD) analysis. This support shall help ensure completeness, identification of potential risk, and alignment with DLA Audit Readiness efforts.
14. The contractor shall provide support and guidance, subject to Government approval, to J6 audit readiness and system personnel for audit engagements, which may include SSAE16 independent audits. This support shall include reviewing requirements and providing DLA with recommended solutions with risk considerations.
15. The contractor shall identify the scope of controls applicable to J6's annual system compliance testing in accordance with Office of Management & Budget (OMB) Circular A-123, and DLA's automated control requirements which include business process controls and interfaces. This support shall include the discovery,

scheduling and testing of controls identified as in scope and may include both system-level and Entity-wide controls.

16. The contractor shall assist in reviewing and updating MOUs related to audit readiness and follow the DLA Audit Readiness Guidance.
17. The contractor shall review the DISA (infrastructure) provided controls, report whether controls are in-place and operating effectively and identify omitted controls that should be added to the DISA MOU. In addition, the contractor shall support the development of the DLA/DISA Audit Readiness MOU utilizing the approved DLA MOU template to ensure responsibilities between stakeholders are accurately described and the agreement contains the proper audit readiness language.
18. The contractor shall support the development and sustainment of system management assertion packages by ensuring all updates are timely and accurate, coordinate approval within DLA, and confirm documents are loaded to the OSD(C) FIAR website utilizing the FIAR Tool.

C.4.10 TASK AREA 10 – Cloud Hosting Services

- a. The contractor shall provide Cloud Hosting Services to support the full lifecycle for the range of solutions and services supporting DLA's Business, Operations and Logistics System, including meeting all Federal, DoD, and DLA Security Laws, Rules, Policies, Guidance, and Instructions.
- b. The contractor shall provide the capability to integrate cloud environments with DLA enterprise services, to include, but not limited to DLA's Enterprise Cybersecurity Security Tools and Utilities, DLA's Management Tools and Utilities and DLA's Support Tools and Utilities.
- c. The contractor shall provide the capability to secure and enable enhanced cyber defenses throughout the Open System Interconnection (OSI) Model layers with improved capabilities including continuous monitoring and auditing, automated threat identification, resiliency against persistent adversary threat, and an operating environment that meets or exceeds DoD information security requirements.
- d. The contractor shall provide the capability to meet or exceed the DoD Secure Cloud Computing Architecture (SCCA) Functional Requirements Document (FRD).
- e. The contractor shall provide the capability to meet or exceed the Cloud Computing Security Requirements Guide (SRG).
- f. The contractor shall meet the appropriate FedRAMP and DoD Provisional Authorization requirements based on the appropriate data impact level (i.e., IL2, IL4, IL5, IL6).
- g. The contractor shall provide the government access to the required FedRAMP Artifacts at the time of Task Order Award.

- h. The contractor shall ensure the CSSP has been engaged and CSSP services will be provided by a certified DoD provider.
- i. For Services that are charged by usage, the Contractor shall provide full disclosure of the costs at a minimum interval of monthly for all Cloud Services broken out by Service, rate by unit, unit of measure, and actual usage.

C.4.11 TASK AREA 11 – Data and Information Governance Analytics Services

The Chief Data and Analytics Officer's (CDAO) primary goal is to derive value from data. Recognizing and managing data as a DLA strategic asset is foundational to accomplishing this goal. More specifically, understanding data in support of the overall DLA Enterprise Strategy, its corresponding business goals, and leveraging (e.g., analyzing) that data in new and innovative ways. These essential goals require the CDAO to set policy and develop data frameworks/guidelines, while giving the mission business lines the flexibility to analyze and visualize data in ways that meet their specific needs. The contractor shall provide technical support to the Office of the Chief Data and Analytics Officer (J6D). Specific domain expertise/knowledge areas include but are not limited to Enterprise Data Management (EDM), Data Governance, Freedom of Information Act (FOIA), Privacy, Records and Information Management (RIM), Artificial Intelligence (AI), and Machine Learning (ML). The contractor shall:

- a. Provide administrative support to the CDAO Strategists with the development and maintenance of CDAO strategic documentation, policies, procedures, and processes.
 - 1. Coordinate and facilitate working groups through development
 - 2. Promote workforce acceptance and understanding of strategic documentation developed by the Office of the CDAO Strategists.
 - 3. Support government personnel during scheduled government-led training sessions on use of strategy, policy, procedures, and processes
- b. Provide assistance with development and management of the CDAO organizational change management (OCM)
 - 1. Develop Enterprise Data Management communications plan
 - 2. Provide assistance with organizational change management procedures and processes
 - 3. Develop organization-wide work products
 - 4. Coordinate and assist with execution of communications plan

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- c. Provide assistance with data management education and training
- d. Provide assistance with development and delivery of education and training materials – topics to include though not limited to, data as a strategic asset, data management overview, data steward training, importance of data governance
- e. Coordinate and facilitate the CDAO data sharing requests from ADVANA and external DoD/Federal Agencies and DLA customers
 - 1. Provide administrative assistance to CDAO Strategists with the development and maintenance of policies, procedures, and processes
 - 2. Track data sharing requests in tracking tool
 - 3. Support tracking tool development
 - 4. Provide workflow management support
 - 5. Provide customer support for requests – respond to status requests and questions
 - 6. Provide assistance coordinating, facilitating, and gathering DLA data for data sharing requests
 - 7. Provide assistance with preparing data sharing packaging for customer delivery
- f. Internal Enterprise Data Management (EDM) Governance
 - 1. Provide coordination, facilitation, and management of CDAO data governance and update DLA's data governance plan
 - (a) Develop and maintain governance charters
 - (b) Provide assistance with EDM governance operations management (i.e., establishing data governance groups, data governance coordinate action items among Data Governance (DG) groups, implement governance processes, facilitate meetings and provide notes)
 - (c) Provide assistance with business use case development to enhance the proposed EDM governance framework
 - (d) Provide assistance facilitating workgroups and meetings by walking through use cases against the proposed EDM framework
 - (e) Provide assistance identifying DLA staff with assigned EDM responsibilities
- g. External Data Governance (DoD level)

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1. Provide administrative assistance which includes coordinating, recording, and documenting events and data in support of DLA in external Data Governance groups
 2. Coordinate DLA's feedback and decisions
 3. Provide assistance implementing external standards and procedures
 4. Coordinate working groups with other Agencies
- h. Provide assistance with Metadata management and business glossary
1. Support determination of DLA critical data elements and critical data element determination criteria
 2. Support data catalog development and maintenance
 3. Support authoritative data source (ADS)/data lineage initiatives
 4. Support coordination of business glossary & metadata initiatives
 5. Support creation of business glossary and metadata processes / standards
 6. Support data dictionary development
- i. Provide assistance with establishment of a data quality program
1. Support conducting a data quality pilot project (the pilot project will foster a data quality strategy, data profiling, data quality assessment and data cleansing.
 2. Support with development of data quality strategy (data quality analysis and creation of the data quality strategy to include a sequence plan)
- j. Provide support with data lifecycle management
1. Provide assistance standing up a DLA data catalog by collecting and managing data from shared data assets (data assets shared between multiple organizations within DLA and outside of DLA).
 2. Provide assistance ensuring data requirements practices support lifecycle data management
 3. Provide assistance with identification of critical data
 4. Provide assistance designating authoritative data sources

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5. Provide assistance determining and assigning data owners (stewardship) for enterprise data assets
6. Provide assistance with data maintenance (quality)
- k. Provide assistance with development of DLA target data architecture
 1. Determine DLA data domains (e.g., researching and identifying the collection of values that a data element may contain.)
 2. Develop DoDAF reference models, conceptual data model (DOV-1), logical data model (DIV-2)
 3. Provide assistance aligning existing data stores to data domains – systems of record by domain identified for target architecture
- l. Provide assistance with executing DLA's Artificial Intelligence and Machine Learning mission
 1. Gather requirements and model documentation
 2. Organize meetings and provide technical support as needed
- m. Provide assistance improving supply chain management and distribution logistics operations
 1. Support the Analytics Center of Excellence (ACE) to develop timely and effective logistics policies
 2. Provide assistance developing and maintaining specified data measurement and reporting functionalities
 3. Identify and build the business cases for business reengineering opportunities
 4. Provide qualitative analytical methodology and strategic planning support
 5. Provides Quantitative analytical methodology and strategic planning support
- n. Provide expertise and experience with automated system while executing administrative tasks involved with the DLA Freedom of Information Act (FOIA) and Privacy Act mission's intake process.
 1. Receive and interpret incoming requests, recommend processing action, and draft response letters and other FOIA/Privacy Act correspondence for government review and approval.

2. Communicate and initiate negotiations with requestors
3. Coordinate searches for responsive documents
4. Prepare records for release and duplicate materials as necessary
5. Provide technical reports and recommendations for process improvement

C.4.12 TASK AREA 12: Modernization of Application Hosting Environments

The Contractor shall:

- a. Provide Project Management Office (PMO) Sustainment Support
 1. The Contractor shall provide sustainment support of all related service management processes. The contractor shall support the modernization of application hosting environments with Project Management, Change Management, and Incident Management tasks. The contractor shall identify application and infrastructure hosting improvement opportunities to transform DLA Enterprise capabilities with minimum interruption to the DLA customer and identify cost savings and continuous process improvement opportunities including eliminating site-specific solutions and promoting Enterprise solutions.
 2. Project Management functions include creating and maintaining records of IT inventory, and creating proposed plans to eliminate on-premise systems as much as practicable and developing plans to migrate those systems to the cloud. The contractor will work closely with J64 Enterprise Infrastructure Services (EIS) to identify systems and owners to determine disposition and migration.
 - (a) These activities include but are not limited to:
 - (1) Meeting Coordination
 - Organize and conduct Stakeholder meetings
 - Organize and conduct status review meetings
 - Prepare meeting minutes for review
 - (2) Reporting
 - Prepare presentations for briefings to present objectives, current status, future plans and supporting details and metrics.
 - (3) Maintain the Site Inventory Tracking Worksheet and related metrics using input from Virtual the Team and Data Center Manager's Team:

- 100% physical inventory of all IT equipment
- 100% inventory matches the final spreadsheet
- 100% inventory matches all Enterprise Asset systems
- Applications listing sent to DLA CyberSwat (formerly Information Technology Management Registry (DITMR))

b. Applications and Systems Deployment Coordination Support

1. Deployment coordination functions include supporting the designated application or infrastructure systems migrations to objective locations.

(a) These activities include but are not limited to:

- (1) Set-Up/Facilitate/Produce Minutes & Artifacts for Change Implementation Plan (CIP)/Deployment Plans with POCs
- (2) Send Calendar Invite for Go Live Date/Time
- (3) Attend all Configuration Control Working Group (CCWG) Meetings
- (4) Review and track Enterprise Change Requests (ECRs)
- (5) Track Post Deployment Actions to Closure to include removal and decommission of all IT assets
- (6) Maintain Site Inventory Tracking Worksheet where applicable

c. Systems Decommissions Coordination

1. Decommissioning coordination functions include coordinating assigned equipment decommissioning change requests and updating inventory records.

(a) These activities include but are not limited to:

- (1) Create Enterprise Change Requests (ECRs)/Track to Closure
- (2) Validate Virtual Decommission Complete with Virtualization Scope List
- (3) Validate Physicals Decommission Complete with On Site Scope Validation List

- Track ECRs/Service Now Change Requests (CRQ) task assignments, address issues and delays in task completions.
- (4) Submit Asset Management form for all physical equipment decommissions ECRs.
 - (5) Maintain Tracking Worksheet for All ECRs/Service Now Change Requests (CRQs).
 - (6) Prepare weekly summary of open CRQ decommissioning tasks by support teams for management follow up.
- Prepare weekly summary of all ECRs status.
- d. Provide Technical Project Management Office (PMO) System Hosting Support
1. The contractor shall provide support to gathering functional and technical requirements needed in support of existing and planned Cloud Environments and Installation Service Nodes (ISN).
 2. The contractor shall support identification and elimination of redundant activities and minimize rework; and promote standardized IT Governance practices, technical and security practices and methodologies, and shared, common computing assets across DLA enterprise.
 3. The contractor shall provide DODI 8510.01, Risk Management Framework (RMF) assistance and artifacts to hosted Application PMs/ISSMs to reduce duplicative work on their part and ensure the datacenter and the applications have a common assessment methodology and practice for their RMF Authorization packages.
 4. The contractor shall work to enable DLA Enterprise capabilities, continuous process improvement opportunities, and eliminate site-specific solutions and promote Enterprise solutions.
 5. The contractor shall provide or assist with datacenter system lifecycle services and associated documentation required for the operation and management of the datacenters.
 - (a) System Lifecycle services include, but not limited to:
 - (1) RMF Control compliance, Configuration Management support
 - (2) Contingency and/or Continuity of Operations support
 - (3) Disaster Recovery support

- (4) Cyber Incidence Response and Handling
 - (5) Access Control support
 - (6) Drafting Authorizing Official (AO) Acceptance of Risk Memorandums
 - (7) Data Flow and Network Diagrams support
 - (8) Drafting Formal Agreements (e.g., SLA, etc.) support
 - (9) Configuration Item (CI) Inventories collection and maintenance support
 - (10) Ports, Protocols and Services (PPS) Registration and PPSM Component Local Services Assessments (CLSA) support
 - (11) Risk Analysis and Assessment (RA&A) support
 - (12) System Security Plans (SSP)/Security Concept of Operations (CONOP) data collection and publication support.
- 6. The contractor shall support the design, implementation, and troubleshooting of sustainment for the hosting environments. The contractor shall assist DLA in identifying problems and recommending solutions. Support will be provided to ensure compliance with DLA technical standards, Cybersecurity compliance with DOD standards and practices, and establish and maintain enterprise approach to datacenter sustainment.
- 7. In addition to supporting the management and sustainment of hosting environments, the contractor shall be the Subject Matter Expert (SME) for the datacenter's Risk Management Framework assessment process and provide assessment information and supporting artifacts to the ISSO/ISSM as requested. The datacenter SME may be required to maintain an Enterprise Mission Assurance Support Service (eMASS) account and review/input assessment findings.
- e. Provide TFS/EH Project Meeting Support
 - 1. The contractor shall provide expertise, and facilitation support services, as required, for the following meetings held with and/or between DLA organizational departments:

- (a) J611A/Compliance Management and IT Operations Support Services (CMITOSS) meetings
- (b) J64 EIS TFS/NTS Configuration Control Working Group (CCWG) Meetings
- (c) J64D EH Migration Meetings representing Application and Infrastructure Hosting Sustainment
- (d) J64 TFS or J64D EH Ad Hoc Meetings

f. Provide Datacenter Configuration / Migration Support

1. The contractor shall attend J64D EH Migration meetings providing J62 Project/Program Managers with necessary assistance concerning the operation of the Sustainment environment.
2. The contractor shall support DLA J62 application and J64 operations teams in the transition to the DLA hosting environments, applications and supporting infrastructure.
3. The contractor shall coordinate and provide technical support, for new operating environments (OEs) and infrastructure builds.

g. Provide Hosting Environment Configuration / Migration Documentation Support

1. The contractor shall develop or assist in the development of System Life-Cycle Documentation (SLCD) necessary to support the PMO support services identified earlier in this task.
2. The contractor shall provide technical writing expertise while creating supportive documentation. The contractor shall maintain existing SLCD in accordance with regulations for review, update, and reissue timelines.

h. Required documentation artifacts may include, but are not limited to:

- System Security Plans (SSP)/Security Concept of Operations (CONOP)
- Configuration Management Supplements
- Configuration Item (CI) Inventories
- Information System Contingency Plan (ISCP) and/or Continuity of Operations (COOP) Plans
- ISCP/COOP Exercise plans
- ISCP/COOP Exercise After Action Reports
- Risk Analysis and Assessment (RA&A)

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- Disaster Recovery Plans
- Cyber Incident Response/Handling Plans (CIRP)
- CIRP Exercise plans
- CIRP Exercise After Action Reports
- Access Control Guidance
- Authorizing Official (AO) Memorandum(s)
- Network and Data Flow Diagrams
- Formal Agreements (e.g., SLA, etc.)
- Ports, Protocols and Services (PPSM) Registration documentation
- PPSM Component Local Services Assessments (CLSA)

C.5 PLACE OF PERFORMANCE

Tasks may be performed within the DLA Headquarter complex located at Fort Belvoir, Virginia as well as satellite offices in and around the Northern Virginia/Washington D.C. metro area and DLA locations both CONUS and OCONUS. DLA J6 is currently responsible for operations across the globe, including the CENTCOM AOR. Travel/support may be required based on customer site locations. The following is a non-inclusive list of cities to which travel/support may be required:

Columbus, Ohio
Dayton, Ohio
Battle Creek, Michigan
Mechanicsburg, Pennsylvania
Kaiserslautern, Germany
Fort Belvoir, Virginia
New Cumberland, Pennsylvania
Ogden, Utah
Philadelphia, Pennsylvania
Honolulu, Hawaii
Richmond, Virginia
Tracy, California

Additional place of performances may be required for outside agency support.

C.6 ORDERING PERIOD

Task orders may be issued during the five (5) year base period and, if exercised, five (5) year option period. The total ordering period shall not exceed 10 years from the date of award of the IDIQ. Task order performance periods are permitted to extend up to two years past the IDIQ expiration date.

C.7 TRAVEL AND OTHER DIRECT COSTS (ODCs)

C.7.1 TRAVEL

The contractor may be required by the government to perform CONUS and OCONUS travel in performance of the resulting task order. Travel in support of a task order will be performed on a time and material (T&M), Firm Fixed Price (FFP), or Cost Reimbursement basis. Travel reimbursement will be in accordance with the FAR 31.205-46. When required, the most reasonable means of ground transportation (i.e., taxi, bus, car rental) shall also be used. All contractor travel must be pre-approved by the task order Contracting Officer Representative (COR) prior to travel. Following COR conditional approval, the contractor shall prepare a travel estimate in accordance with FAR 31.205-46 and submit the estimate via email to the COR for final approval. On occasion, short duration (1-5 days) site visits may be required as authorized by the Government. All travel related expenses (per diem, airfare, transportation etc.) will be reimbursed to the Contractor in accordance with FAR 31.205-46. The Contractor shall be required to submit travel receipts for reimbursement as outlined by the FAR 31.205-46.

Contractor shall submit copies of expense reports and receipts with monthly invoices for payment. Upon completion of the travel contractors will provide a written trip report in Word format to the COR as supporting documentation to validate the reimbursable costs.

The government will not reimburse local travel and related expenses to the contractor for daily travel to or from work or off-site travel within the local commuting area (e.g., from DLA Headquarters at Fort Belvoir to the Pentagon). Travel within the local commuting area (25-mile radius, 50 miles round trip) of the place of performance will be accomplished at no additional cost to the Government and is not directly reimbursable.

Any travel required to pick up or drop off government furnished equipment (GFE) including CAC cards, Smart Card tokens, Phones, hardware, software, etc. will be accomplished at no additional cost to the Government and is not directly reimbursable.

The government shall establish a not to exceed value for travel under each resulting task order, and reimbursement for travel will be limited to this amount unless an exception is approved by the Contracting Officer. Travel is not priced at the IDIQ level.

C.7.2 OTHER DIRECT COSTS (ODCs)

Other Direct Costs (ODCs) are not priced at the IDIQ level. ODCs may be Firm-Fixed Price (FFP), Time and Materials (T&M), or Cost, which will be determined at the task order level. Time and Material (T&M) and FFP CLINs will be utilized for travel and other direct cost (ODC) expenses on Firm-Fixed Price commercial task orders, while Cost CLINs will be used for non-commercial task orders. The appropriate CLINS will be established for each individual task order, whether commercial or non-commercial. ODCs include incidental materials associated with services that do not exceed the micro-purchase threshold, such as hardware and software.

In addition, all costs excluded from the ceiling rates associated with services performed OCONUS shall be priced via other direct costs. The contractor can be expected to incur costs specific to OCONUS performance, such as Defense Base Act Insurance Coverage for OCONUS contractors, relocation, overseas health care, OCONUS overhead operating costs, work visas, vehicle lease, OCONUS cell phone card, meals and incidental expenses, overseas housing allowance, and cost of living allowance. When applicable, OCONUS costs will be addressed at the task order level.

C.8 GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The Government will provide office space and furniture, computer hardware and software, office supplies and telephone support to assigned contractor personnel when required by an individual task order.

Requests for additional, situational, or unique GFE shall be submitted in writing to the Government POC at the Task Order level for COR and Contracting Officer review.

C.9 SPECIAL REQUIREMENTS

- a. When required, the government will provide contractors an identification badge. Contractor personnel will visibly display the badge in accordance with DLA security requirements.
- b. The contractor will comply with lawful orders of Law Enforcement/Security personnel at all DLA sites and military installations.
- c. Operating a motor vehicle at the DLA site is not a right but a conditional privilege granted by the Base Commander. To retain this privilege, the contractor's employees will comply with the provisions in the DLA site Traffic Policy.
- d. The contractor will not employ any person whose employment will violate the requirements of DoD 5500.7, Joint Ethics Regulation.
- e. All contractor personnel shall observe local policy and procedures provided by the DLA Information Operations organization governing the use of computer equipment and passwords. Violations of local policy shall include password sharing, performing personal work, file access violations or browsing files outside the scope of the contract. The Contracting Officer shall adjudicate each case and his/her decision shall be final.
- f. Where the Government has requested removal of contractor personnel, the contractor will provide an appropriately trained replacement. Individuals removed from performance under a task order are removed for the duration of the task order. The contractor will notify the COR within 24 hours when for reasons of personnel

resignations, reassignments, terminations, or completion of portions of the task order, contractor personnel no longer require access to Government computers.

- g. Contractor personnel **are only** authorized to attend meetings, town halls, etc. as they relate to the performance of the tasks outlined in the task order PWS.
- h. All invoices will be delivered to the task order COR for certification for payment.

C.9.1 COMMON ACCESS CARD (CAC) PROCEDURES

Performance under this contract may require the contractor to obtain a Common Access Card (CAC). If CACs are issued under this contract, the contractor will complete and comply with the following steps to obtain, control, and turn-in Government-issued CACs, as well as establish procedures to always control and account for contractor CACs. This process is only for the issuance and accountability of CACs. Contractors may be required to provide additional forms and follow additional procedures for other forms of access and/or background/security checks depending on local site/installation requirements.

Common Access Card (CAC) Procedures

1. The contractor has each contractor employee requiring a CAC complete DLAH Form 1728 in accordance with Enclosure 3; 2a. Note: Contractors do not complete blocks 11, 14, 15.a. or 15.b.; these are completed by the COR.
2. The contractor shall hand carry the DLAH 1728 form(s) or sends via secure mail, or encrypted email to (NOTE: The contractor may forward these forms individually or as a group to):
 - a. The Contracting Officer's Representative (COR) for the contract if a COR was designated.
 - b. The Contracting Officer (KO) for the contract if no COR was designated.
3. Each contractor employee shall verify their account information upon receipt of an email from the Government containing a username and password for the Trusted Associate Sponsorship System (TASS). The web link for TASS is included in the email.
4. Each contractor employee will receive an email via TASS when their account has been approved. The email shall notify the employee to obtain a Government-issued CAC from the nearest Real-Time Automated Personnel Identification System (RAPIDS) office. The email will also provide a link that identifies the locations of RAPIDS offices.
5. Each contractor employee shall obtain their issued CAC from the RAPIDS office.

6. The contractor shall, within one business day of issuance, provide written notice via email to the COR (or the KO, if no COR was designated) for each contractor CAC issued identifying the contractor employee's name, the date of issuance, and the date of expiration of the CAC. This notification may be made individually for each contractor employee or together for a group of contractor employees. Note: This requirement is not applicable when the same person is performing both COR and TA roles.

7. The contractor always establishes procedures to control and account for Government-issued contractor CACs - to include the following:

- a. Ensure contractor CACs issued for this contract are only used for the purpose of performing under this contract.
- b. Ensure contractor CACs are secured in a manner that precludes unauthorized use and that recognizes the CAC is the property of the U.S. Government.
- c. Ensure contractor employees do not abuse or place holes in their CACs.
- d. Ensure contractor employees do not display their CACs in public.

8. If a contractor CAC is lost or stolen:

- a. The contractor employee shall immediately notify the contractor that the contractor CAC has been lost or stolen.
- b. The contractor shall immediately notify the COR (or the KO, if no COR was designated), detailing the circumstances regarding the lost or stolen contractor CAC, as follows:

- (1) Face-to-face, followed within one business day by a written notice via email, or
- (2) In writing, via email, or
- (3) By telephone, followed within one business day by a written notice via email.

c. The contractor shall report the lost or stolen CAC card to the local DLA Police/host installation police, who will provide the contractor a police report. If there are no local DLA Police/host installation police, or no police report is provided, the contractor will provide information to the COR/KO, as applicable, detailing the circumstances of how the CAC was lost or stolen. The COR/KO will provide a memorandum for the contractor employee to support issuance of new CAC.

d. The contractor has the contractor employee bring the report/memorandum to the nearest RAPIDS office. If the CAC can be reissued within 24 hours, bring the report/memorandum to the nearest

CAC office for reissue. If the CAC cannot be reissued in 24 hours, follow the steps for a new CAC, beginning at Step 1.

