

Contract#: H98230-15-X-XXXX
 TTO#: 001
 TTO Modification#

TTO Title: Program Management

TECHNICAL TASK ORDER# 001

Contract Number:	H98230-15-X-XXXX		
Contract Name:	Intelligence Community Service Operations Group (IC SOG)		
Contract Type:	IDIQ contract with FIRM FIXED PRICE TTO		
TTO Title:	Program Management		
Date:	28 October 2014		
PMO Task:	<input type="checkbox"/> Yes (complete Addendum)	<input checked="" type="checkbox"/> No	
Sub Tasks (if applicable):	NA		
TTO Modification#:	NA		
Type of Work:	<input type="checkbox"/> Level of Effort	<input checked="" type="checkbox"/> Completion/FP	<input type="checkbox"/> Performance-Based
TTO Period of Performance: (Start date to be completed by CO)	TBD		
Place of Performance:			
<input type="checkbox"/> Government Site:			
<input checked="" type="checkbox"/> Contractor Site:	Program Manager is offsite		
FTE of Contractors at Gov't Site:	N/A		
FTE of Off-Site Contractors:			
Total Contractor FTEs:	N/A		
Government Provided Workspace:			
<input checked="" type="checkbox"/>	Government will provide 0 workspaces to the Contractor in support of this TTO.		
	Name	SID	Org
			Phone (Non-Secure)
Originator/COR:			
Technical COR:			
Contracting Specialist:			
Contracting Officer:			

Task Modifications:			
MOD	Date	Task Modification Description	SID

(U) Severable/Non-severable:

Severable

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(U//FOUO) Task Description: The Contractor shall provide Program and Project management for the following Intelink service lines: Service Operations and Maintenance, Service Desk, Identity and Access Management, Services Migration, and Operational Security and Information Assurance.

The Contractor shall be prepared to engage in transition activities at the start and conclusion of this contract.

(U) Task Activities:

Task 1 – Provide administrative services necessary to ensure the effective execution and integrity of the IC SOG contract. The Contractor shall designate one person as contract lead to act as the primary interface between the Contractor and the Contracting Officer's Representative (COR). This contract lead shall:

- Plan, resource, manage and execute each DO
- Meet personnel staffing level requirements
- Confirm all contract deliverables (CDRLs) are delivered as required
- Determine service levels and analysis to assist with Basis of Estimate (BOE) efforts
- Conduct accurate and timely invoicing for all DOs, to include closeout and final invoice submission within 90 days of task completion
- Provide the Government PM a Contract Summary Report monthly

Task 2 - Maintain the IC SOG Master Schedule, to include:

- Tracking and updating program accomplishments on the baseline Master Schedule and reporting to the Government PM as required
- Ensuring that high-visibility delivery dates are identified and tracked, cross-project dependencies are identified, performance against these dependencies is tracked, and movement of dependency dates is managed to mitigate the cross-project impacts of schedule changes
- Conduct monthly IC SOG status reviews that highlight cost, schedule and performance issues

Task 3 - Provide a risk management process to continually assess risk throughout daily operations, implementation, update and release of new Intelink capabilities and services. The Contractor shall:

- Create and follow an IC SOG Risk Management Plan
- Maintain a risk matrix identifying high and low impacts
- Recommend mitigation strategies to identified risks, and implement the strategies selected by the Government
- Update Government PM on current risks and associated mitigation strategies

Task 4 - Baseline and maintain a configuration management process to maintain Intelink system hardware and software. The Contractor shall:

- Leverage and update the existing IC SOG Configuration Management Plan

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- Maintain IC SOG systems' and services' IT equipment baseline
- Maintain IC SOG systems' and services' software and licenses baselines
- Maintain IC SOG systems' and services development and test environment configuration baselines
- Schedule all appropriate Change Board meetings and facilitate all change request documentation
- Maintain and update the Intelink requirements repository

Task 5 - Provide document control services to administer, update and maintain the program's document repositories and web sites. The Contractor shall:

- Maintain IC SOG document repository access control and organizational structure
- Validate program information posted in the repository or web portal is current (Development, Test, meeting and briefing documents)
- Track the delivery of all CDRL items and post them to the IC SOG document repository
- Validate all CDRL items received conform to contract DIDs
- Update informational web sites as needed

Task 6 - Follow Quality Assurance (QA) processes for the delivery and maintenance of all capabilities and services. The Contractor shall:

- Designate one person as contract QA lead (must be independent from the development and test teams)
- QA lead shall review plans and procedures for accuracy and completeness
- QA lead shall provide a traceability matrix for requirements being tested
- QA lead shall maintain a Discrepancy Log and report any discrepancy outstanding for 30 days or more