9. If the expiration date for a contractor CAC is before the completion of the contract and the contractor employee is to continue working under the contract and still requires a CAC, the contractor:

a. Notifies the COR as follows:

- (1) Face-to-face, followed within one business day by a written notice via email, or
- (2) In writing, via email, or
- (3) By telephone, followed within one business day by a written notice via email.

b. No less than 10 business days before the current CAC's expiration date, completes and complies with the steps above beginning with Step 2 for issuance of a new contractor CAC for the employee.

c. Brings the expiring CAC to the RAPIDS office for turn-in and receives new CAC.

d. Notifies the COR once a new CAC has been issued.

10. The contractor/contractor employee turns in any found CACs immediately, via hand carry, to the nearest Federal law enforcement office.

11. The contractor shall immediately collect all contractor CAC(s) from the contractor employee(s) at:

a. Contract completion or termination

b. Termination/Reassignment of an employee (this includes any reason the employee is no longer working for the contractor under the contract or otherwise no longer requires a CAC)

12. For contract completion or termination – within one business day after collecting the contractor CAC(s), arranges for turn-in via one of the below methods:

a. The contractor:

(1) If the COR/KO is co-located or near enough that in-person transfer of CACs can be arranged, the contractor:

(a) Arranges to meet the COR (or the KO, if no COR was designated) to turn-in the collected contractor CAC(s).

(b) Hand-carries all collected contractor CACs for turn-in to meet the COR (or the KO, if no COR was designated).

(c) Completes and signs the Government-Issued Contractor CAC Turn-In Receipt with the COR (or the KO if no COR was designated). The contractor is provided a copy of the receipt.

(2) If in-person transfer of CAC cannot be arranged, the contractor:

(a) Sends, via certified mail, the CACs to the COR/KO. The contractor includes in the package the Government-Issued Contractor CAC Turn-In Receipt, with signed acknowledgement of contractor turn-in.

(b) Notifies COR/KO that CACs have been sent via certified mail.

(c) Receives a completed copy of the receipt from the COR/KO once the COR/KO has received the CACs.

13. For termination/reassignment of an employee:

a. Immediately notifies the COR (or the KO, if no COR was designated) that the employee is no longer working for the contractor under the contract or otherwise no longer requires a CAC, as follows:

(1) Face-to-face, followed within one business day by a written notice via email, or

(2) In writing, via email, or

(3) By telephone, followed within one business day by a written notice via email.

b. Follows the turn-in procedures above for contract completion or termination, as applicable.

14. Contractor Reporting Requirements: The contractor is required to submit, monthly, to the COR (or the KO, if no COR was designated) a report of all employees working on the contract who have been issued CAC cards and a verification of whether each listed employee still requires a CAC. The report must note where changes have occurred (additions or deletions) since the previous month. Contractor employees who already have a CAC related to another DLA or DoD contract must be included in the monthly report. Contractor will note the

issuing organization and the CAC expiration date. Contractor is still responsible for notifying the COR/KO when the individual is no longer working under the subject contract.

15. The above procedures have been established as a DLA security measure. Contractors are advised that failure to comply with any of the above requirements will be considered a violation of the terms and conditions of the contract and the Contracting Officer may take action to remedy such violations. Specifically, failure to safeguard, follow these procedures, including reporting requirements, or turn-in CACs within the established timeframes may result in the following actions, which are in addition to other actions the Contracting Officer may take under governing law and regulation and the terms and conditions of the contract:

- a. Immediate work stoppage (issuance of a stop work order), not to be lifted until resolution of CAC issue
- b. Disapproval of invoices and delay of payment
- c. Withholding of final payment (in accordance with FAR 52.204-9)
- d. Documentation of CAC Non-Compliance in the Contractor Performance Assessment Reporting System (CPARS)

C.10 PERSONNEL REQUIREMENTS

C.10.1 PERSONNEL MINIMUM REQUIREMENTS

The contractor will provide qualified personnel as required for performance under each task order issued to the contractor.

- The attached Labor Category (LCAT) descriptions represent the maximum potential qualifications that will be required for each position under individual task orders. Contract Modifications may be issued periodically after award to add new Labor Categories that are deemed appropriate for performance of the SOW tasks or to adjust the maximum qualifications for existing positions. Ceiling labor rates will be negotiated/renegotiated for new/revised Labor Categories with each awardee prior to execution of their Modification. A Labor Category will not be added to a contractor's respective IDIQ contract until the labor rate has been determined fair and reasonable. The Contracting Officer will utilize price analysis techniques described in FAR 15.404-1(b)(2) to determine the proposed rates fair and reasonable.
- Individual task orders using any of these Labor Categories will identify the minimum requirements for each position under that task order, which will not exceed the attached descriptions.
- All Key Personnel/Non-Key Personnel on this contract are required, when specified within a Task Order performance work statement, to meet DOD

Directive 8140.01 *Cyberspace Workforce Management*, DoD Instruction 8140.02 *Identification, Tracking, and Reporting of Cyberspace workforce Requirements*, and DOD Manual 8140.03 *Cyberspace Workforce Qualification and Management Program* qualification requirements based on the job duties throughout the entire period of performance. The ceiling rates proposed for each LCAT should be inclusive of the potential work roles and the highest possible proficiency level as defined in the DOD Directive 8140.02.

- The DoD Cyber Workforce Framework (DCWF) Tool is available online at: <https://public.cyber.mil/wid/dcwf/>
 - Contractors may be required to possess a security clearance as specified in the task order at the designated level (Tier 5/IT-I, Tier 3/IT-II, Tier 1/IT-III). at time of the Task Order proposal submission.
- Contractors shall meet Computing Environment (CE) certifications at time of the Task Order Proposal submission. See most current version of the DLA Cyber Security CE List.

C.10.2 KEY PERSONNEL REQUIREMENTS

Certain skilled, experienced, professional and/or technical personnel are essential for successful accomplishment of the work to be performed under task orders against this contract. These are defined as "Key Personnel" and are those persons whose resumes were submitted as part of the Non-Price and Price Proposals evaluation. The contractor is required to adhere to the requirements set forth in DLAD Procurement Notes C05.

Procurement Note C05: Certain skilled, experienced, professional and/or technical personnel are essential for successful accomplishment of the work to be performed under this contract. These are defined as "key personnel" and are those persons whose resumes are submitted as part of the technical/business proposal for evaluation. The contractor shall use key personnel as identified in its proposal during the performance of this contract and will request contracting officer approval prior to any changes. Requests for approval of any changes shall be in writing with a detailed explanation of the circumstances necessitating the change. The request must contain a complete resume for the new key personnel and any other pertinent information, such as degrees, certifications, and work history. New key personnel must have qualifications that are equal to or higher than those being replaced. The contracting officer will evaluate the request and notify the contractor whether the requested change is acceptable to the Government.

- a. If one or more of the key personnel, for any reason, becomes or is expected to become unavailable for work under this contract for a continuous period exceeding 30 workdays, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall, subject to the concurrence of the Contracting Officer or an authorized representative, promptly replace personnel with personnel that meet the minimum requirements of the key position and have at least equal ability and qualifications as the original proposed individual.

b. All requests for approval of key personnel substitutions must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request must contain a resume for the proposed substitute, and any other information requested by the Contracting Officer. The Contracting Officer shall promptly notify the contractor of approval or disapproval in writing.

c. If the Contracting Officer determines that suitable and timely replacement of Key Personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or not meeting task order requirements as to impair successful completion of the contract, the Contracting Officer may terminate the contract for default or for the convenience of the Government, as appropriate, or make an equitable adjustment to the contract to compensate the Government for any resultant delay, loss or damage.

d. All Labor Categories are subject to being Key Personnel and will be defined at the Task Order level in which case the contractor will be required to submit resumes for that labor category and adhere to all applicable Key Personnel clauses for that specific task order.

e. Resumes and required certifications must be submitted for all Key Personnel and all personnel proposed as Key Personnel substitutions (i.e., alternative labor categories).

C.10.3 NON-KEY PERSONNEL POSITIONS

Personnel positions will be identified as Non-Key Personnel at the Task Order level. Submission of resumes for Non-Key Personnel positions are not required.

In situations that may arise for specific purposes (ex: IT access, government site access):

- The Government reserves the right to review non-Key resumes prior to onboarding.
- The Government reserves the right to reject non-Key personnel that do not meet the minimum requirements listed.
- If the necessary access credentials are not met, the Government reserves the right to bar personnel from accessing government systems, property information, and locations.

C.11 PRIVACY ACT REQUIREMENTS

FAR 52.224-1 (Privacy Act Notification) and FAR 52.224-2 (Privacy Act) are included in this solicitation by reference. If the contractor is required to design, develop, or operate a system of records on individuals to accomplish an agency function, then the contractor is subject both to the Privacy Act of 1974 as amended (5 U.S.C. 552a), the Defense Logistics Agency privacy program regulation (32 CFR 323), and the Department of Defense Privacy Regulation (32 CFR 310). Contractor personnel with access to

Privacy Act data shall be subject to the DLA Privacy Safeguards and Responsibilities. Contractor failure to comply with the requirements of the Privacy Act of 1974 as amended (5 U.S.C. 552a) may have civil and/or criminal penalties.

C.11.1 PRIVACY AND SECURITY SAFEGUARDS

Performance of this SOW may require the contractor to access data and information proprietary to the Government agency or of such a nature that its dissemination or use, beyond the scope of actions authorized by the Government in performance of this SOW would result in adverse effects to the interest of the Government or others. The contractor will not divulge, or release data or information developed or obtained in performance of this SOW except to authorized Government personnel or upon written approval of the Contracting Officer. The contractor will not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as required in the performance of this SOW. The limitations above do not apply to data or information which has been made public by the Government. Further, this provision does not preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement, at no cost to the Government, between the contractor and the data owner that provides for greater rights to the contractor.

Contractor personnel visiting any Government facility in conjunction with a task order shall be subject to the Standards of Conduct applicable to Government employees. Site-specific regulations regarding access to classified or sensitive materials, computer facility access, issue of security badges, etc. will be provided as required.

All products produced and their associated work papers are to be considered the property of the DLA.

Contractor and contractor personnel shall sign a Non-Disclosure Agreement prior to commencing work on a task order.

C.12 DATA USE, DISCLOSURE OF INFORMATION AND HANDLING OF SENSITIVE INFORMATION (INCLUDING PERSONALLY IDENTIFIABLE INFORMATION)

The contractor will maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The contractor will provide information only to employees, contractors, and subcontractors having a need to know such information in the performance of their duties for this IDIQ and resulting task orders.

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. Contractor personnel will be required to sign a non-disclosure agreement.

If proprietary information is provided to the contractor for use in performance or administration of this effort, the contractor may not use such information for any other purpose except with the written permission of the Contracting Officer. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration, then the contractor will consult with the COR regarding use of that information for other purposes.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the contractor to access and use data and information proprietary to a government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would result in adverse effects to the interests of the Government and/or others.

Contractor and contractor personnel shall not divulge, or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer. The contractor will not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement, at no cost to the Government, between the contractor and the data owner that provides for greater rights to the contractor.

All data received, processed, evaluated, loaded, and/or created because of a task order shall remain the sole property of the Government unless specific exception is granted by the Contracting Officer.

C.13 COMPLIANCE

In providing experienced on-site program and management support, the contractor's future performance and work products shall comply and be consistent with, at a minimum, the following Federal and Department of Defense (DOD) laws, regulations, directives, and guidance:

- All DOD financial and business regulations, all industry specific requirements including compliance with the Federal Financial Management Improvement Act, Office of Management & Budget (OMB) Circulars A-123, A-127, A-130, and the Clinger Cohen Act
- DOD Business Enterprise Architecture Global Combat Support System (GCSS), the Global Information Grid (GIG), and Net-Centric Data Strategy and OMB Circular A-130 and DOD Architecture Policy
- Sarbanes Oxley Act of 2002

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- Systems Engineering Plan (Office of the Under Secretary of Defense, Version 2.01, April 2008)
- Government Information Security Reform Act
- Government Management Reform Act
- Government Performance and Results Act
- Paperwork Reduction Act
- Privacy Act of 1974, as amended
- Government Paperwork Elimination Act
- E-Government Act of 2002, Sec. 208
- Federal Accounting Standards Advisory Board
- Generally Accepted Accounting Principles
- Standard Financial Information Structure
- Chief Financial Officer Act of 1990
- OMB Circulars 134 & Memo 05-02
- Executive Order 13327 that established the Federal Real Property Council
- NIST Special Publications (800 series)
- Committee for National Security Systems Instruction 1253 including its appendices
- Federal Information Security Management Act
- Public Law 100-235 Security Constraints
- Internal Revenue Code 6103 Security Constraints
- IRS Publication 1075 Security Constraints
- FY 2010 National Defense Authorization Act, Section 1072
- DoDI 8500.01 Cybersecurity
- DoDI 8510.01 Risk Management Framework (RMF) for DoD Information Technology (IT)
- DOD Manual 8140.03 Cyberspace Workforce Qualification and Management Program or superseding guidance
- Federal Financial Management Improvement Act (FFMIA)
- DoD Cloud Computing Security Requirements Guide (SRG)

Task Orders involving the hosting of DLA applications and data which will also be taking on cybersecurity roles for those applications and data must ensure compliance with the DODI 8500.01. DLA Cybersecurity Operations (to include but not limited to DLA CERT) will still be considered the Cyber Security Service Provider (CSSP) under these arrangements and therefore the contractor will perform cybersecurity actions as directed by DLA's CSSP. In addition, any contractor performing continuous monitoring and incident response will follow reporting and response requirements laid out in the CJCSM 6510.01 (or superseding documents) as related to cybersecurity incidents and reporting through DLA CERT.

C.13.1 POLICIES AND STANDARDS

Throughout the SOW there are references to DLA Policies and Standards that a contractor will have to adhere to for a specific task order. DLA's Official Public

Repository for Policy and Procedures can be found at the following URL:
<https://www.dla.mil/Transformation/Products/PolicyAndProcedures/>

SECTION D: PACKAGING AND MARKING

Packaging and marking does not apply to this acquisition.

SECTION E: INSPECTION AND ACCEPTANCE

1. Please refer to Section F.3 for information on how surveillance of contractor performance will be conducted.

2. Clauses/Provisions:

FAR 52.246-1 - Contractor Inspection Requirements (APR 1984)

FAR 52.246-4 - Inspection of Services-Fixed Price (AUG 1996)

SECTION F: DELIVERIES OR PERFORMANCE

F.1 PLACE OF PERFORMANCE

Tasks may be performed within the DLA Headquarter complex located at Fort Belvoir, Virginia as well as satellite offices in and around the Northern Virginia/Washington D.C. metro area and DLA locations both CONUS and OCONUS. DLA J6 is currently responsible for operations across the globe, including the CENTCOM AOR. Travel/support may be required based on customer site locations. The following is a non-inclusive list of cities to which travel/support may be required:

Columbus, Ohio
Dayton, Ohio
Battle Creek, Michigan
Mechanicsburg, Pennsylvania
Kaiserslautern, Germany
Fort Belvoir, Virginia
New Cumberland, Pennsylvania
Ogden, Utah
Philadelphia, Pennsylvania
Honolulu, Hawaii
Richmond, Virginia
Tracy, California

*** Additional place of performances may be required for outside agency support. ***

F.2 DELIVERABLES

F.2.1 Specific deliverables will be determined at the Task Order level. A written monthly status report (in Word format) will be required to be delivered via email to the Contracting Officer's Representative (COR) that includes information on problems, items

to track, and a list of activities and deliverables completed during the preceding month. The format will be provided in each Task Order Performance Work Statement.

F.2.2 The following documents may be required on a continuous, ongoing, every day basis: Overarching Detailed Integrated Plan of Actions and Milestones (POAM), EBS Program Schedule and Critical Path Method (CPM) Networks, EBS Work Breakdown Structure (WBS), Budget Execution Report, Earned Value Analyses, EBS DAES Reports, EBS PEO Summary Report, EBS IT 300, Project Assessment, Project Schedule Analysis, Decision Support System (DSS) Functional Priority List, Action Item Report, Invoice Validation, Proposal Evaluation, Funding Document Processing are examples of possible deliverables.

F.2.3 The contractor shall provide electronic copies of deliverables. Electronic copies shall be delivered via e-mail attachment or other media by mutual agreement of the parties. The electronic copies shall be compatible with Microsoft (MS) Office 2021 or other applications as appropriate and mutually agreed to by the parties. The contractor shall use best commercial practices for formatting deliverables under this contract. If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version. All of the Government's comments to deliverables must either be incorporated in the succeeding version, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

F.3 MONITORING AND SURVEILLANCE

In fulfillment of this effort, the contractor shall provide the deliverables identified in individual task orders. All deliverables shall be submitted to the task order Contracting Officer's Representative (COR) unless otherwise directed by the COR.

The COR will review deliverables, provide comments back to the contractor, and approve or disapprove the deliverable(s).

F.3.1 PERFORMANCE REQUIREMENTS SUMMARY

Performance measures will be used to assess the contractor's performance under each task order awarded against the resultant IDIQs in order to determine whether the contractor is performing at required levels. Performance measures specific to the services required under each task order will be defined under the individual task orders.

The Government will make objective and subjective assessments of the contractor's performance to determine whether contract performance is acceptable. The contractor is expected to perform all functions in a professional manner and prepare accurate and timely documentation. Progress will normally be tracked based on the milestone event when the contractor receives a specific tasking. Performance may vary with the

complexity of the acquisition and/or technical document. It is expected that the documentation and procedures will comply with all major regulatory and process requirements and agency policies and procedures.

F.3.2 METHOD OF SURVEILLANCE

The Government will ensure quality assurance and timeliness of all tasks via COR Inspections and Customer Feedback. The Government will normally inspect and evaluate performance of each completed task or deliverable required in the task order PWS.

F.3.2.1 INSPECTION AND ACCEPTANCE CRITERIA

Actual deliverable requirements will be detailed under resultant Task Order(s).

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COR. All deliverables will be inspected for content, completeness, accuracy, legibility and conformance to contract requirements by the COR. At the discretion of the COR, inspection may include validation of information or software through the use of automated tools and/or testing of the deliverables, as specified in the task order PWS.

If the COR finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within the contract SOW and/or task order PWS, the document may be immediately rejected without further review and returned to the contractor for correction and re-submission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the COR.

The basis for acceptance shall be compliance with the requirements set forth in this SOW and/or the task order PWS, the contractor's proposal and other terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses. Reports and document deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the COR have been corrected to the Government's satisfaction.

F.3.2.2 SURVEILLANCE SCHEDULE/STAFF

The specified checks and measures will be completed on daily, weekly and monthly schedules depending on the task. Specific surveillance schedules for tasks will be designated in task orders.

The surveillance staff has two components:

a. **Contracting Officer/Task Order Contracting Officer:**

The primary function of the Contracting Officer, with regard to the surveillance activity, is to authorize changes to the SOW or a task order PWS. The Contracting Officer is responsible for ensuring the completion of all work in accordance with the SOW and task order PWS. The Contracting Officer will rely on the COR to provide information and recommendations.

b. **COR/Task Order COR:**

The COR's responsibility is to monitor and inspect, report, and make recommendations to the Contracting Officer regarding the quality of contractor work performed, or not performed. When necessary, the COR will solicit feedback from the customer regarding the quality of the work performed.

F.3.3 GENERAL ACCEPTANCE CRITERIA

General quality measures, as set forth below, will be applied to each work product received from the contractor under any resultant task order. These performance measurements are defined as:

Quality

- Accuracy – Work products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity – Work products shall be clear and concise. Any/all diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements – All work products must satisfy the requirements of the Performance Work Statement.
- Format – Work products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals. All text and diagrammatic files shall be editable by the Government.

Timeliness

- Work products shall be submitted on or before the due dates determined/specified between the task order COR and contractor or submitted in accordance with a later scheduled date determined by the Government.

F.3.3.1 FIXED PRICE PERFORMANCE BASED SERVICE CONTRACT PAYMENTS

The following procedures will apply to the resultant task orders:

- a. The contractor shall submit a monthly invoice for the 100% monthly amount for each task order. As part of the COR's monthly certification process, the COR will indicate on the invoice submitted the amounts authorized for payment for each task based on the performance measures described in the task order. Payments may also be made on an other than monthly basis, such as when on a milestone event or deliverable is completed; this would be specified in the individual task orders.
- b. The determination for payment will be made in accordance with the procedures set forth below.

F.3.3.2 PERFORMANCE REVIEW AND PAYMENTS

Performance Measurement Metrics – The contractor's performance will be monitored by the CORs for each task order. The tasks will be rated on the performance of the contractor on the timeliness and quality of the services provided using the adjectival ratings for each criterion as shown below. A "Satisfactory" rating is based on 100% compliance with required quality and timeliness (i.e., 100% of performance and deliverables meets or exceeds task order requirements, and there are no customer complaints or issues). For any rating less than Satisfactory, the Contracting Officer will review the performance documentation and make the final determination for the rating. Payment of the full monthly price for a task order requires a Satisfactory rating for task order performance for the applicable monthly period.

Below are the Performance Standards that will be used in evaluating performance in determining the amount of the payment owed to the contractor.

Performance standards and ratings are designed to determine if performance meets or does not meet a given metric and acceptable quality level. The performance will be rated by the COR prior to payment. These findings will be the basis for the amount paid for that period. Note: The application of these performance ratings or failure of the Government to apply these performance ratings does not waive any of the Government's rights to other remedies under this contract or otherwise available to the Government. The following overall ratings will be used:

Overall Performance Ratings
Satisfactory – Performance meets or exceeds contractual requirements. The contractual performance reflects some minor problem(s) for which corrective actions taken by the contractor appear or were satisfactory. The COR

recommends and the Contracting Officer will make a determination to pay the contractor 100% of the invoice amount.	
Fair – Performance does not meet some contractual requirements. The contractual performance reflects a minor problem(s) for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented. The minor performance problem(s) do not adversely impact the mission of the Agency. The COR recommends and the Contracting Officer will make a determination to pay the contractor 90% of the invoice amount.	
Marginal – Performance does not meet some contractual requirements. The contractual performance reflects a serious problem(s) for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented. The COR recommends and the Contracting Officer will make a determination to pay the contractor 80% of the invoice amount.	
Unsatisfactory – Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective. Payment will be withheld pending resolution of cure notice(s). Termination for default or cause may result.	
Timeliness	
Satisfactory	Meets or exceeds contractual requirements in terms of timeliness of delivery. The timeliness of contractual performance reflects some minor problem(s) for which corrective actions taken by the contractor appear or were satisfactory.
Fair	Does not meet some contractual requirements in terms of timeliness of delivery. The timeliness of contractual performance reflects a minor timeliness problem(s) for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented. The minor timeliness problem(s) do not adversely impact the mission of the Agency.
Marginal	Does not meet some contractual requirements in terms of timeliness of delivery. The timeliness of contractual performance reflects a serious problem(s) for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented.

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Unsatisfactory	Does not meet most contractual requirements in terms of timeliness of delivery and recovery is not likely in a timely manner. The timeliness of contractual performance contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.
Quality	
Satisfactory	Meets or exceeds contractual requirements in terms of quality of work performed. The quality of contractual performance reflects some minor problem(s) for which corrective actions taken by the contractor appear or were satisfactory.
Fair	Does not meet some contractual requirements in terms of quality of work performed. The quality of contractual performance reflects a minor quality problem(s) for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. The minor quality problem(s) do not adversely impact the mission of the Agency.
Marginal	Does not meet some contractual requirements in terms of quality. The quality of contractual performance reflects a serious problem(s) for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
Unsatisfactory	Does not meet most contractual requirements in terms of quality and recovery is not likely in a timely manner. The quality of contractual performance contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Disincentives are applied for ratings of "Fair", "Marginal", and "Unsatisfactory" as follows:

Satisfactory = 100% payment
Fair = -10% disincentive
Marginal = -20% disincentive
Unsatisfactory = Payment will be withheld pending resolution of cure notice(s). Termination for default or cause may result.

SECTION G: CONTRACT ADMINISTRATION DATE

G.1 CONTRACT ADMINISTRATION

The DLA Contracting Services Office (DCSO) will perform Contract Administration actions.

G.2 COMMUNICATION

- a. The Contracting Officer is the only person authorized to approve changes in any of the requirements of the contract and, notwithstanding provisions contained elsewhere in the contract, the said authority remains solely with the Contracting Officer. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authorization and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.
- b. The name, address, and telephone number of the Contracting Officer is:
Charles Fitzsimmons, Jr.
Contracting Officer
DLA Contracting Service Office – Philadelphia (DCSO-P)
700 Robbins Ave., Philadelphia, PA 19111
Building 6, Station 6D435
Telephone: (215) 737-0976
Email: Charles.Fitzsimmons@dla.mil
- c. The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer or pursuant to specific authority otherwise included as a part of the contract.
- d. No order, statement or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with the contractor's personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

G.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

- a. A Task Order Contracting Officer's Representative (COR) will be assigned at time of each task order award.

G.4 INVOICES

- a. Invoicing procedures will be specified in the individual task orders awarded. Please see clause procedures at the following:
DFARS Clause 252.232-7003 - Electronic Submission of Payment Requests and Receiving Reports (DEC 2018).

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 PROPOSAL EVALUATION / IDIQ AWARD DETERMINATION

- a. The Contractor's Labor Rate Table Pricing will be used in negotiating task order pricing. The labor categories and rates will be included in the IDIQ contracts and will serve as a ceiling, representing the highest hourly rate an awardee can offer during post-award task order competition.
- b. The acquisition will allow for individual task orders to be set-aside for small businesses in accordance with FAR 16.505(b)(2)(i)(F). Requirements at the task order level may be set-aside, under Group A competition, for all Small Businesses, Woman-Owned Small Business, Service-Disabled Veteran-Owned Small Business, and HUBZone Small Business only. In addition, all task orders appropriate for 8(a) contractors may be restricted for 8(a) competition, in accordance with FAR 19.803(b)(4)(ii), or sole sourced directly to an 8(a) contractor in accordance with FAR 19.803(b)(4)(i).
- c. After IDIQs are awarded, three socio-economic groups will be established as Group A (all small business and 8(a) IDIQ contract holders), Group B (all 8(a) IDIQ contract holders), and Group C (all IDIQ contract holders). Small Business contractors will be eligible to compete on unrestricted task orders competed in Group C and 100% small business set-aside task orders competed in Group A. 8(a) contractors will be eligible to compete on all unrestricted task orders and task orders set-aside 100% for small businesses. All task orders appropriate for 8(a) contractors may be restricted for Group B competition, in accordance with FAR 19.803(b)(4)(ii), or sole sourced directly to a Group B (8(a) business) contractor in accordance with FAR 19.803(b)(4)(i). All other-than-small business contractors will only be eligible to compete on unrestricted task orders competed in Group C. All other task orders will be competed amongst the IDIQ holders unless an exception, outlined in FAR 16.505(b)(2), applies. Resulting task orders are intended to satisfy the full range of IT related requirements within the area of scope outlined in the SOW. Separate groups for socio-economic categories under Group A, such as Woman-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Veteran Owned Small Business and HUBZone Small Business, will not have separate pools established at the IDIQ level. Requirements at the task order level may be set-aside, under Group A competition, for all Small Businesses, Woman-Owned Small Business, Service-Disabled Veteran-Owned Small Business, and HUBZone Small Business only. These set-asides may apply when there are 2 or more small businesses under these socio-economic categories are able and available to submit proposals to specific requirements.
- d. All Small business contractors that receive IDIQ awards will be authorized to receive small business set-aside task orders for the first five years (base period) of

the IDIQ performance period. In accordance with 13 CFR 121.404(g) (3), 120 days prior to the end of the base period, all small business IDIQ holders will be requested to re-certify to maintain their small business status for the last five years (option period) of the IDIQ. If it is discovered that a small business contractor has lost its small business status after the re-certification process, it may continue to hold its IDIQ contract, but will be excluded from competing on task orders directed to Group A. In order to maintain adequate competition in Group A, the Government may solicit additional small business contractors, if there is a need to replace contractors that no longer maintain small business status after re-certification. If the Government determines that additional small business contractors are required, the Government will issue an RFP requesting offers from small business contractors and will award the necessary amount of IDIQs to ensure adequate competition in Group A. Selection of those contractors will follow source selection procedures and criteria used to award the initial IDIQ contracts. The maximum potential contract-ordering period for large and small businesses will be ten years (five (5) year base period and a five (5) year option period).

- e. All 8(a) contractors that receive IDIQ awards will be eligible to receive 8(a) task orders for the first five years (base period) of the IDIQ performance period. Per 13 CFR 121.404(g) (3), 120 days prior to the end of the base period, all 8(a) IDIQ holders will be requested to re-certify to maintain their 8(a) status for the last five years (option period) of the IDIQ. If it is discovered that an 8(a) contractor has lost its 8(a) status after the re-certification process, it may continue to hold its IDIQ contract, but will be excluded from competing on task orders directed to Group B. In order to maintain adequate competition in Group B, the Government may solicit additional 8(a) contractors, if there is a need to replace contractors that graduate from the 8(a) program after re-certification. If the Government determines that additional 8(a) contractors are required, the Government will issue an RFP requesting offers from 8(a) contractors and will award the necessary number of IDIQs to ensure adequate competition in Group B. Selection of those contractors will follow source selection procedures and criteria used to award the initial IDIQ contracts. The maximum potential contract-ordering period for large and small businesses will be ten years (five (5) year base period and a five (5) year option period).

H.2 OFF-RAMP/ON-RAMP

H.2.1 OFF-RAMP

To ensure the success of JETS, each JETS IDIQ Holder is required to participate in the JETS Ordering process by submitting proposals in response to task order Request for Quotations (RFQs) for which the JETS IDIQ Holder has a reasonable chance for award, to successfully perform the terms of its Orders, and to promptly improve performance

when it does not meet the terms of the Orders. If a JETS IDIQ Holder does not meet these requirements, it is the Government's intent to "off-ramp" the IDIQ Holder by:

- (a) Permitting such Contractor's JETS IDIQ Contract to expire instead of exercising the Option; or
- (b) Implementing a termination for convenience (if applicable and only if such action is in the Government's best interest); or
- (c) Implementing a termination for default, if applicable; or
- (d) Taking any other action which may be permitted under the JETS IDIQ Contract's terms and conditions.

H.2.2 ON-RAMP

Consistent with FAR 16.504(c)(1)(ii)(A), the Procuring Contracting Officer (PCO) has determined that it is in the Government's best interest that at all times during the term of the Basic Contract, there remain an adequate number of JETS IDIQ Holders eligible to compete for task orders. Over time, the total number of JETS IDIQ Holders may fluctuate due to various reasons including industry consolidation, significant changes in the marketplace or advances in technology, general economic conditions, the Government's exercise of the off-ramp process, or other reasons. Recognizing this, DLA intends to periodically review the total number of JETS IDIQ Holders participating in the JETS Ordering Process and determine whether it would be in the Government's best interest to initiate an open season to add new contractors to the JETS Basic Contract.

Open Season Procedures

If DLA determines that it would be in the Government's best interest to open a new solicitation to add new IDIQ Holders to JETS, the JETS PCO may do so at any time provided that:

- (a) The solicitation is issued under then-applicable federal procurement law;
- (b) The solicitation identifies the total approximate number of new awards that the JETS PCO intends to make. The JETS PCO may decide to award more or fewer JETS IDIQ Contracts than the number anticipated in the solicitation depending upon the overall quality of the offers received;
- (c) Any Contractor that meets the eligibility requirements set forth in the new solicitation may submit a proposal in response to the solicitation; however, existing JETS IDIQ Holders may not hold more than one JETS Basic Contract at any time;
- (d) The award decision under any solicitation is based upon substantially the same evaluation factors/sub-factors as the original solicitation;
- (e) The terms and conditions of any resulting awards from a new solicitation are materially identical to the existing version of the Basic Contract;

- (f) The term for any such new awards from a solicitation is co-terminus with the existing term for all other JETS IDIQ Holders, including the option period (if applicable);
- (g) If awarded a JETS IDIQ Contract, any new JETS IDIQ Holder is eligible to submit a proposal in response to any task order RFQ and receive Task Order awards with the same rights and obligations as any other JETS IDIQ Holder; and
- (h) The award of any new JETS Contract(s) does not increase the overall ceiling of the Basic Contract.

H.3 FAIR OPPORTUNITY - ORDERING/TASK ORDER REQUEST PROCESS:

- a. Fair Opportunity: Award of each task order will be made to the offeror whose quote represents the best value in accordance with the evaluation criteria stated in the request for quotes for the task order.
- b. Non-DLA Agency Ordering Requirements and Fee for Service

When a DoD requesting agency, other than DLA, requests an order against the resultant IDIQ, that agency shall furnish the following information at the time of order:

- 1) Either a Determination and Findings (D&F) in accordance with FAR 17.502-2(c) or DD Form 1144 and;
- 2) A Military Interdepartmental Purchase Order Request (MIPR)

The D&F, per the requirements of FAR 17.502-2(c), shall—

(i) State that use of an interagency acquisition is in the best interest of the Government;

(ii) State that the supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source; and

(iii) Include a statement that at least one of the following circumstances applies:

(A) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirement of the servicing agency for the same or similar supplies or services.

(B) The servicing agency has the capability or expertise to enter into a contract for such supplies or services that is not available within the requesting agency.

(C) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

The D&F shall be approved by a contracting officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head, except that, if the servicing agency is not covered by the FAR, approval of the D&F may not be delegated below the senior procurement executive of the requesting agency.

NOTE: In transactions between DoD activities, if the transaction is documented on a DD Form 1144 support agreement signed by the head of the requiring and supplying agency, then no further written determinations are required. If no support agreement exists, then the D&F is required.

A Fee for Service of 2.25% (subject to change) for centralized ordering and 1% (subject to change) for de-centralized ordering, or a minimum of \$5,000.00, whichever is higher, will be required by the servicing agency (DLA) from the requesting agency on all direct acquisitions and will be submitted via a direct fund cite MIPR. MIPRs from the requesting agency will be coordinated with the appropriate financial office. The application of the Fee for Service is at the sole discretion of the servicing agency.

- c. Competition process for all task orders following the award of multiple IDIQs:
 - a. Group A will consist of all Small Business IDIQ holders, which includes 8(a) contractors. All Group A contractors will be eligible to compete on all unrestricted task orders and task orders set-aside 100% for small businesses. Within Group A, Woman-Owned Small Business, Service-Disabled Veteran-Owned Small Business, and HUBZone Small Business contractors will be eligible to compete on task orders set-aside 100% for their specific socio-economic group(s). Group B will consist of 8(a) IDIQ holders. All Group B contractors will be eligible to compete on all unrestricted task orders and task orders set-aside 100% for small businesses. All task orders appropriate for 8(a) contractors may be restricted for Group B competition, in accordance with FAR 19.803(b)(4)(ii), or sole sourced directly to a Group B contractor in accordance with FAR 19.803(b)(4)(i). All Group C contractors will be eligible to compete on all unrestricted task orders.
 - b. The Government reserves the right to direct orders to a particular source under urgent circumstances, to meet contractual minimums, or to provide economy and efficiency as a logical follow-on to an order already issued in accordance with FAR 16.505(b)(2). In accordance with FAR 16.505(b)(1)(i), the government reserves the right to direct orders under \$3,000 to any contractor. The Government reserves the right to set-aside task orders for competition between the small businesses, in accordance with FAR 16.505(b)(2)(i)(F).
 - c. Email will normally be utilized to issue the Request for Quotes (RFQs) for the individual task orders and to receive the offers. Upon the completion

of the Enterprise Business System (EBS) eProcurement module, the government may elect to utilize the eProcurement module in lieu of email. Applicable evaluation factors will be included in each RFQ. Offerors must submit quotes per the instructions in the RFQ.

- d. All contractor quotes that are received by the required date/time will be evaluated. The date and time for receipt of quotes will be specified on each RFQ and generally will be within two to three weeks of issuance. Additional time for receipt of quotes may be provided for high dollar value and complex task orders.
- e. In the absence of alternate directions in the individual RFQ, all submitted prices and technical proposals must be valid for a minimum of sixty (60) days.
- f. Following the receipt of quotes, the Contracting Officer will make a source selection decision for the award of a task order. A task order's source selection evaluation may be made on a Lowest Price Technically Acceptable (LPTA) basis or by utilizing a trade-off process as indicated in the RFQ. The Contracting Officer will review the returned quotes and select the awardee based upon a source selection determination as specified in the RFQ. Evaluation factors may include price, technical expertise and past performance; however, other factors may be included as well. If past performance is included as an evaluation factor, the Government may consider past performance on previous JETS task orders, among other past performance history. Whether award will be made on a line by line basis or total order basis will also be indicated when the RFQ is forwarded.
- g. The Government shall not be responsible or liable for any costs incurred by any parties in the preparation and submission of any offers in response to a Request for Quotations.
- h. In accordance with FAR 16.505(b)(8), the following individual has been designated the task order ombudsman:

DCSO Competition Advocate
DLA Contracting Services Office
700 Robbins Avenue, Building 6D
Philadelphia, PA 19111

- i. Note 1: For all Firm-Fixed Price task order CLINs, the contracting officer will review the Hourly Labor Rate Table to validate that labor rates

offered in response to an RFQ do not exceed the established Hourly Labor Rate Table ceiling rates.

H.4 ORGANIZATIONAL CONFLICT OF INTEREST:

The provisions of FAR Subpart 9.5, Organization and Consultant Conflicts of Interest, concerning organizational conflicts of interest govern task orders issued under this contract. Potential conflicts may exist in accordance with FAR 9.505-1, Providing Systems Development and Engineering and Technical Direction, through 9.505-4, Obtaining Access to Proprietary Information. The contractor is responsible for identifying any actual or potential organizational conflict of interest to the Contracting Officer that would arise as the result of the issuance of a task order under this contract. The Contracting Officer will determine on a case-by-case, task order by task order, basis whether a conflict of interest is likely to arise. To avoid or mitigate a potential conflict, the task order Contracting Officer will impose appropriate constraints, such as the following:

- a. The contractor agrees that if it provides, under a contract or task order, systems engineering and technical guidance for systems and programs, but does not have overall contractual responsibility, it will not be allowed to be awarded a contract or task order to supply the system or any of its major components or be a subcontractor or consultant to a supplier of the system or any of its major components (FAR 9.505-1).
- b. The contractor agrees that if it prepares specifications for non-developmental items or assists in the preparation of work statements for a system or services under a contract or task order, it will not be allowed to furnish these items, either as a prime contractor, a subcontractor or as a consultant (FAR 9.505-2).
- c. The contractor agrees that if it gains access to proprietary data of other companies, it will protect such data and it will not use such proprietary data in supplying systems or components in future competitive procurements (FAR 9.505-4). In addition, the contractor agrees to protect the proprietary data and rights of other organizations disclosed to the contractor during performance of any task order with the same caution that a reasonably prudent contractor would use to safeguard highly valuable property. The contractor also agrees that if it gains access to the proprietary information of other companies, it will enter into an agreement with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

- d. The contractor agrees that it will not distribute reports, data or information of any nature arising from its performance under this contract, except as provided by the task order or as may be directed by the task order contracting officer.
- e. The contractor agrees that it will neither evaluate nor advise the Government with regard to its own products or activities. The contractor will objectively evaluate or advise the Government concerning products or activities of any prospective competitors.
- f. The contractor agrees that it will include the above provisions, including this paragraph, in agreements with teaming partners, consultants or subcontractors at any tier which involve access to information covered above. The use of this clause in such agreements shall be read by substituting the word "consultant" or "subcontractor" for the word "contractor" whenever the latter appears.

The contractor shall effectively educate its employees, through formal training, company policy, information directives and procedures, in an awareness of the legal provisions of FAR Subpart 9.5 and its underlying policy and principles so that each employee will know and understand the provisions of that Subpart and the absolute necessity of safeguarding information under a task order from anyone other than the contractor's employees who have a need to know, and the U.S. Government.

The term contractor herein used means: (1) the organization (hereinafter referred to as "it" or "its") entering into this agreement with the Government; (2) all business organizations with which it may merge, join or affiliate now or in the future and in any manner whatsoever, or which hold or may obtain, by purchase or otherwise, direct or indirect control of it; (3) its parent organization if any and any of its present or future subsidiaries, associates, affiliates, or holding companies, and; (4) any organization or enterprise over which it has direct or indirect control now or in the future.

In connection with a particular constraint, the contractor may submit a response to the task order contracting officer for the purpose of indicating potential measures to avoid or mitigate a conflict. In the event the task order contracting officer determines that a conflict exists which cannot be effectively mitigated the provision in FAR 9.5 must be followed.

H.4.1 ORGANIZATIONAL CONFLICT OF INTEREST MITIGATION PLAN

The Government requires that a contractor-provided Organizational Conflict of Interest (OCI) mitigation plan be submitted if a perceived or actual OCI exists. Further, all personnel must receive company sponsored OCI training within 30 days of performing this contract.

H.4.2 NOTICE OF POTENTIAL ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Notice. The Contracting Officer has determined that this acquisition may give rise to an organizational conflict of interest (OCI). Accordingly, the attention of prospective Offerors is invited to FAR Subpart 9.5 -- Organizational Conflicts of Interest. The Contracting Officer shall not award a contract until the Government determines any conflict of interest is reasonably resolved. The Contracting Officer has the sole authority to determine whether an organizational conflict of interest exists and to determine whether the organizational conflict of interest has been reasonably resolved. The OCI plan will not be evaluated as part of mission suitability. However, before being eligible to receive an award, the Offeror shall submit an acceptable OCI plan (including mitigation plans for any identified OCIs). As such, the Government may communicate with any Offeror at any time during the evaluation process concerning its OCI plan.
- b. Description of Potential Conflict. The nature of this potential organizational conflict of interest is the existence of conflicting roles that might bias a contractor's judgment or the existence of an unfair competitive advantage. At this time, no organizational conflict of interest is identified.
- c. Responsibility of Offeror:
 - 1) Applying the principles of FAR Subpart 9.5, each Offeror shall assess whether there is an organizational conflict of interest associated with the proposal it submits. The Offeror must explain the actions it intends to use to resolve any organizational conflicts of interest it finds in the Government's assessment and its own assessment. If its proposed resolution involves a proposed limitation on future contracting, the Offeror shall include the limitation in its proposal. If the proposed resolution involves use of mitigation techniques, the Offeror shall include the mitigation techniques in its proposal. Offerors may include the limitation of future contracting as well as a mitigation plan when their proposed resolution involves both techniques to address conflicts.
 - 2) Offerors are encouraged to inform the Contracting Officer of any potential conflicts of interest, including those involving contracts with other Government organizations,

in their proposal. The contracting officer will use this information to determine whether resolution of those conflicts will be required.

- 3) If the Offeror's proposed action to resolve an organizational conflict of interest is not acceptable, the Contracting Officer will notify the Offeror, providing the reasons why its proposed resolution is not considered acceptable and allow the Offeror a reasonable opportunity to respond before making a final decision on the organizational conflict of interest.
- d. Representation. By submission of its offer, the Offeror represents, to the best of its knowledge and belief, that –
 - 1) There are no relevant facts that could give rise to an OCI, as defined in FAR Part 2; or
 - 2) The Offeror has disclosed all relevant information regarding any actual or potential conflicts of interest.
 - e. Termination for default. If the successful Offeror was aware, or should have been aware, of an OCI before award of this contract and did not fully disclose that conflict to the Contracting Officer, the Government may terminate the contract for default.
 - f. Waiver. The agency reserves the right to waive the requirements of FAR 9.5, in accordance with FAR 9.503.
 - g. Action Taken to Reduce Conflict. At this time, no organizational conflict of interest is identified.

H.4.3 DISCLOSURE OF ORGANIZATIONAL CONFLICT OF INTEREST AFTER CONTRACT AWARD

- a. If the Contractor identifies an actual or potential organizational conflict of interest that has not already been adequately disclosed and resolved (or waived in accordance with FAR 9.503), the Contractor shall make a prompt and full disclosure in writing to the Contracting Officer. This disclosure shall include a description of the action the Contractor has taken or proposes to take in order to resolve the conflict. This reporting requirement also includes subcontractors' actual or potential organizational conflicts of interest not adequately disclosed and resolved prior to award.

- b. Mitigation Plan. If there is a mitigation plan in the contract, the Contractor shall periodically update the plan, based on changes such as changes to the legal entity, the overall structure of the organization, subcontractor arrangements, contractor management, ownership, ownership relationships, or modification of the work scope.

H.4.4 LIMITATION OF FUTURE CONTRACTING

- a. The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5 - Organizational Conflicts of Interest.
- b. The nature of this conflict is: At this time, no organizational conflict of interest is identified.
- c. The restrictions upon future contracting are as follows:
 - 1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). The Government shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.
 - 2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

H.5 PERIOD OF PERFORMANCE (POP)

Each IDIQ awarded as a result of this solicitation will have a five (5) year base period and one (1), five (5) year option period. Maximum total ordering period for large and small businesses will be 5-year base period with a 5-year option period (i.e. a potential 10 year period of performance).

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Resultant IDIQ task orders may have option periods. A task order's total period of performance may not exceed five (5) years. Task order performance periods are permitted to extend up to two years past the IDIQ expiration date.

Base Period: September 4, 2024 through September 3, 2029

Option Period: September 4, 2029 through September 3, 2034

H.6 PRE-PROPOSAL CONFERENCE

The date for the Pre-Proposal Conference will be Wednesday, April 26, 2023.

A Pre-Proposal Conference will be held to explain the requirements of this solicitation (SP4709-23-R-0001) and to respond to questions raised by prospective offerors. Prospective offerors are encouraged to attend.

The Government will not be liable for expenses incurred by an offeror prior to contract award.

Offerors are cautioned that remarks and explanations provided at the conference shall not change the terms of this solicitation unless the solicitation is amended in writing.

Please be advised that the conference will be held on a SECURE MILITARY COMPOUND. All visitors will be required to provide proper photo identification prior to entering the compound. In addition, the person (1) attending the conference must be provided to the Contracting Officer, Charles Fitzsimmons, Jr., prior to the conference. Each company is limited to a maximum of one (1) attendee.

To arrange attendance, prospective offerors are requested to contact:

Those firms planning to send one (1) representative to the DLA JETS 2.0 Pre-Proposal Conference must contact Charles Fitzsimmons, Jr. (Charles.Fitzsimmons@dla.mil), Nichole Raffle (Nichole.Raffle@dla.mil), and Edwin De Leon (Edwin.Deloen@dla.mil) no later than April 14, 2023 at 3:00 PM EDT with the following information:

- **Representative's Full Name**
- **Company or Organization Name and Address**
- **Company CAGE Code/UEI Number**
- **Phone Number**
- **Email Address**

Individuals who do not have CAC Cards will need to follow instructions listed below:

VISITOR CONTROL CENTER IS OPEN: The McNamara Headquarters Complex VCC, located at the HQC gate nearest the Fort Belvoir gate on Kingman Road, processes visitors who do not have Common Access Cards. Online pre-registration must be

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completed through the Defense Biometric Identification System. To pre-register: please use the visitor link for the DBIDS pre-enrollment website (DBIDS Pre-Enrollment (dmde.mil)). The visitor must go online no more than 30 days before the visit and enter their information. The visitor should receive an email with a link to a visit confirmation page with a quick response code and six-digit number and must send it to the sponsor. The sponsor sends a digitally signed email to HQVisitorAccess.HQDLA@dla.mil with a copy of the visit confirmation and date of visit. Sponsors should submit requests five business days before the visit. Upon arrival, the visitor must take their state-issued photo ID and a printout of the DBIDS visit confirmation to the HQC VCC. The visitor should be verified in DBIDS and issued a visitor's pass, allowing them to drive through the HQC gate and park. Visitors must enter the facility through the main entrance and will undergo security screening. Visitors needing an escort will remain in the lobby until their sponsor arrives. For more information, contact the sponsor James Spell at James.spell@dla.mil.

For the DBIDS Pre-Enrollment Sponsor Portion please use the information cited below:

Sponsor: James Spell

Sponsor Email: James.Spell@dla.mil

Phone Number: (571) 228-4049

Service Site: Office of Secretary of Defense: Defense Logistics Agency Fort Belvoir, VA

Date of Visit: April 26, 2023

Purpose of Visit: To attend JETS 2.0 Pre-Proposal Conference

For questions or concerns please contact James Spell at the Email Address/Phone Number above.

The address for the conference is:

McNamara Headquarters Complex

8725 John J. Kingman Road

Fort Belvoir, VA 22060-6221

H.7 SMALL BUSINESS PARTICIPATION

1. All offerors:

All offerors (*regardless of business size) shall subcontract a minimum of 25.0% of the total contract value to small business. Additional subcategory goals are established for the following socioeconomic targets: 3.0% for Service-Disabled Veteran-Owned Small Business (SDVOSB), 5.0% for Small Disadvantaged Business (SDB), 5.0% for Women Owned Small Business (WOSB), and 3.0% for Historically Underutilized Business (HUB Zone). Specify the Company Name, Address, CAGE Code, and UEI of the proposed Small Businesses for each Socio-

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Economic category. Each participant should be considered Small for NAICS Code 541519 (Size Standard \$34M).

The contractor's progress in achieving their small business participation requirements will be reported annually at the IDIQ contract level via Contractor Performance Assessment Reporting System (CPARS). Failure to meet or make positive progress toward meeting small business participation requirements may negatively impact a Contractor's performance ratings. All other small business participation efforts included in the contractor's proposal will be monitored during contract performance.

All IDIQ contract holders will be required to submit a "Small Business Subcontractor Report", which demonstrates how the contractor is achieving their small business participation targets. The report shall be submitted no later than 30 days prior to the end of an IDIQ contract year.

*Small business Offerors may meet the requirement using work performed themselves.

2. For other-than-small businesses:

In addition to the small business participation requirements and the requirements of FAR 52.219-8, Utilization of Small Business Concerns, contractors must submit a Small Business Subcontracting Plan in accordance with FAR 52.219-9, as supplemented by DFARS 252.219-7003, that will be incorporated into the contract. Annually, contractors will provide evidence of how they performed compared to their plan via the Electronic Subcontract Reporting System (eSRS) and the Government will document performance accordingly.

3. For small businesses:

In addition to the requirements of FAR 52.219-8, Utilization of Small Business Concerns, contractors must meet the small business participation requirements. Small business contractors may meet the requirement using work performed themselves.

H.8 SUBCONTRACTING PLAN

Other-Than-Small Business offerors are required to submit a Small Business Subcontracting Plan. The submission of the subcontracting plan is required with the IDIQ proposal. The Subcontracting Plan must be submitted by Other-Than-Small businesses for the proposal to be eligible for award. This is not required for small businesses.

In accordance with FAR 52.219-9, the offeror can submit a Commercial Plan or an Individual

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Contract Plan. If the offeror does not have a Commercial Plan, an Individual Contract Plan must be submitted.

Failure of Other-than-small Businesses to address the minimum requirements of the Subcontracting Plan, in accordance with FAR 52.219-9, will exclude the offeror from receiving an IDIQ award if not addressed during negotiations (if any).