Task 7 - Provide property accountability oversight for all inventory, including:

- All SCIF furnishings
- All office IT equipment
- All Intelink IT equipment
- All maintenance & special IT equipment

Task 8 - Provide SCIF access security control and maintenance services for two buildings at NSAW and their associated furnishings and mechanical services. The Contractor shall:

- Physically monitor SCIF main entrance access, twenty four (24) hours a day, seven (7) days a week (manning the door during normal business hours M-F, by cameras on weekends and after-hours)
- Monitor all other SCIF access through electronic surveillance means
- Maintain a visitor log
- Inspect all material received at the SCIF
- Perform a quarterly physical security audit
- Respond to customer building service requests within two hours of receipt during business

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hours. Emergencies via call in.

- Coordinate with building maintenance to service SCIF mechanical appliances, HVAC, lighting, furnishings, water supply and fixtures
- Provide escorts for non-cleared SCIF maintenance personnel

Task 9 - Provide IT Technical services to maintain the program's SCIF office equipment, secure network and IT equipment. The Contractor shall:

- Oversee the repair or install of IC SOG office equipment such as desktop computers, printers, phones, and fax as needed

Task 10 - Provide operational oversight of the following activities:

- Technical, cost, and schedule assessment of all requirements submitted internally and externally for government evaluation
- Service line enhancements, resolution of software discrepancies, and corrective actions
- Status presentation within 5 working days' notice by the COR, on all aspects of IC SOG
- Maintenance of security documentation
- Installation, configuration, upgrades, and patching of Commercial-Off-the-Shelf (COTS), Free and Open Source Software (FOSS) and/or Government Open Source Software (GOSS) products
- Minimizing disruption from cut-overs to new services and processes
- Approval 10 working days prior to any impact to schedule to modify or remove existing services and processes
- Development and presentation of in-phase and final project reviews
- Updating applicable System Security Plan(s)

Travel:			
	None		
	Location	Frequency (eg: weekly, monthly, quarterly, upon the request of the Government COR)	Duration (# of days)
X	CONUS	Upon the request of the Government COR	TBD
X	OCONUS	Upon the request of the Government COR	TBD
Government Furnished Property:			
X	None		
<input type="checkbox"/>	Attached list (description, qty, estimated value)		

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CDRL Deliverables:					
Data Item No.	DID Number	DID Title	Due Date	# of Copies	Distribution
A001	DI-ADMN-81250A	Conference Minutes	5 days after each conference	1	T3433
A002	DI-ADMN-81308A	Conference Report	5 days after each conference	2	T3433
A003	DI-ADMN-81373	Presentation Material	5 days before presentation	2	T3433
A004	DI-CMAN-80858B	Contractor's Configuration Management Plan	30 days after Award	2	T3433
A005	DI-CMAN-81248A	Interface Control Document (ICD)	First Tuesday of every month	2	T3433
A006	DI-FNCL-80331A	Funds and Man-Hour Expenditure Report	5 th day of every month	2	T3433
A007	DI-FNCL-90140	Quarterly Accrual Report	2 days after each quarter end	3	BF224, BA334, T3433
A008	DI-MGMT-80004A	Management Plan	30 days after Award	2	T3433
A009	DI-MGMT-80368A	Status Report	First Tuesday of every month	2	T3433
A010	DI-MGMT-80441	Government Property Physical Inventory	15 th of the month after quarter end	1	T3433
A011	DI-MGMT-81596	Contractor Roster	5 days after change or update of personnel	1	T3433
A012	DI-MGMT-81597	Personnel Resumes	5 days prior to addition of new personnel	1	T3433

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A013	DI-MGMT-81809	Risk Management Status Report	First Tuesday of every month	1	T3433
A014	DI-MGMT-81650	Integrated Master Schedule	5 days after completion of task	1	T3433
B003	DI-MGMT-80934C	OPSEC Plan	30 days after Award	2	T3433
B004	DI-MGMT-81808	Contractor Risk Management Plan	30 days after Award	2	T3433
B005	DI-QCIC-80553A	Acceptance Test Plan	5 days after each test event	2	T3433

Cost Breakout TBD

Approving Officials:		
1. Contracting Officer's Representative (PRIMARY COR): Print Name: _____ SID: _____ Org: _____ <div style="text-align: center;">  _____ Primary COR/CM </div>		
2. Contracting Officer's Representative (ADMIN COR): Print Name: _____ SID: _____ Org: _____ <div style="text-align: center;">  _____ </div>		
3. Contractor: (Business Manager):		

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**Print
Name:**

**Title
:**

X

Contractor

4. **Contracting Officer:**

**Print
Name:**

SID:

Org:

X

Contracting Officer