DLA is committed to assuring that the maximum practicable opportunity is provided to small and small disadvantaged, women owned, service-disabled veteran-owned and HUBZone small business concerns to participate in the performance of the resulting contract. If the offeror is an Other-Than-Small Business concern, offerors are required to meet the DLA goals of small business participation for the NAICS code of 541519 (Size Standard: \$34M) to be considered for award.

PART II – CONTRACT CLAUSES

SECTION I: SOLICITATION PROVISIONS AND CLAUSES

1. The following clauses, if applicable, apply to the IDIQ and all subsequent task orders.

FAR 52.252-1 - Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.dla.mil/j-3/j-336/icps.htm>

(End of provision)

FAR 52.252-2 – Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.acquisition.gov

(End of clause)

FAR 52.252-5 – Authorized Deviations in Provisions (NOV 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.

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(b) The use in this solicitation of any DoD FAR Supplement (DFARS) (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of clause)

FAR 52.252-6 - Authorized Deviations in Clauses (NOV 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DoD FAR Supplement (DFARS) (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of clause)

FAR 52.202-1 – Definitions (JUN 2020)

FAR 52.203-3 – Gratuities (APR 1984)

FAR 52.203-12 – Limitations on Payments to Influence Certain Federal Transactions (JUN 2020)

FAR 52.203-13 – Contractor Code of Business Ethics and Conduct (NOV 2021)

FAR 52.203-16 – Preventing Personal Conflicts of Interest (JUN 2020)

FAR 52.203-17 – Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (JUN 2020)

FAR 52.203-19 – Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017)

FAR 52.204-2 – Security Requirements (MAR 2021)

FAR 52.204-4 – Printed or Copied Double-Sided on Postconsumer Fiber Content Paper (MAY 2011)

FAR 52.204-7 – System for Award Management (OCT 2018)

FAR 52.204-9 – Personal Identity Verification of Contractor Personnel (JAN 2011)

FAR 52.204-10 – Reporting Executive Compensation and First-Tier Subcontract Awards (JUN 2020)

FAR 52.204-13 – System for Award Management Maintenance (OCT 2018)

FAR 52.204-15 – Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016)

FAR 52.204-16 – Commercial and Government Entity Code Reporting (AUG 2020)

FAR 52.204-18 – Commercial and Government Entity Code Maintenance (AUG 2020)

FAR 52.204-21 – Basic Safeguarding of Covered Contractor Information Systems (NOV 2021)

FAR 52.204-22 – Alternative Line Item Proposal (JAN 2017)

FAR 52.204-23 – Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (NOV 2021)

FAR 52.204-25 – Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (NOV 2021)

FAR 52.208-9 – Contractor Use of Mandatory Source of Supply or Services (May 2014)

FAR 52.209-6 – Protecting the Government’s Interests When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (NOV 2021)

FAR 52.209-9 – Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018)

FAR 52.209-10 – Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015)

FAR 52.209-12 – Certification Regarding Tax Matters (OCT 2020)

FAR 52.215-8 - Order of Precedence – Uniform Contract Format (OCT 1997)

FAR 52.216-16 – Incentive Price Revision-Firm Target (OCT 1997)

FAR 52.216-17 – Incentive Price Revision-Successive Targets (OCT 1997)

FAR 52.216-18 – Ordering (AUG 2020)

FAR 52.216-27 – Single or Multiple Awards (OCT 1995)

FAR 52.216-32 – Task-Order and Delivery-Order Ombudsman (SEP 2019)

FAR 52.217-5 – Evaluation of Options (JUL 1990)

FAR 52.219-4 – Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2022)

FAR 52.219-8 – Utilization of Small Business Concerns (OCT 2022) (DEVIATION 2023-O0002)

FAR 52.219-9 – Small Business Subcontracting Plan (OCT 2022)

FAR 52.219-13 – Notice of Set-Aside of Orders (MAR 2020) (Alternate I) (MAR 2020)

FAR 52.219-14 – LIMITATIONS ON SUBCONTRACTING (FEB 2023) (DEVIATION 2021-O0008 – Revision 1))

FAR 52.219-16 – Liquidated Damages – Subcontracting Plan (SEP 2021)

FAR 52.219-28 – Post-Award Small Business Program Representation (MAR 2023)

FAR 52.219-31 – Notice of Small Business Reserve (MAR 2020)

FAR 52.219-32 – Orders Issued Directly Under Small Business Reserves (MAR 2020)

FAR 52.222-3 – Convict Labor (JUN 2003)

FAR 52.222-21 – Prohibition of Segregated Facilities (APR 2015)

FAR 52.222-26 – Equal Opportunity (SEP 2016)

FAR 52.222-27 – Affirmative Action Compliance Requirements for Construction (APR 2015)

FAR 52.222-35 – Equal Opportunity for Veterans (JUN 2020)

FAR 52.222-36 – Equal Opportunity for Workers With Disabilities (JUN 2020)

FAR 52.222-37 – Employment Reports on Veterans (JUN 2020)

FAR 52.222-40 – Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)

FAR 52.222-41 – Service Contract Labor Standards (AUG 2018)

FAR 52.222-43 – Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts) (AUG 2018)

FAR 52.222-49 – Service Contract Labor Standards-Place of Performance Unknown (MAY 2014)
FAR 52.222-50 – Combat Trafficking in Persons (NOV 2021)
FAR 52.222-54 – Employment Eligibility Verification (MAY 2022)
FAR 52.222-55 – Minimum Wages for Contractor Workers Under Executive Order 14026 (JAN 2022)
FAR 52.222-62 – Paid Sick Leave Under Executive Order 13706 (JAN 2022)
FAR 52.223-5 – Pollution Prevention and Right-to-Know Information (MAY 2011)
FAR 52.223-6 – Drug-Free Workplace (MAY 2001)
FAR 52.223-18 – Encouraging Contractor Policies to Ban Text Messaging While Driving (JUN 2020)
FAR 52.224-1 – Privacy Act Notification (APR 1984)
FAR 52.224-2 – Privacy Act (APR 1984)
FAR 52.225-13 – Restrictions on Certain Foreign Purchases (FEB 2021)
FAR 52.227-1 – Authorization and Consent (JUN 2020)
FAR 52.227-2 – Notice and Assistance Regarding Patent and Copyright Infringement (JUN 2020)
FAR 52.227-11 – Patent Rights – Ownership by the Contractor (MAY 2014)
FAR 52.228-5 – Insurance-Work on a Government Installation (JAN 1997)
FAR 52.229-3 – Federal, State, and Local Taxes (FEB 2013)
FAR 52.229-12 – Tax on Certain Foreign Procurements (FEB 2021)
FAR 52.232-1 – Payments (APR 1984)
FAR 52.232-8 – Discounts for Prompt Payment (FEB 2002)
FAR 52.232-11 – Extras (APR 1984)
FAR 52.232-17 – Interest (MAY 2014)
FAR 52.232-23 – Assignment of Claims (MAY 2014)
FAR 52.232-25 – Prompt Payment (JAN 2017)
FAR 52.232-33 – Payment by Electronic Funds Transfer–System for Award Management (OCT 2018)
FAR 52.232-39 – Unenforceability of Unauthorized Obligations (JUN 2013)
FAR 52.232-40 – Providing Accelerated Payments to Small Business Subcontractors (MAR 2023)
FAR 52.233-1 – Disputes (MAY 2014)
FAR 52.233-3 – Protest After Award (AUG 1996)
FAR 52.233-4 – Applicable Law for Breach of Contract Claim (OCT 2004)
FAR 52.237-1 – Site Visit (APR 1984)
FAR 52.237-2 – Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
FAR 52.237-3 – Continuity of Services (JAN 1991)
FAR 52.239-1 – Privacy or Security Safeguards (AUG 1996)
FAR 52.242-1 – Notice of Intent to Disallow Costs (APR 1984)
FAR 52.242-5 – Payments to Small Business Subcontractors (JAN 2017)
FAR 52.242-13 – Bankruptcy (JULY 1995)

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FAR 52.242-15 – Stop-Work Order (AUG 1989)
FAR 52.243-1 – Changes – Fixed Price – Alternative III (AUG 1987)
FAR 52.244-5 – Competition in Subcontracting (DEC 1996)
FAR 52.245-1 – Government Property (SEP 2021)
FAR 52.245-2 – Government Property Installation Operation Services (APR 2012)
FAR 52.245-9 – Use and Charges (APR 2012)
FAR 52.246-2 – Inspection of Supplies-Fixed-Price (AUG 1996)
FAR 52.246-16 – Responsibility for Supplies (APR 1984)
FAR 52.246-19 – Warranty of Systems and Equipment under Performance Specifications or Design Criteria (MAY 2001)
FAR 52.246-20 – Warranty of Services (MAY 2001)
FAR 52.246-25 – Limitation of Liability-Services (FEB 1997)
FAR 52.247-34 – F.O.B. Destination (NOV 1991)
FAR 52.249-2 – Termination for Convenience of the Government (Fixed-Price) (APR 2012)
FAR 52.249-8 – Default (Fixed-Price Supply and Service) (APR 1984)
FAR 52.251-1 – Government Supply Sources (APR 2012)
FAR 52.253-1 – Computer Generated Forms (JAN 1991)
DFARS 252.201-7000 – Contracting Officer’s Representative (DEC 1991)
DFARS 252.203-7000 – Requirements Relating to Compensation of Former DoD Officials (SEP 2011)
DFARS 252.203-7002 – Requirement to Inform Employees of Whistleblower Rights (SEP 2013)
DFARS 252.203-7003 – Agency Office of the Inspector General (AUG 2019)
DFARS 252.203-7004 – Display of Hotline Posters (JAN 2023)
DFARS 252.203-7005 – Representation Relating to Compensation of Former DoD Officials (SEP 2022)
DFARS 252.204-7000 – Disclosure of Information (OCT 2016)
DFARS 252.204-7003 – Control of Government Personnel Work Product (APR 1992)
DFARS 252.204-7004 – Antiterrorism Awareness Training for Contractors (JAN 2023)
DFARS 252.204-7007 – Alternate A, Annual Representations and Certifications (MAY 2021)
DFARS 252.204-7008 – Compliance with Safeguarding Covered Defense Information Controls (OCT 2016)
DFARS 252.204-7009 – Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (OCT 2016)
DFARS 252.204-7012 – Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2019)
DFARS 252.204-7015 – Notice of Authorized Disclosure of Information for Litigation Support (JAN 2023)
DFARS 252.204-7019 – Notice of NIST SP 800-171 DoD Assessment Requirements (MAR 2022)
DFARS 252.204-7020 – NIST SP 800-171 DoD Assessment Requirements (JAN 2023)
DFARS 252.204-7022 – Expediting Contract Closeout (MAY 2021)

DFARS 252.204-7023 – Reporting Requirements for Contracted Services – Alt I (JUL 2021)

DFARS 252.204-7024 – Notice on the Use of the Supplier Performance Risk System (MAR 2023)

DFARS 252.205-7000 – Provision of Information to Cooperative Agreement Holders (DEC 1991)

DFARS 252.209-7004 – Subcontracting with Firms That Are Owned or Controlled by the Government of a Terrorist Country (MAY 2019)

DFARS 252.211-7003 – Item Unique Identification and Valuation (JAN 2023)

DFARS 252.211-7007 – Reporting of Government-Furnished Property (MAR 2022)

DFARS 252.216-7010 – Post Award Debriefing for Task Orders and Delivery Orders (DEC 2022)

DFARS 252.217-7027 – Contract Definitization (DEC 2012)

DFARS 252.219-7000 – Advancing Small Business Growth (DEC 2022)

DFARS 252.219-7003 – Small Business Subcontracting Plan (DoD Contracts) (DEC 2019)

DFARS 252.219-7004 – Small Business Subcontracting Plan (Test Program) (MAY 2019)

DFARS 252.219-7011 – Notification to Delay Performance (JUN 1998)

DFARS 252.223-7006 – Prohibition on Storage and Disposal of Toxic and Hazardous Materials (SEP 2014)

DFARS 252.223-7008 – Prohibition of Hexavalent Chromium (JAN 2023)

DFARS 252.225-7002 – Qualifying Country Sources as Subcontractors (MAR 2022)

DFARS 252.225-7012 – Preference for Certain Domestic Commodities (APR 2022)

DFARS 252.225-7021 – Trade Agreements (MAR 2022)

DFARS 252.225-7031 – Secondary Arab Boycott of Israel (JUN 2005)

DFARS 252.225-7048 – Export-Controlled Items (JUNE 2013)

DFARS 252.225-7051 – Prohibition on Acquisition of Certain Foreign Commercial Satellite Services (DEC 2022)

DFARS 252.225-7052 – Restriction on the Acquisition of Certain Magnets, Tantalum, and Tungsten (JAN 2023)

DFARS 252.225-7055 – Representation Regarding Business Operations with the Maduro Regime (MAY 2022)

DFARS 252.225-7056 – Prohibition Regarding Business Operations with the Maduro Regime (JAN 2023)

DFARS 252.225-7057 – Preaward Disclosure of Employment of Individuals Who Work in the People’s Republic of China (AUG 2022)

DFARS 252.225-7058 – Postaward Disclosure of Employment of Individuals Who Work in the People’s Republic of China (JAN 2023)

DFARS 252.226-7001 – Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (JAN 2023)

DFARS 252.227-7013 Rights in Technical Data-Other Than Commercial Products and Commercial Services (MAR 2023)

DFARS 252.227-7014 Rights in Other Than Commercial Computer Software and Other Than Commercial Computer Software Documentation (MAR 2023)

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DFARS 252.227-7015 Technical Data – Commercial Products and Commercial Services (MAR 2023)
DFARS 252.227-7016 Rights in Bid or Proposal Information (JAN 2023)
DFARS 252.227-7019 Validation of Asserted Restrictions-Computer Software (JAN 2023)
DFARS 252.227-7025 Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends (JAN 2023)
DFARS 252.231-7000 – Supplemental Cost Principal (DEC 1991)
DFARS 252.227-7030 – Technical Data–Withholding of Payment (MAR 2000)
DFARS 252.227-7037 – Validation of Restrictive Markings on Technical Data (APR 2022)
DFARS 252.227-7039 – Patents-Reporting of Subject Inventions (APR 1990)
DFARS 252.232-7003 – Electronic Submission of Payment Requests and Receiving Reports (DEC 2018)
DFARS 252.232-7010 – Levies on Contract Payments (DEC 2006)
DFARS 252.235-7003 – Frequency Authorization (MAR 2014)
DFARS 252.237-7010 – Prohibition on Interrogation of Detainees by Contractor Personnel (JUN 2013)
DFARS 252.237-7023 – Continuation of Essential Contractor Services (OCT 2010)
DFARS 252.237-7024 – Notice of Continuation of Essential Contractor Services (OCT 2010)
DFARS 252.239-7000 – Protection Against Compromising Emanations (OCT 2019)
DFARS 252.239-7001 – Information Assurance Contractor Training and Certification (JAN 2008)
DFARS 252.239-7002 – Access (DEC 1991)
DFARS 252.239-7004 – Orders for Facilities and Services (SEP 2019)
DFARS 252.239-7007 – Cancellation or Termination of Orders (SEP 2019)
DFARS 252.239-7009 – Representation of Use of Cloud Computing (SEP 2015) DFARS 252.239-7010 Cloud Computing Services (SEP 2022)
DFARS 252.239-7016 – Telecommunications Security Equipment, Devices, Techniques, and Services (DEC 1991)
DFARS 252.239-7017 – Notice of Supply Chain Risk (DEC 2022)
DFARS 252.239-7018 – Supply Chain Risk (FEB 2019)
DFARS 252.239-7098 – Prohibition on Contracting to Maintain or Establish a Computer Network Unless Such Network is Designed to Block Access to Certain Websites – Representation (APR 2021) (DEVIATION 2021-O0003)
DFARS 252.243-7001 – Pricing of Contract Modifications (DEC 1991)
DFARS 252.243-7002 – Requests for Equitable Adjustment (DEC 2012)
DFARS 252.244-7000 – Subcontracts for Commercial Items (JAN 2021)
DFARS 252-245-7001 – Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)
DFARS 252.245-7002 – Reporting Loss of Government Property (JAN 2021)
DFARS 252.245-7003 – Contractor Property Management System Administration (APR 2012)

DFARS 252.245-7004 – Reporting, Reutilization, and Disposal (NOV 2021) (DEVIATION 2022-O0006)

DFARS 252.246-7003 – Notification of Potential Safety Issues (JAN 2023)

DFARS 252.246-7007 – Contractor Counterfeit Electronic Part Detection and Avoidance System (JAN 2023)

DFARS 252.246-7008 – Sources of Electronic Parts (JAN 2023)

DFARS 252.247-7023 – Transportation of Supplies by Sea—Basic (JAN 2023)

DFARS 252.251-7000 – Ordering From Government Supply Sources (AUG 2012)

DLAD 5452.233-9001 – Disputes – Agreement to Use Alternative Dispute Resolution (ADR) (JUNE 2020)

2. The following clauses, if applicable, apply to the IDIQ and all subsequent commercial task orders.

FAR 52.203-6 - Restrictions on Subcontractor Sales to the Government Alternate I (Nov 2021)

FAR 52.212-4 - Contract Terms and Conditions – Commercial Items (NOV 2021)

FAR 52.215-16 - Facilities Capital Cost of Money (JUN 2003)

FAR 52.216-31 - Time-and-Materials/Labor-Hour Proposal Requirements - Commercial Acquisition (NOV 2021)

3. The following clauses, if applicable, apply to the IDIQ and all subsequent non-commercial task orders.

FAR 52.203-5 - Covenant Against Contingent Fees (May 2014)

FAR 52.203-6 - Restrictions on Subcontractor Sales to the Government (JUN 2020)

FAR 52.203-7 - Anti-Kickback Procedures (JUN 2020)

FAR 52.203-8 - Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (MAY 2014)

FAR 52.203-10 - Price or Fee Adjustment for Illegal or Improper Activity (MAY 2014)

FAR 52.203-15 - Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (JUN 2010)

FAR 52.209-13 - Violation of Arms Control Treaties or Agreements—Certification (NOV 2021)

FAR 52.210-1 - Market Research (NOV 2021)

FAR 52.215-2 - Audit and Records – Negotiation (JUN 2020)

FAR 52.215-10 - Price Reduction for Defective Certified Cost or Pricing Data (AUG 2011)

FAR 52.215-11 - Price Reduction for Defective Certified Cost or Pricing Data—Modifications (OCT 2021) (DEVIATION 2022-O0001)

FAR 52.215-12 - Subcontractor Certified Cost or Pricing Data (OCT 2021) (DEVIATION 2022-O0001)

FAR 52.215-13 - Subcontractor Certified Cost or Pricing Data—Modifications (OCT 2021) (DEVIATION 2022-O0001)

FAR 52.215-15 - Pension Adjustments and Asset Reversions (OCT 2010)

FAR 52.215-18 - Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (JUL 2005)
FAR 52.215-19 - Notification of Ownership Changes (OCT 1997)
FAR 52.215-21 - Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data—Modifications (NOV 2021)
FAR 52.215-22 - Limitations on Pass-Through Charges – Identification of Subcontract Effort (OCT 2009)
FAR 52.215-23 - Limitations on Pass-Through Charges (JUN 2020)
FAR 52.216-7 - Allowable Cost and Payment (AUG 2018)
FAR 52.216-10 - Incentive Fee (JUN 2011)
FAR 52.222-1 - Notice to the Government of Labor Disputes (FEB 1997)
FAR 52.222-46 - Evaluation of Compensation for Professional Employees (FEB 1993)
FAR 52.227-3 - Patent Indemnity – Alternate I (APR 1984)
FAR 52.228-7 - Insurance-Liability to Third Persons (MAR 1996)
FAR 52.230-1 - Cost Accounting Standards Notices and Certification (JUN 2020)
FAR 52.230-2 – Cost Accounting Standards (JUN 2020)
FAR 52.230-3 – Disclosure and Consistency of Cost Accounting Practices (JUN 2020)
FAR 52.230-4 – Disclosure and Consistency of Cost Accounting Practices – Foreign Concerns (JUN 2020)
FAR 52.230-5 – Cost Accounting Standards – Educational Institution (JUN 2020)
FAR 52.230-6 - Administration of Cost Accounting Standards (JUN 2010)
FAR 52.230-7 - Proposal Disclosure—Cost Accounting Practice Changes (APR 2005)
FAR 52.232-20 - Limitation of Cost (APR 1984)
FAR 52.232-22 - Limitation of Funds (APR 1984)
FAR 52.233-3 - Protest after Award (Alternate I)(JUN 1985)
FAR 52.237-10 Identification of Uncompensated Overtime (MAR 2015)
FAR 52.242-3 - Penalties for Unallowable Costs (DEC 2022)
FAR 52.242-4 - Certification of Final Indirect Costs (JAN 1997)
FAR 52.242-15 - Stop-Work Order (Alternate I)(APR 1984)
FAR 52.243-2 - Changes – Cost Reimbursement (AUG 1987)
FAR 52.244-2 – Subcontracts (JUN 2020)
FAR 52.244-2 - Subcontracts (Alternate I)(JUN 2020)
FAR 52.244-6 - Subcontracts for Commercial Products and Commercial Services (MAR 2023)
FAR 52.246-3 - Inspection of Supplies-Cost-Reimbursement (MAY 2001)
FAR 52.246-5 - Inspection of Services-Cost Reimbursement (APR 1984)
FAR 52.246-26 - Reporting Nonconforming Items (NOV 2021)
FAR 52.249-6 - Termination (Cost-Reimbursement) (MAY 2004)
FAR 52.249-14 - Excusable Delays (APR 1984)
DFARS 252.203-7001 - Prohibition on Persons Convicted of Fraud or Other Defense Contract-Related Felonies (JAN 2023)
DFARS 252.215-7002 - Cost Estimating System Requirements (DEC 2012)
DFARS 252.215-7009 - Proposal Adequacy Checklist (JAN 2023)

DFARS 252.215-7010 - Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data—Basic (JAN 2023)

DFARS 252.215-7011 - Requirements for Submission of Proposals to the Administrative Contracting Officer and Contract Auditor (JAN 2018)

DFARS 252.215-7012 - Requirements for Submission of Proposals via Electronic Media (JAN 2018)

DFARS 252.215-7014 - Exception from Certified Cost or Pricing Data Requirements for Foreign Military Sales Indirect Offsets (DEC 2022)

DFARS 252.216-7004 - Award-Fee Reduction or Denial for Jeopardizing the Health or Safety of Government Personnel (SEP 2011)

DFARS 252.222-7006 - Restrictions on the Use of Mandatory Arbitration Agreements (JAN 2023)

DFARS 252.223-7004 - Drug Free Work Place (SEP 1988)

DFARS 252.225-7003 - Report of Intended Performance Outside the United States and Canada—Submission with Offer (OCT 2020)

DFARS 252.225-7004 - Report of Intended Performance Outside the United States and Canada—Submission after Award (OCT 2020)

DFARS 252.242-7004 - Material Management and Accounting System (MAY 2011)

DFARS 252.242-7005 - Contractor Business Systems (FEB 2012)

DFARS 252.242-7006 - Accounting System Administration (FEB 2012)

4. The following clauses, if applicable, apply to 100% small business set-aside task orders.

FAR 52.219-3 - Notice of HUBZone Set-Aside or Sole-Source Award (OCT 2022)

FAR 52.219-6 - Notice of Total Small Business Set-Aside (NOV 2020)

FAR 52.219-27 - Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (OCT 2022)

FAR 52.219-29 - Notice of Set-Aside for, or Sole-Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (OCT 2022)

FAR 52.219-30 – Notice of Set-Aside for, or Sole-Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (OCT 2022)

FAR 52.219-33 - Nonmanufacturer Rule (SEP 2021)

5. The following clauses included in Full Text, if applicable, apply to the IDIQ and all subsequent task orders:

Section 508 Compliance

All development of Electronic and Information Technology (EIT) products or services shall be compliant with Section 508 as imposed by 36 CFR 1194. Solutions implemented by the Contractor shall comply with the DLA issuance, DLA Directive (DLAD) 5025.30. When directed by the Government, the Contractor shall assist the Government in performing an

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assessment to determine compliance with Section 508 and provide results to the Government. The Contractor shall assist the Government in developing a plan to meet these requirements or requesting appropriate exceptions.

The Contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies, develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Additional information on Section 508 can be found at:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

Section 508 Technical Standards and their reference numbers are as follows:

1194.21 Software applications and operating systems.

1194.22 Web-based intranet and internet information and applications.

1194.23 Telecommunications products.

1194.24 Video and multimedia products.

1194.25 Self contained, closed products.

1194.26 Desktop and portable computers.

1194.31 Functional Performance Criteria -- Solicitations for EIT should always refer to functional performance criteria, according to 36 CFR part 1194 Subpart C applied to all E&IT acquisition deliverables.

1194.41 Information, Documentation and Support -- Solicitations for EIT must identify whether or not information, documentation, and support requirements apply, according to 36 CFR part 1194 Subpart D applied to support documentation and services provided by agencies to end users of the acquired EIT.

GSA's Guidance on Creating 508-Compliant IT Solicitations:

<http://buyaccessible.net/blog/wp-content/uploads/2011/01/Guidance-on-Creating-508Compliant-IT-Solicitations.pdf>

The U.S. Access Board's Standards for Accessibility:

<http://www.section508.gov/index.cfm?fuseAction=stdsdoc>

The BuyAccessible Wizard:

<https://app.buyaccessible.gov/baw/>

FAR 52.204-19 - Incorporation by Reference of Representations and Certifications (DEC 2014)

The Contractor's representations and certifications, including those completed electronically via the System for Award Management (SAM), are incorporated by reference into the contract.

(End of clause)

52.209-11 Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (FEB 2016)

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

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

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

(End of provision)

FAR 52.212-5 - Contract Terms and Conditions Required To Implement Statutes or Executive Orders - Commercial Products and Commercial Services (MAR 2023)

(Note: This clause applies to commercial orders only).

(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 products and commercial services:

- (1) [52.203-19](#), Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (2) [52.204-23](#), Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (NOV 2021) (Section 1634 of Pub. L. 115-91).
- (3) [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (NOV 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).
- (4) [52.209-10](#), Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015).
- (5) [52.232-40](#), Providing Accelerated Payments to Small Business Subcontractors (MAR 2023) ([31 U.S.C. 3903](#) and [10 U.S.C. 3801](#)).
- (6) [52.233-3](#), Protest After Award (AUG 1996) ([31 U.S.C. 3553](#)).
- (7) [52.233-4](#), Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 ([19 U.S.C. 3805 note](#))).

(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 products and commercial services:

[Contracting Officer check as appropriate.]

X (1) [52.203-6](#), Restrictions on Subcontractor Sales to the Government (JUN 2020), with *Alternate I* (NOV 2021) ([41 U.S.C. 4704](#) and [10 U.S.C. 4655](#)).

X (2) [52.203-13](#), Contractor Code of Business Ethics and Conduct (NOV 2021) ([41 U.S.C. 3509](#))).

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___ (3) [52.203-15](#), Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) [52.204-10](#), Reporting Executive Compensation and First-Tier Subcontract Awards (JUN 2020) (Pub. L. 109-282) ([31 U.S.C. 6101 note](#)).

___ (5) [Reserved].

___ (6) [52.204-14](#), Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

X (7) [52.204-15](#), Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

X (8) [52.209-6](#), Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (NOV 2021) ([31 U.S.C. 6101 note](#)).

X (9) [52.209-9](#), Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018) ([41 U.S.C. 2313](#)).

___ (10) [Reserved].

___ (11) [52.219-3](#), Notice of HUBZone Set-Aside or Sole-Source Award (OCT 2022) ([15 U.S.C. 657a](#)).

___ (12) [52.219-4](#), Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2022) (if the offeror elects to waive the preference, it shall so indicate in its offer) ([15 U.S.C. 657a](#)).

___ (13) [Reserved]

___ (14) (i) [52.219-6](#), Notice of Total Small Business Set-Aside (NOV 2020) ([15 U.S.C. 644](#)).

___ (ii) Alternate I (MAR 2020) of [52.219-6](#).

___ (15) (i) [52.219-7](#), Notice of Partial Small Business Set-Aside (NOV 2020) ([15 U.S.C. 644](#)).

___ (ii) Alternate I (MAR 2020) of [52.219-7](#).

X (16) [52.219-8](#), Utilization of Small Business Concerns (OCT 2022) ([15 U.S.C. 637\(d\)\(2\)](#) and (3)).

X (17) (i) [52.219-9](#), Small Business Subcontracting Plan (OCT 2022) ([15 U.S.C. 637\(d\)\(4\)](#)).

___ (ii) Alternate I (NOV 2016) of [52.219-9](#).

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__ (iii) Alternate II (NOV 2016) of [52.219-9](#).

__ (iv) Alternate III (JUN 2020) of [52.219-9](#).

__ (v) Alternate IV (SEP 2021) of [52.219-9](#).

X (18) (i) [52.219-13](#), Notice of Set-Aside of Orders (MAR 2020) ([15 U.S.C. 644\(r\)](#)).

__ (ii) Alternate I (MAR 2020) of [52.219-13](#).

__ (19) [52.219-14](#), Limitations on Subcontracting (OCT 2022) ([15 U.S.C. 637s](#)).

X (20) [52.219-16](#), Liquidated Damages—Subcontracting Plan (SEP 2021) ([15 U.S.C. 637\(d\)\(4\)\(F\)\(i\)](#)).

__ (21) [52.219-27](#), Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (OCT 2022) ([15 U.S.C. 657f](#)).

X (22) (i) [52.219-28](#), Post Award Small Business Program Rerepresentation (MAT 2023)([15 U.S.C. 632\(a\)\(2\)](#)).

__ (ii) Alternate I (MAR 2020) of [52.219-28](#).

__ (23) [52.219-29](#), Notice of Set-Aside for, or Sole-Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (OCT 2022) ([15 U.S.C. 637\(m\)](#)).

__ (24) [52.219-30](#), Notice of Set-Aside for, or Sole-Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (OCT 2022) ([15 U.S.C. 637\(m\)](#)).

X (25) [52.219-32](#), Orders Issued Directly Under Small Business Reserves (MAR 2020) ([15 U.S.C. 644\(r\)](#)).

X (26) [52.219-33](#), Nonmanufacturer Rule (SEP 2021) ([15U.S.C. 637\(a\)\(17\)](#)).

X (27) [52.222-3](#), Convict Labor (JUN 2003) (E.O.11755).

__ (28) [52.222-19](#), Child Labor-Cooperation with Authorities and Remedies (DEC 2022) (E.O.13126).

X (29) [52.222-21](#), Prohibition of Segregated Facilities (APR 2015).

X (30) (i) [52.222-26](#), Equal Opportunity (SEP 2016) (E.O.11246).

__ (ii) Alternate I (FEB 1999) of [52.222-26](#).

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X (31) (i) [52.222-35](#), Equal Opportunity for Veterans (JUN 2020) ([38 U.S.C. 4212](#)).

__ (ii) Alternate I (JUL 2014) of [52.222-35](#).

X (32) (i) [52.222-36](#), Equal Opportunity for Workers with Disabilities (JUN 2020) ([29 U.S.C. 793](#)).

__ (ii) Alternate I (JUL 2014) of [52.222-36](#).

X (33) [52.222-37](#), Employment Reports on Veterans (JUN 2020) ([38 U.S.C. 4212](#)).

X (34) [52.222-40](#), Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

X (35) (i) [52.222-50](#), Combating Trafficking in Persons (NOV 2021) ([22 U.S.C. chapter 78](#) and E.O. 13627).

__ (ii) Alternate I (MAR 2015) of [52.222-50](#) ([22 U.S.C. chapter 78](#) and E.O. 13627).

X (36) [52.222-54](#), Employment Eligibility Verification (MAY 2022) (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial products or commercial services as prescribed in FAR [22.1803](#).)

__ (37) (i) [52.223-9](#), Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) ([42 U.S.C. 6962\(c\)\(3\)\(A\)\(ii\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (ii) Alternate I (MAY 2008) of [52.223-9](#) ([42 U.S.C. 6962\(i\)\(2\)\(C\)](#)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (38) [52.223-11](#), Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

__ (39) [52.223-12](#), Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

__ (40) (i) [52.223-13](#), Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (OCT 2015) of [52.223-13](#).

__ (41) (i) [52.223-14](#), Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun2014) of [52.223-14](#).

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___ (42) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (MAY 2020) ([42 U.S.C. 8259b](#)).

___ (43) (i) [52.223-16](#), Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

___ (ii) Alternate I (JUN 2014) of [52.223-16](#).

___ X (44) [52.223-18](#), Encouraging Contractor Policies to Ban Text Messaging While Driving (JUN 2020) (E.O. 13513).

___ (45) [52.223-20](#), Aerosols (JUN 2016) (E.O. 13693).

___ (46) [52.223-21](#), Foams (Jun2016) (E.O. 13693).

___ (47) (i) [52.224-3](#) Privacy Training (JAN 2017) (5 U.S.C. 552 a).

___ (ii) Alternate I (JAN 2017) of [52.224-3](#).

___ (48) (i) [52.225-1](#), Buy American-Supplies (OCT 2022) ([41 U.S.C. chapter 83](#)).

___ (ii) Alternate I (OCT 2022) of [52.225-1](#).

___ (49) (i) [52.225-3](#), Buy American-Free Trade Agreements-Israeli Trade Act (DEC 2022) ([19 U.S.C. 3301 note](#), [19 U.S.C. 2112 note](#), [19 U.S.C. 3805 note](#), [19 U.S.C. 4001 note](#), 19 U.S.C. chapter 29 (sections 4501-4732), Public Law 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

___ (ii) Alternate I [Reserved].

___ (iii) Alternate II (DEC 2022) of [52.225-3](#).

___ (iv) Alternate III (JAN 2021) of [52.225-3](#).

___ (v) Alternate IV (Oct 2022) of [52.225-3](#).

___ (50) [52.225-5](#), Trade Agreements (DEC 2022) ([19 U.S.C. 2501](#), *et seq.*, [19 U.S.C. 3301](#) note).

___ X (51) [52.225-13](#), Restrictions on Certain Foreign Purchases (FEB 2021) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (52) [52.225-26](#), Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

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___ (53) [52.226-4](#), Notice of Disaster or Emergency Area Set-Aside (Nov 2007) ([42 U.S.C. 5150](#)).

___ (54) [52.226-5](#), Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov2007) ([42 U.S.C. 5150](#)).

X (55) [52.229-12](#), Tax on Certain Foreign Procurements (FEB 2021).

___ (56) [52.232-29](#), Terms for Financing of Purchases of Commercial Products and Commercial Services (Nov 2021) ([41 U.S.C. 4505](#), [10 U.S.C. 3805](#)).

___ (57) [52.232-30](#), Installment Payments for Commercial Products and Commercial Services (Nov 2021) ([41 U.S.C. 4505](#), [10 U.S.C. 3805](#)).

X (58) [52.232-33](#), Payment by Electronic Funds Transfer-System for Award Management (OCT2018) ([31 U.S.C. 3332](#)).

___ (59) [52.232-34](#), Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) ([31 U.S.C. 3332](#)).

___ (60) [52.232-36](#), Payment by Third Party (MAY 2014) ([31 U.S.C. 3332](#)).

X (61) [52.239-1](#), Privacy or Security Safeguards (AUG 1996) ([5 U.S.C. 552a](#)).

X (62) [52.242-5](#), Payments to Small Business Subcontractors (JAN 2017) ([15 U.S.C. 637\(d\)\(13\)](#)).

___ (63) (i) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) ([46 U.S.C. 55305](#) and [10 U.S.C. 2631](#)).

___ (ii) Alternate I (APR 2003) of [52.247-64](#).

___ (iii) Alternate II (Nov 2021) 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 products and commercial services:

[Contracting Officer check as appropriate.]

X (1) [52.222-41](#), Service Contract Labor Standards (AUG 2018) ([41 U.S.C. chapter67](#)).

X (2) [52.222-42](#), Statement of Equivalent Rates for Federal Hires (MAY 2014) ([29 U.S.C. 206](#) and [41 U.S.C. chapter 67](#)).

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 X (3) [52.222-43](#), Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (AUG 2018) ([29 U.S.C. 206](#) and [41 U.S.C. chapter 67](#)).

 (4) [52.222-44](#), Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) ([29U.S.C.206](#) and [41 U.S.C. chapter 67](#)).

 (5) [52.222-51](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) ([41 U.S.C. chapter 67](#)).

 (6) [52.222-53](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) ([41 U.S.C. chapter 67](#)).

 X (7) [52.222-55](#), Minimum Wages for Contractor Workers Under Executive Order 14026 (JAN 2022).

 X (8) [52.222-62](#), Paid Sick Leave Under Executive Order 13706 (JAN 2022) (E.O. 13706).

 (9) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) ([42 U.S.C. 1792](#)).

(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, as defined in FAR [2.101](#), on the date of award of this contract, 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)

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(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 this paragraph (e)(1), in a subcontract for commercial products or commercial services. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) [52.203-13](#), Contractor Code of Business Ethics and Conduct (NOV 2021) ([41 U.S.C. 3509](#)).

(ii) [52.203-19](#), Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) [52.204-23](#), Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (NOV 2021) (Section 1634 of Pub. L. 115-91).

(iv) [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (NOV 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(v) [52.219-8](#), Utilization of Small Business Concerns (OCT 2022) ([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 the applicable threshold specified in FAR [19.702](#)(a) on the date of subcontract award, the subcontractor must include [52.219-8](#) in lower tier subcontracts that offer subcontracting opportunities.

(vi) [52.222-21](#), Prohibition of Segregated Facilities (APR 2015).

(vii) [52.222-26](#), Equal Opportunity (SEP 2015) (E.O.11246).

(viii) [52.222-35](#), Equal Opportunity for Veterans (JUN 2020) ([38 U.S.C. 4212](#)).

(ix) [52.222-36](#), Equal Opportunity for Workers with Disabilities (JUN 2020) ([29 U.S.C. 793](#)).

(x) [52.222-37](#), Employment Reports on Veterans (JUN 2020) ([38 U.S.C. 4212](#)).

(xi) [52.222-40](#), Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause [52.222-40](#).

(xii) [52.222-41](#), Service Contract Labor Standards (AUG 2018) ([41 U.S.C. chapter 67](#)).

(xiii)

(A) [52.222-50](#), Combating Trafficking in Persons (NOV 2021) ([22 U.S.C. chapter 78](#) and E.O 13627).

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(B) Alternate I (MAR 2015) of [52.222-50](#) ([22 U.S.C. chapter 78](#) and [E.O. 13627](#)).

(xiv) [52.222-51](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) ([41 U.S.C. chapter 67](#)).

(xv) [52.222-53](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) ([41 U.S.C. chapter 67](#)).

(xvi) [52.222-54](#), Employment Eligibility Verification (MAY 2022) (E.O. 12989).

(xvii) [52.222-55](#), Minimum Wages for Contractor Workers Under Executive Order 14026 (JAN 2022).

(xviii) [52.222-62](#), Paid Sick Leave Under Executive Order 13706 (JAN 2022) (E.O. 13706).

(xix)

(A) [52.224-3](#), Privacy Training (Jan 2017) ([5 U.S.C. 552a](#)).

(B) Alternate I (JAN 2017) of [52.224-3](#).

(xx) [52.225-26](#), Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

(xxi) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (JUN 2020) ([42 U.S.C. 1792](#)). Flow down required in accordance with paragraph (e) of FAR clause [52.226-6](#).

(xxii) [52.232-40](#), Providing Accelerated Payments to Small Business Subcontractors (Mar 2023) ([31 U.S.C. 3903](#) and [10 U.S.C. 3801](#)). Flow down required in accordance with paragraph (c) of [52.232-40](#).

(xxiii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (NOV 2021) ([46 U.S.C. 55305](#) 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 products and commercial services a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

FAR 52.216-19 - Order Limitations (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$999,999,999.99;

(2) Any order for a combination of items in excess of \$999,999,999.99; or

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

FAR 52.216-22 - Indefinite Quantity (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

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(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after **2 years from expiration of the ID/IO ordering period.** (End of clause)

FAR 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 within **30 days prior to expiration of the period of performance.**

(End of clause)

FAR 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 **7-days prior to expiration of the period of performance;** provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30-days** 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 **10-years, 6-months.**

(End of clause)

FAR 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C.5341](#) or [5 332.](#)

This Statement is for Information Only: It is not a Wage Determination

*	*

*Fill-in will be provided where applicable at the task order level

(End of clause)

FAR 52.224-3 - Privacy Training (JAN 2017)

(a) *Definition.* As used in this clause, "personally identifiable information" means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. (See Office of Management and Budget (OMB) Circular A-130, Managing Federal Information as a Strategic Resource).

(b) The Contractor shall ensure that initial privacy training, and annual privacy training thereafter, is completed by contractor employees who-

(1) Have access to a system of records;

(2) Create, collect, use, process, store, maintain, disseminate, disclose, dispose, or otherwise handle personally identifiable information on behalf of an agency; or

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(3) Design, develop, maintain, or operate a system of records (see also FAR subpart [24.3](#) and [39.105](#)).

(c)

(1) "Privacy training shall address the key elements necessary for ensuring the safeguarding of personally identifiable information or a system of records. The training shall be role-based, provide foundational as well as more advanced levels of training, and have measures in place to test the knowledge level of users. At a minimum, the privacy training shall cover-

(i) The provisions of the Privacy Act of 1974 ([5 U.S.C. 552a](#)), including penalties for violations of the Act;

(ii) The appropriate handling and safeguarding of personally identifiable information;

(iii) The authorized and official use of a system of records or any other personally identifiable information;

(iv) The restriction on the use of unauthorized equipment to create, collect, use, process, store, maintain, disseminate, disclose, dispose or otherwise access personally identifiable information;

(v) The prohibition against the unauthorized use of a system of records or unauthorized disclosure, access, handling, or use of personally identifiable information; and

(vi) The procedures to be followed in the event of a suspected or confirmed breach of a system of records or the unauthorized disclosure, access, handling, or use of personally identifiable information (see OMB guidance for Preparing for and Responding to a Breach of Personally Identifiable Information).

(2) Completion of an agency-developed or agency-conducted training course shall be deemed to satisfy these elements.

(d) The Contractor shall maintain and, upon request, provide documentation of completion of privacy training to the Contracting Officer.

(e) The Contractor shall not allow any employee access to a system of records, or permit any employee to create, collect, use, process, store, maintain, disseminate, disclose, dispose or otherwise handle personally identifiable information, or to design, develop, maintain, or operate a system of records unless the employee has completed privacy training, as required by this clause.

(f) The substance of this clause, including this paragraph (f), shall be included in all subcontracts under this contract, when subcontractor employees will-

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- (1) Have access to a system of records;
- (2) Create, collect, use, process, store, maintain, disseminate, disclose, dispose, or otherwise handle personally identifiable information; or
- (3) Design, develop, maintain, or operate a system of records.

(End of clause)

Alternate I (JAN 2017). As prescribed in [24.302\(b\)](#), if the agency specifies that only its agency-provided training is acceptable, substitute the following paragraph (c) for paragraph (c) of the basic clause:

(c) The contracting agency will provide initial privacy training, and annual privacy training thereafter, to Contractor employees for the duration of this contract.

FAR 52.229-11 - Tax on Certain Foreign Procurements - Notice and Representation (JUN 2020)

(a) *Definitions.* As used in this provision—

Foreign person means any person other than a United States person.

Specified Federal procurement payment means any payment made pursuant to a contract with a foreign contracting party that is for goods, manufactured or produced, or services provided in a foreign country that is not a party to an international procurement agreement with the United States. For purposes of the prior sentence, a foreign country does not include an outlying area.

United States person as defined in [26 U.S.C. 7701\(a\)\(30\)](#) means

- (1) A citizen or resident of the United States;
- (2) A domestic partnership;
- (3) A domestic corporation;
- (4) Any estate (other than a foreign estate, within the meaning of [26 U.S.C. 701\(a\)\(31\)](#)); and
- (5) Any trust if—
 - (i) A court within the United States is able to exercise primary supervision over the administration of the trust; and

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(ii) One or more United States persons have the authority to control all substantial decisions of the trust.

(b) Unless exempted, there is a 2 percent tax of the amount of a specified Federal procurement payment on any foreign person receiving such payment. See [26 U.S.C. 5000C](#) and its implementing regulations at 26 CFR 1.5000C-1 through 1.5000C-7.

(c) Exemptions from withholding under this provision are described at 26 CFR 1.5000C-1(d)(5) through (7). The Offeror would claim an exemption from the withholding by using the Department of the Treasury Internal Revenue Service Form W-14, Certificate of Foreign Contracting Party Receiving Federal Procurement Payments, available via the internet at www.irs.gov/w14. Any exemption claimed and self-certified on the IRS Form W-14 is subject to audit by the IRS. Any disputes regarding the imposition and collection of the 26 U.S.C. 5000C tax are adjudicated by the IRS as the [26 U.S.C. 5000C](#) tax is a tax matter, not a contract issue. The IRS Form W-14 is provided to the acquiring agency rather than to the IRS.

(d) For purposes of withholding under [26 U.S.C. 5000C](#), the Offeror represents that

(1) It ☐ is ☐ is not a foreign person; and

(2) If the Offeror indicates "is" in paragraph (d)(1) of this provision, then the Offeror represents that—I am claiming on the IRS Form W-14 ☐ a full exemption, or ☐ partial or no exemption [Offeror shall select one] from the excise tax.

(e) If the Offeror represents it is a foreign person in paragraph (d)(1) of this provision, then—

(1) The clause at FAR [52.229-12](#), Tax on Certain Foreign Procurements, will be included in any resulting contract; and

(2) The Offeror shall submit with its offer the IRS Form W-14. If the IRS Form W-14 is not submitted with the offer, exemptions will not be applied to any resulting contract and the Government will withhold a full 2 percent of each payment.

(f) If the Offeror selects "is" in paragraph (d)(1) and "partial or no exemption" in paragraph (d)(2) of this provision, the Offeror will be subject to withholding in accordance with the clause at FAR [52.229-12](#), Tax on Certain Foreign Procurements, in any resulting contract.

(g) A taxpayer may, for a fee, seek advice from the Internal Revenue Service (IRS) as to the proper tax treatment of a transaction. This is called a private letter ruling. Also, the IRS may publish a revenue ruling, which is an official interpretation by the IRS of the Internal Revenue Code, related statutes, tax treaties, and regulations. A revenue ruling is the conclusion of the IRS on how the law is applied to a specific set of facts. For questions relating to the interpretation of the IRS regulations go to <https://www.irs.gov/help/tax-law-questions>.

(End of provision)

FAR 52.233-2 - Service of Protest (SEPT 2006)

(a) Protests, as defined in section [33.101](#) of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Charles Fitzsimmons, Jr.
DLA Contracting Services Office – Philadelphia (DCSO-P)
700 Robbins Avenue, Building 6D435
Philadelphia, PA 19111

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

DFARS 252.232-7006 - Wide Area Work Flow Payment Instructions (JAN 2023)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at [252.232-7003](#) , Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) [252.232-7003](#) , Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov> and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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(d) *WAWF training*. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission*. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions*. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) *Document type*. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

(Contracting Officer: Insert either “Invoice 2in1” or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

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[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC**	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert “See Schedule” or “Not applicable.”)

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Procurement Note C05 Changes to Key Personnel (OCT 2016)

Certain skilled, experienced, professional and/or technical personnel are essential for successful accomplishment of the work to be performed under this contract. These are defined as "key personnel" and are those persons whose resumes are submitted as part of the technical/business proposal for evaluation. The contractor shall use key personnel as identified in its proposal during the performance of this contract and will request contracting officer approval prior to any changes. Requests for approval of any changes shall be in writing with a detailed explanation of the circumstances necessitating the change. The request must contain a complete resume for the new key personnel and any other pertinent information, such as degrees, certifications, and work history. New key personnel must have qualifications that are equal to or higher than those being replaced. The contracting officer will evaluate the request and notify the contractor whether the requested change is acceptable to the Government.

Procurement Note H11 Section 508 Requirements (JAN 2021)

Contractors shall comply with the Section 508 Accessibility requirements in this contract and the current revision of the Voluntary Product Accessible Template (VPAT) Rev 508 at <https://www.itic.org/policy/accessibility/vpat> (copy website address into browser) as stated in their proposal, for the duration of contract performance.

Procurement Note H14 Contractor Personnel Security Requirements (JAN 2021)

(a) Work to be performed under this contract or task order may, in full or in part, be performed at the Defense Logistics Agency (DLA) Headquarters (HQ), DLA field activity office(s), or other Federally-controlled facilities. Prior to beginning work on a contract, DLA requires all contractor personnel working on the Federally-controlled facility to have, at a minimum, an initiated National Agency Check with Written Inquiries (NACI) or NACI equivalent and favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check.

(b) Additionally, in accordance with Department of Defense (DoD) Regulation 5200.2-R, Personnel Security Programs, and DLA Issuance 4314, Personnel Security Program, all DoD contractor personnel who have access to Federally-controlled information systems must be assigned to positions which are designated at one of three information technology (IT) levels, each requiring a certain level of investigation and clearance, as follows:

(1) IT-I for an IT position requiring a single scope background investigation (SSBI) or SSBI equivalent;

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(2) IT-II for an IT position requiring a National Agency check with Law and Credit (NACLC) or NACLC equivalent; and

(3) IT-III for an IT position requiring a NACI or equivalent.

Note: IT levels will be designated according to the criteria in DoD 5200.2-R.

(c) Previously completed security investigations may be accepted by the Government in lieu of new investigations if determined by the DLA Intelligence Personnel Security Office to be essentially equivalent in scope to the contract requirements. The length of time elapsed since the previous investigation will also be considered in determining whether a new investigation is warranted. To assist the Government in making this determination, the contractor must provide the following information to the respective DLA Intelligence Personnel Security Office immediately upon receipt of the contract. This information must be provided for each contractor employee who will perform work on a Federally-controlled facility and/or will require access to Federally-controlled information systems:

(1) Full name, with middle name, as applicable, with social security number;

(2) Citizenship status with date and place of birth;

(3) Proof of the individual's favorably adjudicated background investigation or NACI, consisting of identification of the type of investigation performed, date of the favorable adjudication, name of the agency that made the favorable adjudication, and name of the agency that performed the investigation;

(4) Company name, address, phone and fax numbers with email address;

(5) Location of on-site workstation or phone number if off-site (if known by the time of award); and

(6) Delivery order or contract number and expiration date; and name of the contracting officer.

(d) The contracting officer will ensure that the contractor is notified as soon as a determination is made by the assigned or cognizant DLA Intelligence Personnel Security Office regarding acceptance of the previous investigation and clearance level.

(1) If a new investigation is deemed necessary, the contractor and contracting officer will be notified by the respective DLA Personnel Security Office after appropriate checks in DoD databases have been made.

(2) If the contractor employee requires access to classified information and currently does not have the appropriate clearance level and/or an active security clearance, the DLA Intelligence Personnel Security Office will relay this information to the contractor and contracting officer for

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further action. Investigations for contractor employees requiring access to classified information must be initiated by the contractor Facility Security Officer (FSO).

(3) The contracting officer will ensure that the respective DLA Intelligence Personnel Security Office initiates investigations for contractor employees not requiring access to classified information (i.e., IT or unescorted entry).

(4) It is the contractor's responsibility to ensure that adequate information is provided and that each contractor employee completes the appropriate paperwork, as required either by the contracting officer or the DLA Intelligence Personnel Security Office, in order to begin the investigation process for the required clearance level.

(e) The contractor is responsible for ensuring that each contractor employee assigned to the position has the appropriate security clearance level.

(f) The contractor shall submit each request for IT access and investigation through the contracting officer to the assigned or cognizant DLA Intelligence Personnel Security Office. Requests shall include the following information and/or documentation:

(1) Standard Form (SF) 85, Questionnaire for Non-Sensitive Positions, or the SF 86, Questionnaire for National Security Positions (see note below);

(2) Proof of citizenship (i.e., an original or a certified copy of a birth certificate, passport, or naturalization certificate); and

(3) Form FD-258, Fingerprint Card (however, fingerprinting can be performed by the cognizant DLA Intelligence Personnel Security Office).

(Note to (f)(1) above: An investigation request is facilitated through use of the SF 85 or the SF 86. These forms with instructions as well as the Optional Form (OF) 306, Declaration for Federal Employment, which is required with submission of the SF85 or SF 86, are available at the Office of Personnel Management's (OPM) system called Electronic – Questionnaires for Investigations Processing (e-QIP). Hard copies of the SF85 and SF86 are available at OPM's web-site, www.opm.gov, but hard copies of the forms are not accepted.)

(g) Required documentation, listed above in paragraphs (f)(1) through (3), must be provided by the contractor as directed by the contracting officer to the cognizant DLA Intelligence Personnel Security Office at the time of fingerprinting or prior to the DLA Intelligence Personnel Security Office releasing the investigation to OPM.

(h) Upon completion of the NACI, NACLC, SSBI, or other sufficient, appropriate investigation, the results of the investigation will be forwarded by OPM to the appropriate adjudication facility for eligibility determination or the DLA Intelligence Personnel Security Office for review and determination regarding the applicant's suitability to occupy an unescorted entry position in performance of the DLA contract. Contractor personnel shall not commence work on this effort until the investigation has been favorably adjudicated or the contractor

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employee has been waived into the position pending completion of adjudication. The DLA Intelligence Personnel Security Office will ensure that results of investigations will be sent by OPM to the Department of Defense, Consolidated Adjudications Facility (DoDCAF) or DLA Intelligence Personnel Security Office.

(i) A waiver for IT level positions to allow assignment of an individual contractor employee to commence work prior to completion of the investigation may be granted in emergency situations when it is determined that a delay would be harmful to national security. A request for waiver will be considered only after the Government is in receipt of the individual contractor employee's completed forms, the background investigation has been initiated, and favorable FBI fingerprint check has been conducted. The request for a waiver must be approved by the Commander/Director or Deputy Commander/Director of the site. The cognizant DLA Intelligence Personnel Security Office reserves the right to determine whether a waiver request will be forwarded for processing. The individual contractor employee for which the waiver is being requested may not be assigned to a position, that is, physically work at the Federally-controlled facility and/or be granted access to Federally-controlled information systems, until the waiver has been approved.

(j) The requirements of this procurement note apply to the prime contractor and any subcontractors the prime contractor may employ during the course of this contract, as well as any temporary employees that may be hired by the contractor. The Government retains the right to request removal of contractor personnel, regardless of prior clearance or adjudication status whose actions, while assigned to this contract, who are determined by the contracting officer to conflict with the interests of the Government. If such removal occurs, the contractor shall assign qualified personnel, with the required investigation, to any vacancy.

(k) All contractor personnel who are granted access to Government and/or Federally-controlled information systems shall observe all local automated information system (AIS) security policies and procedures. Violations of local AIS security policy, such as password sharing, performing personal work, file access violations, or browsing files outside the scope of the contract, will result in removal of the contractor employee from Government property and referral to the contractor for appropriate disciplinary action. Actions taken by the contractor in response to a violation will be evaluated and will be reflected in the contractor's performance assessment for use in making future source selection decisions. In addition, based on the nature and extent of any violations of AIS security policy, the Government will consider whether it needs to pursue any other actions under the contract such as a possible termination.

(l) The contractor may also be required to obtain a Common Access Card (CAC) or Installation Access Badge for each contractor employee in accordance with procedures established by DLA. When a CAC is required, the contracting officer will ensure that the contractor follows the requirements of Homeland Security Presidential Directive 12 and any other CAC-related requirements in the contract. The contractor shall provide, on a monthly basis, a listing of all personnel working under the contract that have CACs.

(m) Contractor personnel must additionally receive operations security (OPSEC) and information security (INFOSEC) awareness training. The DLA annual OPSEC refresher training

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and DLA annual INFOSEC training will satisfy these requirements and are available through the DLA Intelligence Office.

(n) When a contractor employee who has been granted a clearance is removed from the contract, the contractor shall provide an appropriately trained substitute who has met or will meet the investigative requirements of this procurement note. The substitute may not begin work on the contract without written documentation, signed by the contracting officer, stating that the new contractor employee has met one of the criteria set forth in paragraphs (c), (d), or (i) of this procurement note (i.e., acceptance of a previously completed security investigation, satisfactory completion of a new investigation, or a waiver allowing work to begin pending completion of an investigation). Contractor individual employees removed from this contract as a result of a violation of local AIS security policy are removed for the duration of the contract.

(o) The following shall be completed for every employee of the Government contractor working on this contract upon contract expiration. Additionally, the contractor shall notify the contracting officer immediately in writing whenever a contractor employee working on this contract resigns, is reassigned, is terminated, or no longer requires admittance to the Federally-controlled facility or access to Federally-controlled information systems. When the contractor employee departs, the contractor will relay departure information to the cognizant DLA Intelligence Personnel Security Office and the Trusted Agent (TA) that entered the individual into the Trusted Associated Sponsorship System (TASS), so appropriate databases can be updated. The contractor will ensure each departed employee has completed the DLA J6 Out-Processing Checklist, when applicable, for the necessary security briefing, has returned any Government furnished equipment, returned the DoD CAC and DLA (or equivalent Installation) badge, returned any DoD or DLA vehicle decal, and requested deletion of local area network account with a prepared Department of Defense (DD) Form 2875. The contractor will be responsible for any costs involved for failure to complete the out-processing, including recovery of Government property and investigation involved.

(p) These contractor security requirements do not excuse the contractor from meeting the delivery schedule/performance requirements set forth in the contract, or waive the delivery schedule/performance requirements in any way. The contractor shall meet the required delivery schedule/performance requirements unless the contracting officer grants a waiver or extension.

(q) The contractor shall not bill for personnel, who are not working on the contract while that contractor employee's clearance investigation is pending.

Procurement Note H16 Operations Security (OPSEC) For On-site Contractors (DEC 2021)

(1) Contractors shall complete the following courses:

(a) Center for the Development of Security Excellence Operations Security (OPSEC) Awareness;

(b) Unauthorized Disclosure of Classified Information for DoD and Industry;

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(c) Insider Threat Awareness; and

(d) Introduction to Information Security courses. These Security courses are located at Security Awareness Hub (<https://securityawareness.usalearning.gov/index.html>).

(2) The courses identified at subparagraph (1) above are required for all contractors that perform work on-site at a DLA or DoD facility; or for contractors that perform work off-site and access a Federally-controlled information system.

(3) The contractor shall immediately direct its workforce who are performing services for the Government to take the training after contract award. The contractor shall provide evidence of this training to the contracting officer representative or the contracting officer no later than five business days after contract award or prior to accessing the installation or a Federally-controlled information system, whichever occurs first.

(4) Annual refresher training is required and consists of re-accomplishing all of the courses listed in subparagraph (1) above. The contractor shall keep certificates on record for inspection or submission as required by the Government at the Government's discretion.

Procurement Note L06 Agency Protests (DEC 2016)

Interested parties may file an agency level protest with the contracting officer or may request an independent review by the chief of the contracting office (CCO). Independent review by the CCO is an alternative to consideration by the contracting officer and is not available as an appellate review of a contracting officer decision on a protest previously filed with the contracting officer. Absent a clear indication of the intent to file an agency level protest with the CCO for independent review, protests will be presumed to be protests to the contracting officer.

Procurement Note L29 Section 508 Requirements (OCT 2020)

Offerors shall comply with the Section 508 accessibility requirements. By submission of its offer, the offeror affirms that its Electronic Information Technology (EIT) supplies and services are accessible as outlined in the law, the standard, and FAR Subpart 39.2. Offerors shall complete the current revision of the Voluntary Product Accessible Template (VPAT) Rev 508 at <https://www.itic.org/policy/accessibility/vpat> (copy website address into browser). If applicable, offerors shall indicate where their Section 508 EIT compliance information is available for review (e.g., offeror's website or other location the contracting officer can access). The contracting officer may require a demonstration of Section 508 compliance prior to award.

6. The following applies to T&M Travel and Other Direct Cost CLIN(s):

In accordance with FAR 52.212-4 Alternate I (Nov 2021) (i)(ii)D(1)(2)

(1) **Other Direct Costs**. The Government will reimburse the Contractor on the basis of actual cost for the following, provided such costs comply with the requirements in paragraph (i)(1)(ii)(B) of this clause: travel, unknown costs associated with in-theater housing, visa and work permits for

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forward deployed resources, DBA insurance, and software licensing costs. Each invoice must separately identify the elements of other direct charges(s) for reimbursement.

(2) ***Indirect Costs (Material Handling, Subcontract Administration, etc.)***. The Government will reimburse the Contractor for indirect costs on a pro-rata basis over the period of contract performance at the following fixed price: \$0

SBA Reference No. [INSERT #]

DFARS 252.219-7009 - Section 8(a) Direct Award (OCT 2018)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

[To be completed by the Contracting Officer at the time of award]

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that it will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.515), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with section 407 of Public Law 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control.

(End of clause)

**DFARS 252.219-7010 - Notification of Competition Limited to Eligible 8(a) Participants—
Partnership Agreement (OCT 2019)**

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in SBA's 8(a) Program and which meet the following criteria at the time of submission of offer:

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan.

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by SBA.

(3) If the competition is to be limited to 8(a) concerns within one or more specific SBA regions or districts, then the offeror's approved business plan is on the file and serviced by _____ . *[Contracting Officer completes by inserting the appropriate SBA District and/or Regional Office(s) as identified by SBA.]*

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Unless SBA has waived the requirements of paragraphs (d)(1)(i) through (iii) and (d)(2) of this clause in accordance with 13 CFR 121.1204, a small business concern that provides an end item it did not manufacture, process, or produce, shall—

(i) Provide an end item that a small business has manufactured, processed, or produced in the United States or its outlying areas; for kit assemblers, see paragraph (d)(2) of this clause instead;

(ii) Be primarily engaged in the retail or wholesale trade and normally sell the type of item being supplied; and

(iii) Take ownership or possession of the item(s) with its personnel, equipment, or facilities in a manner consistent with industry practice; for example, providing storage, transportation, or delivery.

(2) When the end item being acquired is a kit of supplies, at least 50 percent of the total cost of the components of the kit shall be manufactured, processed, or produced by small businesses in the United States or its outlying areas.

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(3) The requirements of paragraphs (d)(1)(i) through (iii) and (d)(2) of this clause do not apply to construction or service contracts.

(e) The _____ [insert name of SBA's contractor] will notify the _____ [insert name of contracting agency] Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

DFARS 245.102 – Policy

(1) *Mapping, charting, and geodesy property.* All Government-furnished mapping, charting, and geodesy (MC&G) property is under the control of the Director, National Geospatial Intelligence Agency.

(i) MC&G property shall not be duplicated, copied, or otherwise reproduced for purposes other than those necessary for contract performance.

(ii) Upon completion of contract performance, the contracting officer shall—

(A) Contact the Director, National Geospatial-Intelligence Agency, 7500 Geoint Drive, Springfield, VA 22150, for disposition instructions;

(B) Direct the contractor to destroy or return all Government-furnished MC&G property not consumed during contract performance; and

(C) Specify the destination and means of shipment for property to be returned to the Government.

(2) *Government supply sources.* When a contractor will be responsible for preparing requisitioning documentation to acquire Government-furnished property from Government supply sources, include in the contract the requirement to prepare the documentation in accordance with DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP). Copies are available from the address cited at PGI [251.102](#).

(3) *Acquisition and management of industrial resources.* See Subpart 237.75 for policy relating to facilities projects.

(4) *Government-furnished property identification.*

(i) It is DoD policy that Government-furnished property be tagged, labeled, or marked based on DoD marking standards (MIL Standard 130) or other standards, when the requiring activity determines that such items are subject to serialized item management (serially-managed items). The list of Government-furnished property subject to serialized item management will be

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identified in the contract in accordance with PGI [245.103-72](#) , Government-furnished property attachments to solicitations and awards.

(ii) *Exceptions.* The Contractor will not be required to tag, label, or mark—

(A) Government-furnished property that was previously tagged, labeled, or marked;

(B) Items, as determined by the head of the agency, that are to be used to support a contingency operation; or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack;

(C) Items for which a determination and findings has been executed concluding that it is more cost effective for the Government requiring activity to assign, mark, and register the unique item identification after delivery of an item acquired from a small business concern or a commercial product acquired under FAR part 12 or part 8.

(1) The determination and findings shall be executed by—

(i) The Component Acquisition Executive for an Acquisition Category (ACAT) I program; or

(ii) The head of the contracting activity for all other programs.

(2) A copy of the executed determination and findings shall be provided to the DoD Unique Item Identification Policy Office at this address: OUSD(AT&L)DPAP/Program Development and Implementation, Room 3B855, 3060 Defense Pentagon, Washington, DC 20301-3060; or by facsimile to 703-602-6047.

(D) Items that are contractor-acquired property;

(E) Property under any statutory leasing authority;

(F) Property to which the Government has acquired a lien or title solely because of partial, advance, progress, or performance-based payments;

(G) Intellectual property or software; or

(H) Real property.

(5) *Reporting loss of Government property.* The Government-Furnished Property module of the Procurement Integrated Enterprise Environment is the DoD data repository for reporting loss of Government property in the possession of contractors. The requirements and procedures for reporting loss of Government property to the Government-Furnished Property module are set forth in the clause at [252.245-7002](#), Reporting Loss of Government Property, prescribed at [245.107](#) .

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J: LIST OF ATTACHMENTS

List of Documents, Exhibits, and Other Attachments

J.1 ATTACHMENT 1 - Contractor Site Rates

See Attachment 1 on SAM.gov website under Solicitation posting.

J.2 ATTACHMENT 2 – Government Site Rates

See Attachment 2 on SAM.gov website under Solicitation posting.

J.3 ATTACHMENT 3 – Labor Category Descriptions

See Attachment 3 on SAM.gov website under Solicitation posting.

J.4 ATTACHMENT 4 – Key Personnel Resume Template

See Attachment 4 on SAM.gov website under Solicitation posting.

J.5 ATTACHMENT 5 – JETS NDA COI AGREEMENT

See Attachment 5 on SAM.gov website under Solicitation posting.

J.6 ATTACHMENT 6 – JETS 2.0 Question Template

See Attachment 6 on SAM.gov website under Solicitation posting.

J.7 ATTACHMENT 7 – Small Business Participation Template

See Attachment 7 on SAM.gov website under Solicitation posting.

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K: REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS

FAR 52.204-8 - Annual Representations and Certifications (MAR 2023)

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541519.

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(2) The small business size standard is \$34,000,000.00.

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519 if the acquisition—

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(b)

(1) If the provision at [52.204-7](#), System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at [52.204-7](#), System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

(i) ☐ Paragraph (d) applies.

(ii) ☐ Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) [52.203-2](#), Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in [part 13](#);

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) [52.203-18](#), Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation. This provision applies to all solicitations.

(iv) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the provision at [52.204-7](#), System for Award Management.

(v) [52.204-5](#), Women-Owned Business (Other Than Small Business). This provision applies to solicitations that-

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) [52.204-26](#), Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.

(vii) [52.209-2](#), Prohibition on Contracting with Inverted Domestic Corporations-Representation.

(viii) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(ix) [52.209-11](#), Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(x) [52.214-14](#), Place of Performance-Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(xi) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xii) [52.219-1](#), Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied [part 19](#) in accordance with [19.000\(b\)\(1\)\(ii\)](#).

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.

(xiii) [52.219-2](#), Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied [part 19](#) in accordance with [19.000\(b\)\(1\)\(ii\)](#).

(xiv) [52.222-22](#), Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at [52.222-26](#), Equal Opportunity.

(xv) [52.222-25](#), Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at [52.222-26](#), Equal Opportunity.

(xvi) [52.222-38](#), Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial products or commercial services.

(xvii) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) [52.223-4](#), Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

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(xix) [52.223-22](#), Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation. This provision applies to solicitations that include the clause at [52.204-7](#).)

(xx) [52.225-2](#), Buy American Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).

(xxi) [52.225-4](#), Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates II and III.) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$50,000, the basic provision applies.

(B) If the acquisition value is \$50,000 or more but is less than \$92,319, the provision with its Alternate II applies.

(C) If the acquisition value is \$92,319 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xxiii) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxiv) [52.225-25](#), Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxv) [52.226-2](#), Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

☒ (i) [52.204-17](#), Ownership or Control of Offeror.

☒ (ii) [52.204-20](#), Predecessor of Offeror.

☐ (iii) [52.222-18](#), Certification Regarding Knowledge of Child Labor for Listed End Products.

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___ (iv) [52.222-48](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

___ (v) [52.222-52](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

___ (vi) [52.223-9](#), with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).

___ (vii) [52.227-6](#), Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (viii) [52.227-15](#), Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically in SAM website accessed through <https://www.sam.gov>. After reviewing the SAM information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within 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 the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. 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.

FAR Clause #	Title	Date	Change

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 SAM.

(End of provision)

Alternate I (MAR 2023). As prescribed in [4.1202\(a\)](#), substitute the following paragraph (a) for paragraph (a) of the basic provision:

(a)(1) The North American Industry Classification System (NAICS) codes and corresponding size standards for this acquisition are as follows; the categories or portions these NAICS codes are assigned to are specified elsewhere in the solicitation:

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[Contracting Officer to insert NAICS codes and size standards].

(2) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce, (i.e., nonmanufacturer), is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition—

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

FAR 52.204-24 - Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (NOV 2021)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at [52.204-26](#), Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at [52.212-3](#), Offeror Representations and Certifications-Commercial Products or Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at [52.204-26](#), or in paragraph (v)(2)(ii) of the provision at [52.212-3](#).

(a) *Definitions.* As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

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(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that—

(1) It ☐ will, ☐ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

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It ☐ does, ☐ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

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(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

FAR 52.204-26 - Covered Telecommunications Equipment or Services-Representation **(OCT 2020)**

(a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c)

(1) *Representation.* The Offeror represents that it ☐ does, ☐ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it ☐ does, ☐ does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

FAR 52.209-7 - Information Regarding Responsibility Matters (OCT 2018)

(a) *Definitions.* As used in this provision—

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ☐ has ☐ does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management, which can be accessed via <https://www.sam.gov> (see [52.204-7](#)).

(End of provision)

DFARS 252.204-7016 - Covered Defense Telecommunications Equipment or Services—Representation (DEC 2019)

(a) *Definitions.* As used in this provision, “covered defense telecommunications equipment or services” has the meaning provided in the clause [252.204-7018](#), Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov/>) for entities excluded from receiving federal awards for “covered defense telecommunications equipment or services”.

(c) *Representation.* The Offeror represents that it [] does, [] does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(End of provision)

DFARS 252.204-7017 - Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services - Representation (MAY 2021)

The Offeror is not required to complete the representation in this provision if the Offeror has represented in the provision at [252.204-7016](#), Covered Defense Telecommunications Equipment or Services—Representation, that it “does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.”

(a) *Definitions.* “Covered defense telecommunications equipment or services,” “covered mission,” “critical technology,” and “substantial or essential component,” as used in this

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provision, have the meanings given in the [252.204-7018](#) clause, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services, of this solicitation.

(b) *Prohibition.* Section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91) prohibits agencies from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at <https://www.sam.gov> for entities that are excluded when providing any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

Representation. If in its annual representations and certifications in SAM the Offeror has represented in paragraph (c) of the provision at [252.204-7016](#), Covered Defense Telecommunications Equipment or Services—Representation, that it “does” provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument, then the Offeror shall complete the following additional representation:

The Offeror represents that it [] will [] will not provide covered defense telecommunications equipment or services as a part of its offered products or services to DoD in the performance of any award resulting from this solicitation.

(e) *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it “will provide covered defense telecommunications equipment or services,” the Offeror shall provide the following information as part of the offer:

(1) A description of all covered defense telecommunications equipment and services offered (include brand or manufacturer; product, such as model number, original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).

(2) An explanation of the proposed use of covered defense telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition referenced in paragraph (b) of this provision.

(3) For services, the entity providing the covered defense telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known).

(4) For equipment, the entity that produced or provided the covered defense telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of provision)

DFARS 252.204-7018 - Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services (JAN 2023)

Definitions. As used in this clause—

“Covered defense telecommunications equipment or services” means—

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities;
- (2) Telecommunications services provided by such entities or using such equipment; or
- (3) Telecommunications equipment or services produced or provided by an entity that the Secretary of Defense reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Covered foreign country” means—

- (1) The People’s Republic of China; or
- (2) The Russian Federation.

“Covered missions” means—

- (1) The nuclear deterrence mission of DoD, including with respect to nuclear command, control, and communications, integrated tactical warning and attack assessment, and continuity of Government; or
- (2) The homeland defense mission of DoD, including with respect to ballistic missile defense.

“Critical technology” means—

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled—
 - (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

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(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* In accordance with section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91), the contractor shall not provide to the Government any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless the covered defense telecommunication equipment or services are covered by a waiver described in Defense Federal Acquisition Regulation Supplement [204.2104](#).

(c) *Procedures.* The Contractor shall review the list of excluded parties in the System for Award Management (SAM) at <https://www.sam.gov> for entities that are excluded when providing any equipment, system, or service, to carry out covered missions, that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

(d) *Reporting.*

(1) In the event the Contractor identifies covered defense telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, the Contractor shall report at <https://dibnet.dod.mil> the information in paragraph (d)(2) of this clause.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within 3 business days from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number);

item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 30 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of a covered defense telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial products or commercial services.

(End of clause)

SECTION L: SPECIAL INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS FOR SUBMITTAL OF SOURCE SELECTION PROPOSAL INFORMATION

FAR 52.215-1 - Instructions to Offerors - Competitive Acquisition (NOV 2021)

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

Discussions are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

In writing, "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

Proposal modification is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations*. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

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(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show—

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions, 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 proposal or revision is due.

(ii) (A) Any proposal, modification, or revision 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-

(1) 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 proposals; or

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(2) 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

(3) It is the only proposal received.

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

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

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals 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.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at [52.215-5](#), Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR [52.225-17](#), Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

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(d) *Offer expiration date.* Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data.* Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall-

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR [15.306\(a\)](#)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

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(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

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

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

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial products, the make and model of the product to be delivered by the successful offeror.

(vi) 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)

FAR 52.207-6 - Solicitation of Offers from Small Business Concerns and Small Business Teaming Arrangements or Joint Ventures (Multiple-Award Contracts) (DEC 2022)

(a) *Definition.* "Small Business Teaming Arrangement," as used in this provision-

(1) Means an arrangement where-

(i) Two or more small business concerns have formed a joint venture; or

(ii) A small business offeror agrees with one or more other small business concerns to have them act as its subcontractors under a specified Government contract. A Small Business Teaming Arrangement between the offeror and its small business subcontractor(s) exists through a written agreement between the parties that-

(A) Is specifically referred to as a "Small Business Teaming Arrangement"; and

(B) Sets forth the different responsibilities, roles, and percentages (or other allocations) of work as it relates to the acquisition;

(2) (i) For civilian agencies, may include two business concerns in a mentor-protégé relationship when both the mentor and the protégé are small or the protégé is small and the concerns have received an exception to affiliation pursuant to 13 CFR 121.103(h)(3)(ii) or (iii).

(ii) For DoD, may include two business concerns in a mentor-protégé relationship in the Department of Defense Pilot Mentor-Protégé Program (see section 831 of the National Defense Authorization Act for Fiscal Year 1991 (Public Law 101-510; [10 U.S.C. 4901 note](#) prec.)) when both the mentor and the protégé are small. There is no exception to joint venture size affiliation for offers received from teaming arrangements under the Department of Defense Pilot Mentor-Protégé Program; and

(3) See 13 CFR 121.103(b)(9) regarding the exception to affiliation for offers received from Small Business Teaming Arrangements in the case of a solicitation of offers for a bundled contract with a reserve.

(b) The Government is soliciting and will consider offers from any responsible source, including responsible small business concerns and offers from Small Business Teaming Arrangements or joint ventures of small business concerns.

(End of provision)

FAR 52.222-24 – Pre-Award On-Site Equal Opportunity Compliance Evaluation (FEB 1999)

If a contract in the amount of \$10 million or more will result from this solicitation, the prospective Contractor and its known first-tier subcontractors with anticipated subcontracts of

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\$10 million or more shall be subject to a preaward compliance evaluation by the Office of Federal Contract Compliance Programs (OFCCP), unless, within the preceding 24 months, OFCCP has conducted an evaluation and found the prospective Contractor and subcontractors to be in compliance with Executive Order 11246.

(End of provision)

DFARS 252.215-7008 - Only One Offer (DEC 2022)

(a) *Cost or pricing data requirements.* After initial submission of offers, if the Contracting Officer notifies the Offeror that only one offer was received, the Offeror agrees to—

(1) Submit any additional cost or pricing data that is required in order to determine whether the price is fair and reasonable (10 U.S.C. 3705) or to comply with the statutory requirement for certified cost or pricing data (10 U.S.C. 3702 and FAR 15.403-3); and

(2) Except as provided in paragraph (b) of this provision, if the acquisition exceeds the certified cost or pricing data threshold and an exception to the requirement for certified cost or pricing data at FAR 15.403-1(b)(2) through (5) does not apply, certify all cost or pricing data in accordance with paragraph (c) of DFARS provision [252.215-7010](#), Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data, of this solicitation.

(b) *Canadian Commercial Corporation.* If the Offeror is the Canadian Commercial Corporation, certified cost or pricing data are not required. If the Contracting Officer notifies the Canadian Commercial Corporation that additional data other than certified cost or pricing data are required in accordance with DFARS [225.870-4](#) (c), the Canadian Commercial Corporation shall obtain and provide the following:

(1) Profit rate or fee (as applicable).

(2) Analysis provided by Public Works and Government Services Canada to the Canadian Commercial Corporation to determine a fair and reasonable price (comparable to the analysis required at FAR 15.404-1).

(3) Data other than certified cost or pricing data necessary to permit a determination by the U.S. Contracting Officer that the proposed price is fair and reasonable [*U.S. Contracting Officer to provide description of the data required in accordance with FAR 15.403-3(a)(1) with the notification*].

(4) As specified in FAR 15.403-3(a)(4), an offeror who does not comply with a requirement to submit data that the U.S. Contracting Officer has deemed necessary to determine price reasonableness or cost realism is ineligible for award unless the head of the contracting activity determines that it is in the best interest of the Government to make the award to that offeror.

(c) *Subcontracts*. Unless the Offeror is the Canadian Commercial Corporation, the Offeror shall insert the substance of this provision, including this paragraph (c), in all subcontracts exceeding the simplified acquisition threshold defined in FAR part 2.

(End of provision)

DFARS 252.215-7013 - Supplies and Services Provided by Nontraditional Defense Contractors (JAN 2023)

Offerors are advised that in accordance with 10 U.S.C. 3457, supplies and services provided by a nontraditional defense contractor, as defined in DFARS [202.101](#), may be treated as commercial products or commercial services. The decision to apply commercial product or commercial service procedures to the procurement of supplies and services from a nontraditional defense contractor does not require a commercial product or commercial service determination and does not mean the supplies or services are commercial.

(End of provision)

DFARS 252.215-7016 - Notification to Offerors—Post-Award Debriefings (DEC 2022)

(a) Definition. As used in this provision—

" *Nontraditional defense contractor* " means an entity that is not currently performing and has not performed any contract or subcontract for DoD that is subject to full coverage under the cost accounting standards prescribed pursuant to 41 U.S.C. 1502 and the regulations implementing such section, for at least the 1-year period preceding the solicitation of sources by DoD for the procurement (10 U.S.C. 3014).

(b) Postaward debriefing.

(1) Upon timely request, the Government will provide a written or oral postaward debriefing to successful or unsuccessful offerors for contract awards valued at \$10 million or more, while protecting the confidential and proprietary information of other offerors. The request is considered timely if received within 3 days of notification of contract award.

(2) When required, the minimum postaward debriefing information will include the following:

(i) For contracts in excess of \$10 million and not in excess of \$100 million with a small business or nontraditional defense contractor, an option for the small business or nontraditional defense contractor to request disclosure of the agency's written source selection decision document, redacted to protect the confidential and proprietary information of other offerors for the contract award.

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(ii) For contracts in excess of \$100 million, disclosure of the agency's written source selection decision document, redacted to protect the confidential and proprietary information of other offerors for the contract award.

(3) If a required postaward debriefing is provided—

(i) The debriefed Offeror may submit additional written questions related to the debriefing not later than 2 business days after the date of the debriefing;

(ii) The agency will respond in writing to timely submitted additional questions within 5 business days after receipt by the contracting officer; and

(iii) The postaward debriefing will not be considered to be concluded until the later of—

(A) The date that the postaward debriefing is delivered, orally or in writing; or

(B) If additional written questions related to the debriefing are timely received, the date the agency delivers its written response.

(c) Contract performance. The Government may suspend performance of or terminate the awarded contract upon notice from the Government Accountability Office of a protest filed within the time periods listed in paragraphs (c)(1) through (3) of this provision, whichever is later:

(1) Within 10 days after the date of contract award.

(2) Within 5 days after a debriefing date offered to the protestor under a timely debriefing request in accordance with Federal Acquisition Regulation (FAR) [15.506](#) unless an earlier debriefing date is negotiated as a result.

(3) Within 5 days after a postaward debriefing under FAR [15.506](#) is concluded in accordance with Defense Federal Acquisition Regulation Supplement [215.506-70](#) (b).

(End of provision)

FAR 52.230-1 - Cost Accounting Standards Notices and Certification (JUN 2020)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

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If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. DISCLOSURE STATEMENT-COST ACCOUNTING PRACTICES AND CERTIFICATION

(a) Any contract in excess of the lower CAS threshold specified in Federal Acquisition Regulation (FAR) 30.201-4(b) resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) ☐ *Certificate of Concurrent Submission of Disclosure Statement.* The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official.)

Date of Disclosure Statement: _____ Name and Address of
Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

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(2) ☐ *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____ Name and Address of
Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) ☐ *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) ☐ *Certificate of Interim Exemption.* The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS-ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and

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subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ Yes

☐ No

(End of provision)

Alternate I (Apr1996). As prescribed in [30.201-3\(b\)](#), add the following paragraph (c)(5) to Part I of the basic provision:

☐ (5) *Certificate of Disclosure Statement Due Date by Educational Institution.* If the offeror is an educational institution that, under the transition provisions of 48 CFR 9903.202-1(f), is or will be required to submit a Disclosure Statement after receipt of this award, the offeror hereby certifies that (check one and complete):

☐ (i) A Disclosure Statement Filing Due Date of _____ has been established with the cognizant Federal agency.

☐ (ii) The Disclosure Statement will be submitted within the 6-month period ending _____ months after receipt of this award.

Name and Address of Cognizant ACO or Federal Official Where Disclosure Statement is to be Filed:

L.1 SPECIAL INSTRUCTIONS / CONDITIONS / NOTICES TO OFFERORS FOR SUBMITTAL OF SOURCE SELECTION PROPOSAL INFORMATION

This section specifies the format and content that offerors shall use for proposals responding to this RFP. Offerors are required to respond in accordance with these instructions. The goal is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of

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the responses for evaluation purposes. In order to receive full consideration, offerors are encouraged to ensure that the information provided within their proposal is factual, accurate and complete.

The offeror's proposal must include all data and information required by this Section L and must be submitted in accordance with these instructions. The proposal shall be prepared and submitted in form and content in accordance with the instructions herein. Offerors are hereby on notice that a failure to submit all the required documentation in exactly the manner (timeliness and format) specified in the solicitation may constitute a basis for the Government to reject a proposal as non-compliant and therefore, unawardable, at the sole discretion of the Contracting Officer. The Government reserves the right to waive minor informalities, non-compliances and irregularities in proposals without holding exchanges with Offerors.

The proposal shall be clear and concise and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal shall not simply restate or rephrase the Government's requirements, but rather provide a convincing rationale explaining how the offeror intends to meet these requirements.

Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and that it will base its evaluation exclusively on the merits and content of the information presented in the offeror's proposal. Each volume shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing.

The offeror is responsible for providing adequate documentation to enable a thorough evaluation of the proposal. The offeror shall submit a proposal that clearly and concisely describes and defines the offeror's response to the objectives/requirements contained in the RFP. Unnecessary elaboration or other presentations beyond what is sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, or bindings, and expensive visual or other presentation aids are neither necessary nor desired. Hasty responses or responses which merely repeat the Statement of Work (SOW) cannot be considered as being responsive to the requirements of this RFP. Assurances of experience, capability, or qualifications, without a clear demonstration to support this claim, will adversely influence the evaluation of the proposal. The proposal shall contain all the pertinent information in sufficient detail in the area of the proposal where it contributes most critically to the discussion of the same information. When necessary, the offeror shall refer to the initial discussion and identify its location within the proposal.

If an offeror does not understand the instructions contained herein, written notification should be provided to the Contracting Officer for clarification 10 days prior to the deadline for the receipt of proposals to get an answer in time to meet the deadline. The Government will publish the questions asked and the answers given and distribute them to all prospective offerors.

Alternate proposals are not authorized. Exceptions to any terms and conditions of the RFP may make the proposal unacceptable. Moreover, proposals must respond to all requirements of the solicitation with no additions or deletions. Non-conformance with the solicitation requirements shall render the offer unacceptable and the Offeror may be deemed ineligible for award, at the

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sole discretion of the Contracting Officer. Note that an offeror may correct a deficiency only through discussions.

Offers submitted must be valid for 360-days after the final closing date of the solicitation. The Government intends to make more than one contract award. The requirement to provide a SAM Unique Entity ID number with the offer applies at all dollar values if the offeror is required to register in the System for Award Management Database in accordance with FAR clause 52.204-7.

The Government will process late submissions of proposals in accordance with FAR 15.208.

NOTE: A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

Proposals **MUST BE** prepared and submitted in three (3) volumes, all electronically, in accordance with the instructions of this solicitation.

Volume 1 shall consist of the Business Proposal (Inclusive of Signed Offer and Executive Summary). Proposals must include separate PDF documents for Signed Offer and Executive Summary. These PDFs should be labeled as "[Offeror Name] – Signed Offer", and "[Offeror Name] – Executive Summary".

Volume 2 shall consist of the Non-Price Proposal (Inclusive of Technical Merit, Partnering and Strategic Alliance, Key Personnel, and Small Business Participation), **which must be devoid of all reference to cost or price.** Proposals must include separate PDF documents for Technical Approach, Management Approach, Partnering and Strategic Alliance, Key Personnel, and Small Business Participation. These PDFs should be labeled as "[Offeror Name] – Technical Approach", "[Offeror Name] – Management Approach", "[Offeror Name] – Partnering and Strategic Alliance," "[Offeror Name] – Key Personnel", and "[Offeror Name] – Small Business Participation".

Volume 3 shall consist of the Cost/Price Proposal. Proposals must include fully completed Attachments 1 & 2. Offerors should include all Labor Rates for ALL Labor Categories listed. Offerors should also make sure that only 2 decimal places are present so that no rounding may occur. These Excel spreadsheets should be labeled as "[Offeror Name] – Attachment 1 – Contractor Site Rates" and "[Offeror Name] – Attachment 2 – Government Site Rates". Volume 2 should also include documentation of the approval for DCAA Approved Accounting System if applicable. This should be labeled as "[Offeror Name] – DCAA Approved Accounting System Documentation".

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L.2 SUBMISSION INSTRUCTIONS

QUESTIONS:

Solicitation: SP4709-23-R-0001

Question(s) Closing Date: April 17, 2023 at 12:00 PM EDT

Prospective offerors are requested to submit questions regarding the solicitation in writing via electronic mail to both Charles.Fitzsimmons@dla.mil and JETS2@dla.mil on or before April 17, 2023 at 12:00 PM EDT. All email submissions shall be less than 10 MB. If needed, you may submit multiple emails if the total file size exceeds 10 MB. Email responses shall have the subject line "JETS 2.0 RFP: SP4709-23-R-0001 – [Company Name] – RFP Questions". Offerors should include their questions on Attachment 6 – JETS 2.0 Question Template. Questions will be considered at any time prior to the date and time specified above and will be addressed via Amendment.

E-Mailed Question(s) should be sent to the following E-Mail addresses:

Charles.Fitzsimmons@dla.mil

JETS2@dla.mil

SOLICITATION:

Solicitation: SP4709-23-R-0001

Closing Date: May 24, 2023 at 3:00 P.M. EDT

E-Mailed Proposals should be sent to the following E-Mail addresses:

Charles.Fitzsimmons@dla.mil

JETS2@dla.mil

Note: Both hard copy and facsimile offers are not acceptable forms of transmission for submission of initial proposals or revisions to initial proposals submitted in response to this solicitation. As directed by the Contracting Officer, both hard copies and facsimiles WILL NOT be accepted. Electronic submission is the only acceptable form of submittance.

L.3 DOCUMENTATION REQUIREMENTS

Offerors are required to submit their proposals in separate electronic volumes as indicated above. There shall be no reference to pricing included as part of the Non-Price proposal information, nor shall pricing detail or summary be included in transmittal letters.

Please note that the electronic version of the proposal will be considered the official version, which will be timestamped upon receipt. An electronic version for each volume of the proposal is to be sent via email to the following email addresses: Charles.Fitzsimmons@dla.mil & JETS2@dla.mil. Offerors must use MS Excel to create “.XLS” files, and Adobe to create “.PDF”

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files. All spreadsheet information should be on functional EXCEL spreadsheet(s). Submission of EXCEL spreadsheets in PDF format is not acceptable.

OFFERORS: In accordance with FAR 3.104-4, it is required for your company to mark any Material that may be source selection information as described at paragraph (10) of the “source selection information” definition in FAR 2.101, to include the cover page and each page that may contain source selection information, with the legend “Source Selection Information – See FAR 2.101 and 3.104.” Each page of the proposal should be affixed with the following legend: “Source Selection Information – (See FAR 2.101 and 3.104) and Controlled Unclassified Information (CUI). Offerors shall not submit information in their proposals that is considered Classified. Proprietary markings are permitted.

Each volume shall contain the following items in addition to the non-price and price proposal data required by the RFP:

Cover:

The cover shall indicate the following:

- (1) RFP number
- (2) Proposal Title
- (3) Cage Code
- (4) Technical Point of Contact, including name, telephone number, FAX number, e-mail address, and mailing address
- (5) Administrative/Contracting Point of Contact, including name, telephone number, FAX number, e-mail address, and mailing address
- (6) Offeror’s business type selected among the following categories: Other-than-Small Business, Small Business, Small Disadvantaged Business, Woman-Owned Small Business, HUB Zone Small Business, Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Other Educational, or Other Nonprofit.

Table of Contents:

The table of contents in each separate document shall provide sufficient details as to allow the important elements to be easily located.

L.4 ELECTRONIC PROPOSAL

The RFP’s electronic proposal must be organized according to the following format, and include separate documents for each of the following:

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Volume	Chapter			Format
I. Business Proposal	Signed Offeror Cover Letter for RFP and Executive Summary			PDF
II. Non-Price Proposal	Factor 1: Technical Merit	1A.	Subfactor A: Technical Approach	PDF
		1B.	Subfactor B: Management Approach	PDF
	Factor 2: Partnering and Strategic Alliance	2.		PDF
	Factor 3: Key Personnel (Program Manager Credentials ONLY) (Rated: Acceptable/Unacceptable)	3.		PDF
	Factor 4: Small Business Participation (Rated: Acceptable/Unacceptable)	4.		PDF
III. Cost/Price Proposal	1. Hourly Ceiling Rate	1.	Attachments 1 & 2	Excel
	2. Total Evaluated Price	2.	Attachments 1 & 2	Excel
	3. DCAA Approved Accounting System	3.	Documentation or Letter of Approval	PDF

A Non-Price Proposal shall be submitted in response to this RFP. Non-price proposals in response to this RFP do not have a page limit; however, the requirements of the solicitation can most likely be met in no more than one hundred (100) single sided, 8 ½” x 11” pages, including Appendices and Attachments. Pages shall be 8 ½ x 11”, with at least one-inch margins on all sides, using a font with a 12-point, Times New Roman, size type or larger for all body text. Text used in graphics is at the discretion of the offeror but should maintain a legible font and size. Graphics must be able to be printed and copied in pure black and white (no color). Pages shall be consecutively numbered. Each page of the proposal should be affixed with the following legend: “Source Selection Information – (See FAR 2.101 and 3.104) and Controlled Unclassified Information (CUI).

Offerors shall not submit information in their proposals that is considered “Classified.” Proprietary markings are permitted. At a minimum, each chapter should address all information contained in Section L.5. Proposal Content. The offeror is responsible for providing adequate documentation to enable a thorough evaluation of the proposal. All spreadsheet information should be on functional EXCEL spreadsheet(s) (e.g., Total Column utilizes equation that sums appropriate lower-level items).

L.5 PROPOSAL CONTENT

It is required that offerors follow the proposal instructions stated in this section and comply with the format specifications identified in Section(s) L.1 & L.4 of this solicitation.

VOLUME I: BUSINESS PROPOSAL - SIGNED OFFEROR COVER LETTER FOR RFP AND EXECUTIVE SUMMARY

Signed Copy of Offeror Cover Letter for RFP Submission

The offeror shall include a signed copy of the RFP's cover letter on company letterhead as part of the proposal submission. The cover letter must contain a statement committing the offeror's firm to the proposal and stating its validity for a period of at least 360-days. The letter should also include the name, title, phone number, and e-mail address for the persons authorized to negotiate with the Government in connection with the proposal. The letter must be signed by a responsible officer or partner/principal of the firm that is authorized to bind the organization contractually. The letter must also contain a statement that the proposal meets the specifications of each sub-section of the RFP.

Executive Summary

An Executive Summary of the offeror's entire proposal is required. This summary will not be evaluated but will be used to gain an understanding of the overall proposal contents. It should identify and highlight significant features of the proposal and include the salient points contained in the various volumes and chapters.

The following format should be followed in developing the summary:

1. General Information (see Note 1)
2. An overview of Technical Capability
3. RFP Exceptions (see Note 2)

(Note 1): The General Information section of the Executive Summary should include the following information:

- a) Company Name and Address
- b) Company Taxpayer Identification Number (TIN)
- c) Unique Entity ID
- d) CAGE Code
- e) Section K Representations and Certifications
- f) SF33
- g) Amendment(s)
- h) OCI Plan
- i) Price Assumptions

(Note 2): RFP exceptions are offeror proposed deviations from the requirements contained in the Request for Proposal and resultant task order terms and conditions. Exceptions where an offeror states it will not comply with one or more of these requirements may cause proposals to be considered unacceptable.

Therefore, firms must address such exceptions and provide a detailed description of any form of exceptions, deviations or waivers, and indicate the firm's difficulty with the applicable requirement in addition to the firm's proposed approach.

L.6 VOLUME II: NON-PRICE PROPOSAL

- a. The non-price proposal shall demonstrate the offeror's ability to meet and/or exceed the Government's requirements as set forth in this solicitation. To be evaluated as Acceptable or higher for Technical Merit and Partnering and Strategic Alliance and evaluated as Acceptable (versus Unacceptable) for Key Personnel and Small Business Participation, the offeror's non-price proposal shall provide, at a minimum, the items requested under each factor, or subfactor, below. Failure to provide the information requested by any of the non-price evaluation factors may be considered a "no response" and a rating of "unacceptable" given to the applicable factor or sub-factor.
- b. The offeror is required to prepare and submit its proposal consistent with the non-price evaluation factors listed below. Each of its individual responses shall cite the applicable factor or sub-factor and paragraph to which it is responding. **Continuation sheets shall clearly identify the solicitation number and your firm's name on each page.**
- c. A Non-Price Proposal shall be submitted in response to this RFP. Non-price proposals in response to this RFP do not have a page limit.

Offerors shall not submit information in their proposals that is considered "Classified." Proprietary markings are permitted.

At a minimum, each chapter should address all information contained in Section L.5. Proposal Content. The offeror is responsible for providing adequate documentation to enable a thorough evaluation of the proposal. All spreadsheet information should be on functional Microsoft Excel spreadsheet(s) (e.g., Total Column utilizes equation that sums appropriate lower-level items).

Factor 1: Technical Merit

Subfactor A: Technical Approach

Describe in detail your approach to research, analyze and develop the specified deliverables and perform each tasking in the Statement of Work (SOW). The offeror must provide evidence demonstrating a clear understanding of the requirements set forth in the SOW. The offeror must demonstrate an understanding of the scope and complexity of the work. All offerors must demonstrate capability in supporting all subtasks above within the Task Areas 1 through 12 of the Statement of Work (SOW). The proposed approach must be well-defined and logical and include the methodologies and processes that can successfully meet DLA objectives and mitigate risk.

Subfactor B: Management Approach

This subfactor is designed to determine the extent to which the offeror has developed a strategy for the effective and efficient management of contract activities to successfully fulfill the requirements of the SOW. The offeror must provide evidence demonstrating that the organization has current capabilities for assuring performance of the requirement, including those of subcontractors, if applicable. Describe in detail your Management Approach, which shall include the following information:

- A Program Management Plan which details how J6 Enterprise Technology Services will be managed from a program perspective, including both information technology management and supporting program and customer support activities. This plan shall also address evidence of reach-back capability, including subcontractors, consultants and business partners.
- A Quality Management Plan which details the quality management processes and the methodology by which a high level of quality will be maintained throughout deliverables and services.
- A Security Management Plan which details how information assurance, physical security and personnel security will be managed including a description of the offeror's security program and structure; how security fits into the overall management plan and structure; and responsibilities of security personnel and how the security plan and personnel will operate/interact with the Government and its security team.
- A Risk Management Plan that details a sound methodology by which risk identification and mitigation will be addressed; and how both generic and specifically identified risks will be managed for all aspects of J6 Enterprise Technology Services and how risks will be communicated to the Government.
- A Personnel Management Plan which details how quality personnel are maintained; program specific training for employees involved in the resulting contract; how continuity and succession management is maintained; and the organizational structure and where subcontractors will be used in support of the resultant contract.
- A Management and Protection of GFE and GFI Plan which details how GFE/GFI will be tracked including the tracking tools/systems and reporting methods that will be utilized in accounting for the material and information being provided by the Government; how accountability for

GFE assets will be maintained; and how life cycle management for GFE assets will be supported.

Factor 2: Partnering and Strategic Alliance

The Offeror shall provide the approach to manage Partner(s) and/or subcontractors based on projects of similar size, scope and complexity as described in the SOW. The proposal must identify what Partner(s) will be responsible for each task identified in the SOW and the rationale for their assignments as well as describe the process the Offeror will use to enter into Operating Level Agreements with other DLA contractors and service providers.

The Offeror shall provide the methodology for forming long and short-term partnering arrangements with its Partner(s) and/or subcontractors, partnering agreements, as well as a description of the level of past Team experiences with those partners and demonstrated success.

The Offeror shall provide a letter of commitment, to include Company Name, CAGE Code, and UEI Number, for each Strategic Alliance that is formed, to include all subcontractors, at time of proposal submission. The letter of commitment should be labeled “[Offeror Name] – Strategic Alliance 1”, “[Offeror Name] – Strategic Alliance 2”, etc.

Note: Both the partners and subcontractors submitted in the offeror’s proposal should have experience based on projects of similar size, scope, and complexity as described in the SOW under NAICS 541519 (Size Standard: \$34,000,000.00).

Factor 3: Key Personnel (Program Manager (PM) Credentials ONLY) (Rated: Acceptable/Unacceptable)

The offeror shall provide a resume for its proposed Program Manager. The resume shall use the template in Attachment 4 of the RFP. The proposed Program Manager resume shall demonstrate they have recent and directly related experience and education in the areas specified in Attachment 3 of the Solicitation and Section C.10.2 of the SOW. If experience is not directly related but relevant, discuss relevance in customer, topic, dollar value, workload, duration, and scope and complexity to the SOW requirements.

The offeror’s proposed Program Manager resume shall identify the requisite qualifications and experience that the Program Manager possesses, including the benefits and competencies that this individual possesses, to assure the successful accomplishment of services. The Program Manager resume submitted in the proposal should include experience and capabilities relevant to the requirements set forth in Attachment 3 of the Solicitation and Section C.10.2 of the SOW.

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Note: A letter of commitment from the Program Manager **MUST** be included. A single Program Manager **CANNOT** submit multiple letters of commitment for different offerors in submission to this RFP (SP4709-23-R-0001). An offeror will be rated Unacceptable if the identified PM has submitted a letter of commitment with another offeror. The offer should confirm their PM being submitted with their proposal is exclusively providing a Letter of Commitment to them and has not provided a Letter of Commitment for any other JETS 2.0 offeror to be submitted. The Letter must state that the PM being submitted under each offeror's proposal is not submitting a Letter of Commitment (LOC) to any other offeror for the JETS 2.0 acquisition. The letter of commitment should be labeled "[Offeror Name] – Program Manager LOC".

In order to receive consideration for award, offerors must be rated Acceptable for this factor.

Factor 4: Small Business Participation

All Offerors *regardless of size shall describe the extent of proposed Small Business Participation in performance of the contract in accordance with DFARS 215.304. At a minimum, each offeror shall provide a proposal that subcontracts a minimum of 25% of the total contract value to small business. Additional subcategory goals are established for the following socioeconomic targets: **3.0% for Service-Disabled Veteran-Owned Small Business (SDVOSB), 5.0% for Small Disadvantaged Business (SDB), 5.0% for Women Owned Small Business (WOSB), and 3.0% for Historically Underutilized Business (HUB Zone)**. All Offerors, regardless of business size, are required to submit Small Business Participation Information in accordance with DFARS 215.304 that shall include the following:

(a) Offeror's Type of Business: Check applicable box (boxes)

- ☐ Other than Small Business
- ☐ Small (also check type of Small Business below)
 - ☐ Small Business
 - ☐ Small Disadvantaged Business
 - ☐ Woman-Owned Small Business
 - ☐ HUB Zone Small Business
 - ☐ Veteran Owned Small Business
 - ☐ Service Disabled Veteran Owned Small Business

(b) The offeror shall fill out the following table for the Small Business Participation Factor of the Non-Price Proposal. Column 2 shall include the percentage of total contract value anticipated to be satisfied through self-performance. Column 3 shall include the percentages of total contract value anticipated to be subcontracted, exclusive of self-performance. Column 4 shall be a total of column 2 and 3. The "Total Small Business (SB)" Row for columns 2, 3 and 4 shall be an aggregate of the "Total Small Business (SB)" Breakdown (a.

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Small Business (Only) through e. Service Disabled Veteran Owned Small). For example, if you anticipate subcontracting 5% to a Small Business that is also Woman Owned and Service Disabled Veteran Owned, you will include percentages in the Woman Owned and Service Disabled Veteran owned but only count 5% for Total Small Business. If a Small Business does not qualify for any of the socio-economic categories listed, their planned goal should be counted as Small Business (Only) and in Total Small Business. If done correctly, Total “Other than Small Business (OTSB)” Column 4, and Total “Small Business (SB)”, Column 4, will together add up to 100%.

Percentage of Subcontracts Planned For each business category:

1	2	3	4
Business Type	% of Total Contract Value for Self-Performance	% of Total Contract Value Subcontracted (excluding Self-Performance)	Total
1. Other-Than-Small Business (OTSB)	%	%	%
2. Total Small Business (SB)	%	%	%
Total (OTSB + SB)			100%
a. Small Business (Only)	%	%	%
b. Small Disadvantaged	%	%	%
c. Woman-Owned Small	%	%	%
d. HUB Zone Small	%	%	%
e. Service-Disabled Veteran Owned Small	%	%	%

(c) Offerors shall provide a detailed description of the services for each small business subcategory including the names and CAGE codes/UEIs of those firms and their designation. In addition, offerors shall provide a table that displays the Company, Designation, and Task Area(s) covered for each subcontractor. The designation column shall identify whether the company is Other than Small Business, Small, Small Disadvantaged, Woman-Owned Small, HUB Zone Small, or Service-Disabled Veteran Owned Small.

Name of Company	Designation	Task Area(s)
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(d) Provide documentation regarding enforceable commitments to utilize each small business as defined in FAR Part 19, as subcontractors. Provide the names of protégé firms being utilized in the proposal as subcontractors.

NOTE 1: This information shall be provided for each year of the contract. If the Offeror believes the percentages will change in the subsequent years following year 1, those percentages should be included.

NOTE 2: Percentage goals shall be aggressive, realistic, challenging, achievable and positive. These goals are percentages of the total proposed contract value.

NOTE 3: Offerors are reminded that the Small Business Subcontracting Plan (required to be submitted by other than small businesses only) shall correlate with the proposal information submitted for small business participation.

NOTE 4: The subcontractors (Inclusive of Company Name, CAGE Code, and UEI Number) submitted in the offeror's proposal should have experience based on projects of similar size, scope, and complexity as described in the SOW under NAICS 541519 (Size Standard: \$34,000,000.00).

NOTE 5: If an offeror is submitting a proposal as a Joint Venture (JV) under the SBA Mentor-Protégé program (MPP), it must submit as part of its Factor 4 proposal: 1) Evidence of SBA MPP approval, 2) Company Name, CAGE Code, and UEI Number for both the Mentor and the Protégé, and 3) A copy of the Certification of compliance required under 13 C.F.R 125.8(d). Additionally, offerors are cautioned to comply with the prohibitions and limitations at 13 C.F.R. 125.9(b)(3)(i), (c)(2), and (c)(3); failure to do so may result in each non-compliant JV MPP being rejected and determined ineligible for award.

***Small business Offerors may meet percentage requirements using work performed themselves.**

L.7 VOLUME III: COST/PRICE PROPOSAL

A list of IDIQ labor categories is provided in the Contractor Site Rates (Attachment 1 of the Solicitation) and the Government Site Rates (Attachment 2). Offerors are required to provide an hourly labor rate for each labor category for Years 1-12. The labor categories and rates will be included in the IDIQ award and will serve as the hourly rate basis, which may not be exceeded (ceiling rates), for subsequent tasks that will be issued under the IDIQ. Offerors shall complete the twelve tables (Contract Year-1 through Year-12) provided in the Contractor Site Rates (Attachment 1 of the Solicitation) and the Government Site Rates (Attachment 2 of the Solicitation). Offeror must provide an hourly labor rate for both Government Site and Contractor

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Site. All offerors must provide hourly labor rates for each year of the IDIQ. The offeror shall only enter their proposed labor rates on the Excel spreadsheets in Column B on both Attachment 1 & Attachment 2. The other Rows & Columns of these spreadsheets are locked so that no editing can be done other than Column B.

The following Cost CLIN(s) will be included under JETS 2.0 IDIQ awards: Cost-Plus-Incentive-Fee (CPIF), Cost-Plus-Award Fee (CPAF), and Fixed-Price Incentive (Firm Target) (FPI-FT) and Fixed-Price Incentive (Successive Targets) (FPI-ST) CLIN(s).

In order to submit a response to this RFP, Other-Than-Small businesses must submit a proposal eligible for all types referenced above. These Cost CLIN(s) will be optional for small businesses. Other than small businesses, and any small businesses who wish to be eligible to compete for task orders using Cost CLINS, MUST have a DCAA Approved Accounting System prior to award in order to incorporate Cost CLIN(s) into the IDIQ award. The offeror, Other than small businesses, and any small businesses who wish to be eligible to compete for task orders using Cost CLIN, must provide documentation stating they have an approved DCAA Approved Accounting System. This should be labeled as “[Offeror Name] – DCAA Approved Accounting System Documentation”. If an Other-Than-Small business does not have an DCAA Approved Accounting System prior to award, they cannot be considered for award.

Other-Than-Small businesses will need to provide documentation of their DCAA Approved Accounting System with their proposal. Any small businesses who wish to be awarded Cost CLIN(s) will also need to provide documentation of their DCAA Approved Accounting System with their proposal. Those small business who do not wish to be awarded Cost CLIN(s) do not need to provide this documentation.

Other-Than-Small businesses must provide the following response in your offer regarding cost CLIN(s):

1) [Company Name] has a DCAA Approved Accounting System and wishes to add Cost (CLINs) to their IDIQ contract. (Documentation of Approval required)

Small businesses must provide one of the following two (2) responses in your offer regarding cost CLIN(s):

1) [Company Name] has a DCAA Approved Accounting System and would like to include Cost CLIN(s) to their IDIQ contract. (Documentation of Approval required)

2) [Company Name] does not have a DCAA Approved Accounting System and/or does not wish to include Cost CLIN(s) to their IDIQ contract.

Note: In accordance with FAR 52.237-10 Identification of Uncompensated Overtime (MAR 2015), the offeror’s uncompensated OT policy shall be included with the proposal; however, the Government will only require this submission at the task order level. As a result, there will be no requirements to submit the uncompensated OT policy with the offeror’s proposal at the IDIQ

level; however, the offeror should be prepared to provide this at the task order level when applicable.

SECTION M: EVALUATION FACTORS FOR AWARD

M.1 BASIS FOR AWARD

Awards shall be made to responsible offerors whose proposals are determined to be the most advantageous to the Government, non-price factors and cost/price considered. The Government's objective is to obtain the highest quality services considered necessary to achieve program objectives, with reasonable prices. Award of this contract will be made on a competitive best value basis, using "tradeoff" procedures between Non-Price and Cost/Price. In evaluating proposals, non-price factors, when combined, will be considered significantly more important than price. As proposals become more equal in merit of non-price factors, price/cost becomes more important. The Government may consider award to other than the lowest priced offerors or other than the highest technically rated offerors.

Prospective offerors are advised that a proposal meeting the objectives and requirements with the lowest price may not necessarily be selected if award to a higher priced offer is determined to be most advantageous to the Government:

- All Non-Price factors (Technical Merit, Partnering and Strategic Alliance, Key Personnel, and Small Business Participation), when combined, will be considered significantly more important than Cost/Price.
- Factor 1, Technical Merit, is more important than Factor 2, Partnering and Strategic Alliance.
- Within Factor 1, Technical Merit, the 2 sub-factors are of equal importance.
- Factors 1, 2, 3, and 4 will be rated against set standards. If any portion of the information required in a factor or subfactor is not provided, the offeror's rating for such factor/subfactor may be adversely affected.
- Factor 1, Technical Merit, will be assigned a rating by rolling up the ratings assigned to its equally-weighted subfactors, Subfactor A—Technical Approach, and Subfactor B—Management Approach.
- Factor 3, Key Personnel, will be evaluated on an acceptable/unacceptable basis. Therefore:
 - Failure of an offeror to address the minimum requirements of the Key Personnel Factor will result in an unacceptable proposal rating, and will exclude the offeror from receiving an IDIQ award, if not addressed during negotiations (if any are held).

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- Factor 4, Small Business Participation, will be evaluated on an acceptable/unacceptable basis. Therefore:
 - Failure of an offeror to address the minimum requirements of the Small Business Participation Factor will result in an unacceptable proposal rating and will exclude the offeror from receiving an IDIQ award, if not addressed during negotiations (if any are held).

The Government anticipates multiple contract awards resulting from this solicitation. This solicitation is being issued as an unrestricted acquisition; however, a portion of contract awards will be reserved for small business and 8(a) offerors. These socioeconomic reserve awards will be made to the best value offeror(s) within each reserve category, in accordance with the evaluation criteria stated in the solicitation.

IDIQ proposals will be separated into three socio-economic groups prior to evaluation of offers. The three socio-economic groups will be other-than-small businesses, small businesses, and 8(a) businesses. The Government will reserve IDIQ awards for each socio-economic group, in order to ensure adequate competition on all task orders. These socioeconomic reserve awards will be made to the best value offeror(s) within each reserve category, in accordance with the evaluation criteria stated in the solicitation. The Government intends to award multiple contracts to small business offerors, and multiple contracts to 8(a) business offerors.

Awards will be made in Group A to the small business offerors, including 8(a) offerors, whose proposals represent the best value in accordance with the evaluation criteria. Awards will be made in Group B to the 8(a) offerors whose proposals represent the best value in accordance with the evaluation criteria. Awards will be made in Group C to all offerors whose proposals represent the best value in accordance with the evaluation criteria (including other-than-small business offerors whose proposals represent the best value, and Group A and Group B awardees).

The Technical Evaluations for proposals in receipt of this solicitation (SP4709-23-R-0001) will be conducted in a two-phased approach; however, an offeror must provide all parts of its proposal (both Phase 1 and Phase 2 portions) before the RFP closing date. Offerors will NOT be given the opportunity to submit further portions of their proposal following Phase 1 evaluation. Initial proposals that fail to respond to all Phase 2 factors and subfactors will be rejected as unacceptable without further consideration.

Proposals will be evaluated in the following two phases:

PHASE 1

1. An offeror's proposal for Factor 1 (Technical Merit), Subfactor A (Technical Approach) will be evaluated during Phase 1. Subfactor A (Technical Approach) will receive an Adjectival rating, as described in Section M.3 below. If an offeror's Technical Approach proposal fails to receive an Acceptable or higher rating, the offeror will not advance to Phase 2 of the evaluation process, and the rest of the offeror's proposal will not be further evaluated for any of the remaining Non-Price or Cost/Price factors. As a result, if an offeror does not advance to Phase 2, they will not be considered eligible for award.

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Note: Those offerors which do not receive an Acceptable or higher rating for Phase 1 will receive an Unsuccessful Offeror Letter after all proposals are reviewed under Phase 1. Offerors are advised to submit your firm's best and most complete Technical Approach proposal as part of its initial submission.

PHASE 2

2. Only those offerors which receive an Acceptable or higher rating for Factor 1, Subfactor A (Technical Approach) will advance to Phase 2 evaluations. Phase 2 evaluations will consist of Factor 1 (Technical Merit), Subfactor B (Management Approach); Factor 2 (Partnering and Strategic Alliance; Factor 3 (Key Personnel); Factor 4 (Small Business Participation); and, Cost/Price, Factors 1 through 3. Phase 2 factors and subfactors will be evaluated as described in Section M.3 below, including the roll-up rating for Factor 1 (Technical Merit), which will be a combination of the Phase 1 rating for Subfactor A (Technical Approach) and the Phase 2 rating for Subfactor B (Management Approach).

The Government WILL NOT enter into discussions with any offeror whose proposal did not receive an Acceptable or higher rating for Factor 1, Subfactor A (Technical Approach) during Phase One. Discussions may only be held after Phase Two evaluations, with all Offerors determined to be in the competitive range.

M.2 EVALUATION FOR AWARD

The following factors shall be used to evaluate offers:

Volume II: Non-Price Evaluation Factors:

Factor 1: Technical Merit

Subfactor A: Technical Approach

Subfactor B: Management Approach

Factor 2: Partnering and Strategic Alliance

Factor 3: Key Personnel (Program Manager Credentials ONLY) (Rated: Acceptable/Unacceptable)

Factor 4: Small Business Participation (Rated: Acceptable/Unacceptable)

Volume III: Cost/Price Evaluation Factors:

Factor 1: Hourly Ceiling Rates

Factor 2: Total Evaluated Price

Factor 3: DCAA Approved Accounting System

Non-price factors are (1) Technical Merit, (2) Partnering and Strategic Alliance, (3) Key

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Personnel, and (4) Small Business Participation. The Technical Merit Subfactors are Technical Approach and Management Approach. Within Technical Merit, the subfactors Technical Approach and Management Approach are of equal importance. Technical Merit is more important than Partnering and Strategic Alliance. The non-Price factors, when combined, are significantly more important than cost/price. Key Personnel and Small Business Participation will be rated on an Acceptable/Unacceptable basis. In order to be eligible for award, offerors must be rated Acceptable for both the Key Personnel and the Small Business Participation factors.

Within the Price factors, Factor 1: Hourly Ceiling Rates will be evaluated for fairness and reasonableness. All rates must be determined fair and reasonable for a proposal to be determined Acceptable and for the proposal to be eligible for award. These ceiling rates will be incorporated into the IDIQ awards.

Non-Price factors are:

- ☒ Significantly more important than cost or price
- ☐ Essentially equal to cost or price
- ☐ Significantly less important than cost or price

NOTE: Non-Price Evaluation Factors are significantly more important than price; however, as proposals become more equal in their technical ratings, the evaluated price becomes more important.

M.3 NON-PRICE EVALUATION

M.3.1 Technical Merit

M.3.1.1 Subfactor A: Technical Approach

The Technical Approach Subfactor will be evaluated on an Adjectival basis.

Adjectival Rating	Description
Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements, contains multiple strengths and/or at least one significant strength.
Good	Proposal demonstrates a thorough approach and understanding of the requirements and contains at least one strength or significant strength.
Acceptable	Proposal demonstrates an adequate approach and understanding of the requirements.

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Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements.
Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is un-awardable.

To advance to Phase 2 and receive further consideration for award, offerors must obtain an “Acceptable” or higher rating for Factor 1, Subfactor A, Technical Approach.

The Government will evaluate the offeror’s technical approach in providing services and support as described in the SOW. The evaluation of this sub-factor will assess the offeror’s understanding of the scope and complexity of the work. This includes its understanding of the DLA policies, standards and procedures as identified by the individual tasks. The evaluation of this sub-factor will assess the offeror’s capability in supporting all subtasks within the Task Areas 1 through 12, and the offeror’s understanding of the scope and complexity of the work. The Government will evaluate the proposed approach to ensure that it is well-defined and logical and that the methodologies and processes can successfully meet DLA objectives and mitigate risk. The evaluation will include an analysis of the offeror’s approach and methodology including analyzing the likelihood of project success as it relates to the requirements of this RFP.

M.3.1.2 Subfactor B: Management Approach

The Management Approach Subfactor will be evaluated on an Adjectival basis.

Adjectival Rating	Description
Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements, contains multiple strengths and/or at least one significant strength.
Good	Proposal demonstrates a thorough approach and understanding of the requirements and contains at least one strength or significant strength.
Acceptable	Proposal demonstrates an adequate approach and understanding of the requirements.
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements.

Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is un-awardable.
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To receive consideration for award, offerors must obtain an “Acceptable” or higher rating for Factor 1, Subfactor 2, Management Approach.

The offeror’s management approach will be evaluated to determine the extent to which the offeror has developed a strategy for the effective and efficient management of contract activities to successfully fulfill the requirements of the SOW. The proposal will be evaluated to ensure the offeror provides evidence demonstrating that the organization has current capabilities for assuring performance of the requirement, including those of subcontractors, if applicable. The Offeror will also be evaluated on the following information:

- The Government will evaluate the extent to which the proposed Program Management Plan details how J6 Enterprise Technology Services will be managed from a program perspective, including both information technology management and supporting program and customer support activities. Evidence of reach-back capability, including subcontractors, consultants and business partners.
- The Government will evaluate the extent to which the proposed Quality Management Plan details the quality management processes and the methodology by which a high level of quality will be maintained throughout deliverables, and services.
- The Government will evaluate the extent to which the proposed Security Management Plan details how information assurance, physical security and personnel security will be managed including a description of the offeror’s security program and structure; how security fits into the overall management plan and structure; responsibilities of security personnel and how the security plan and personnel will operate/interact with the Government and its security team.
- The Government will evaluate the extent to which the proposed Risk Management Plan details a sound methodology by which risk identification and mitigation will be addressed; how both generic and specifically identified risks will be managed for all aspects of J6 Enterprise Technology Services and how risks will be communicated to the Government.
- The Government will evaluate the extent to which the proposed Personnel Management Plan details how quality personnel are maintained; program specific training for employees involved in the resulting contract; how continuity and succession management is maintained; the organizational structure and where subcontractors will be used in support of the resultant contract.

- The Government will evaluate the extent to which the proposed Management and Protection of GFE and GFI Plan details how GFE/GFI will be tracked including the tracking tools/systems and reporting methods that will be utilized in accounting for the material and information being provided by the Government; how accountability for GFE assets will be maintained; and how life cycle management for GFE assets will be supported.

M.3.2 Factor 2: Partnering and Strategic Alliance**Partnering and Strategic Alliance will be evaluated on an Adjectival basis.**

Adjectival Rating	Description
Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements, contains multiple strengths and/or at least one significant strength.
Good	Proposal demonstrates a thorough approach and understanding of the requirements and contains at least one strength or significant strength.
Acceptable	Proposal demonstrates an adequate approach and understanding of the requirements.
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements.
Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is un-awardable.

To receive consideration for award, offerors must obtain an “Acceptable” or higher rating for Partnering and Strategic Alliance.

The Government will review and evaluate the Offeror’s proposed approach to determine its ability to manage Team Partner(s) and/or subcontractors based on projects of similar size, scope and complexity as specified in the SOW. The Government will evaluate the offeror’s proposal to ensure the Team Partners(s) will be responsible for each task in the SOW and resulting task order PWSs and the rationale for their assignments, as well as to ensure the proposal describes the process the Offeror will use to enter into Operating Level Agreements with other DLA contractors and service providers.

The Government will evaluate the Offeror’s methodology for forming long and short-term partnering arrangements with its Team Partner(s) and/or subcontractors, partnering agreements,

as well as the level of past teaming experiences with those partners and demonstrated success.

The Offeror shall provide a formal letter of commitment labeled “[Offeror] – Letter of Commitment – [Strategic Alliance Name]” for each Strategic Alliance that is formed, to include all subcontractors, at time of proposal submission.

M.3.3 Factor 3: Key Personnel (Program Manager Credentials ONLY)

The Key Personnel factor will be evaluated on an Acceptable/Unacceptable basis.

To receive consideration for award, offerors must obtain an “Acceptable” rating for Key Personnel.

The Government will evaluate the offeror’s proposed Program Manager resume to determine whether the proposed individual possesses the requisite qualifications and experience (as set forth in Attachment 3 of the Solicitation and Section C.10.2 of the SOW), including the benefits and competencies that the individual brings, to assure the successful accomplishment of service. The resume submitted in the proposal will be evaluated for experience and capabilities relevant to the requirements set forth in Attachment 3 of the Solicitation and Section C.10.2 of the SOW.

M.3.4 Factor 4: Small Business Participation

The Small Business Participation factor will be evaluated on an Acceptable/Unacceptable basis.

To receive consideration for award, offerors must obtain an “Acceptable” rating for Small Business Participation.

All Offerors will be evaluated on the level of small business commitment that they demonstrate for the proposed acquisition. Proposals will be evaluated to ensure the required percentages for each business designation identified in Section L, are adhered to in the Offeror’s proposal. In addition, the evaluation will ensure the Offerors provided:

- A detailed description of the services for each small business subcategory including the names and CAGE codes/UEIs of those firms and their designation,
- Documentation regarding enforceable commitments to utilize each small business as defined in FAR Part 19, as subcontractors, and
- The names of protégé firms being utilized in the proposal as subcontractors.

The table above in Section L.6, under Factor 4: Small Business Participation, will be evaluated to ensure the offeror, inclusive of self-performance, meets the minimum of 25% of the total contract value to small business and additional subcategory goals established for the following socioeconomic targets: 3.0% for Service-Disabled Veteran-Owned Small Business (SDVOSB), 5.0% for Small Disadvantaged Business (SDB), 5.0% for Women Owned Small Business (WOSB), and 3.0% for Historically Underutilized Business (HUB Zone).

Note: Small business offerors may meet the requirement using work performed themselves.

M.4 COST/PRICE EVALUATION

M.4.1 Hourly Ceiling Rates

Offered hourly labor rates will be evaluated for price reasonableness using competition and other traditional price analysis techniques described in FAR 15.404-1(b)(2). Offerors are required to provide a price for ALL Labor Categories in Attachments 1 & 2. If Labor Prices are missing, an offeror may not be considered for award. Also, please ensure pricing is no more than two (2) decimal places are present. No rounding of decimal places can be inserted in Attachments 1 & 2. All of an offeror's proposed rates must be determined fair and reasonable for an offeror to receive a contract award. The price proposal evaluations will include review of the proposed hourly rates for each labor category for all years 1-12 in Attachments 1 & 2.

If negotiations are conducted, offerors determined to be in a competitive range will undergo further price analysis on revised proposals. Price proposals will be evaluated against the requirements of the RFP and will be evaluated for completeness, fairness and reasonableness.

M.4.2 Total Evaluated Price

The total evaluated price will be calculated by multiplying the proposed labor rates by the hours provided in the Rough Order of Magnitude (ROM). The total evaluated price will be the total price added together for all Years 1-12 in both Attachments 1 & 2.

Note: Both Attachment(s) 1 & 2 will be used for Hourly Ceiling Rates & to establish a Total Evaluated Price to be submitted by offerors at time of proposal submission.

M.4.3 DCAA Approved Accounting System

An Other-than-small business must have a DCAA Approved Accounting System at the time of IDIQ award. If an Other-than-small business does not have a DCAA Approved Accounting System, they will not be considered for IDIQ award.

A small business must have a DCAA Approved Accounting System at time of IDIQ award if they wish to have Cost CLIN(s) in their IDIQ contract. A small business does not have to have a DCAA Approved Accounting System if they do not wish to have Cost CLIN(s) to their IDIQ contract.

The Government will confirm whether the offeror's accounting system is Defense Contract Audit Agency (DCAA) approved.

If a Small Business or 8(a) business proposes to include Cost CLIN(s) and demonstrates they have a DCAA Approved Accounting System, they will be considered more favorably for award compared to a Small Business or 8(a) business who does not propose to include Cost CLIN(s) or have a DCAA Approved Accounting System. Small Businesses and 8(a) businesses are

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encouraged to propose Cost CLIN(s) in their proposals accordingly.

Note: If a small business submits a proposal, inclusive of Cost CLIN(s), but is determined that their accounting system is not DCAA Approved, they will still be eligible for award but will not receive credit for having Cost CLINs and Cost CLIN(s) will not be included in their IDIQ contract if they receive an award.

The Government will not conduct a cost-realism analysis of Cost-type CLINs at the IDIQ level. Rather, the Government will conduct cost-realism analyses at the task order level for cost-reimbursement orders. With this in mind, the Government has approved the following Individual Deviation for the JETS 2.0 acquisition only:

FAR 15.404-1(d)(2) Individual Deviation

- Changes to the current text are shown by **[additions]** and ~~deletions~~.
- Five (5) asterisks (*****) indicate there are no revisions between the preceding and following sections
- Three (3) asterisks (***) indicates there are no revisions between the material shown within a subsection

FAR 15.404 – Proposal Analysis

15.404-1 – Proposal Analysis Techniques

(d) Cost realism analysis.

(1) ***

(2) Cost realism analyses shall be performed on cost-reimbursement contracts to determine the probable cost of performance for each offeror. **[Cost realism analyses are not required when establishing the J6 Enterprise Technology Services (JETS) 2.0 multiple-award indefinite-delivery indefinite-quantity (IDQ) contracts. Cost realism analyses shall be performed at the task order level for cost-reimbursement orders.]**

Note: As explained in Section L above, evaluation of uncompensated overtime will be accomplished at the order level only.