



Performance Work Statement

For

Technical Support For Counterspace Analysis Squadron

A procurement by the
U.S. General Services Administration
On Behalf of the
National Air & Space Intelligence Center (NASIC)
Wright-Patterson Air Force Base, Ohio

Solicitation Number -
Task Order - TBD

November 4, 2011

**PROFESSIONAL ENGINEERING SERVICES (PES) 871
SIN 871-2 Concept Development and Requirements Analysis**

1.0 Requiring Agency

2.0 INTRODUCTION / BACKGROUND

The NASIC has a rapidly expanding workforce. This new pool of threat analysts presents a challenge – how to organize and develop new analysts while successfully maintaining and expanding the intelligence production operations workload.

The increasing complexity and sophistication of foreign space threat systems, coupled with an uncertain and rapidly changing threat environment, place serious demands upon the capabilities of NASIC's space cadre. Since the early '90s however, NASIC foresaw the need to prepare for expanded threats to US space systems. As a result of this vision, Counterspace Analysis Squadron (SMD) is experiencing significant growth in personnel billets.

The end result is a need to develop a comprehensive space analyst development training and mentoring program that builds on existing NASIC analyst training opportunities while expanding on SMD-specific requirements.

The evolving nature of the space threat, in addition to the growing number of nations and organizations engaged in space systems development, provide changing demands upon SMD's analytic staff.

The changing analytic needs shall result in additions to SMD's list of analytic priorities. These additional priorities shall require analytic resources beyond those committed to existing priorities.

3.0 SCOPE OF WORK /OBJECTIVE

The SMD Counterspace Technical Support program's multi-fold goal is to provide NASIC with a cadre of well-rounded counterspace analysts ready to successfully collaborate with other members of the space-related Intelligence Community (IC) and with the SMD customer set. SMD shall meet this goal by successfully completing the following objectives:

4.0 CONTRACTOR REQUIREMENTS

This is a level of effort task. The contract will have a 12 month base year of performance and 4 12 month optional years of performance. The contractor shall provide the necessary resources to plan, implement, and manage work necessary to meet the objectives set forth below to the extent provided by the available man-hours and obligated contract funding.

4.1 Technical Tasks - The contractor shall meet the performance objectives as described in paragraphs, 4.1.1 to 4.1.3, below, for all Flights in the Squadron as directed by the SMD Commander. The contractor shall meet the performance objectives as described in paragraph, 4.1.4 for the Group Level and additional squadron support as directed by SM/CC and SMB/DIR. Specific task direction shall be provided using that attached Task Directive form. Work clarifications, staffing, milestones, and funding references for task initiatives shall be agreed upon by the parties and attached to the Task Directive.

4.1.1 Objective One - Unique Analyst Proficiencies. To meet this object the contractor shall support the development of structured education, training and developmental activities for all members of the NASIC Counterspace Analysis Squadron (SMD) to enable them to perform and accomplish the mission of the SMD. As directed by squadron leadership, this will include Initial Qualification Training to lead to Basic Qualification status for new squadron members, Mission Qualification Training to lead to Mission Ready status for new squadron members, Continuation Training to maintain proficiency and currency, and Specialized Training for specific skills. The contractor shall conduct specific research regarding unique analyst proficiencies needed to meet existing and forecasted Government requirements. The education and training program shall be consistent with existing Air Force guidelines and instructions. Additionally, the contractor shall provide personnel with demonstrated experience in USAF Instructional Systems Design who have a proven capability to work with subject matter experts (SMEs) to develop analyst training courses with clear and achievable objectives. The contract shall facilitate the development of a mentoring program that enables the rapid assimilation of new NASIC personnel. The contractor shall document and report any research findings. (See Table 5.2)

4.1.2 Objective Two – Counterspace Contingency Response and Exercise Support Requirements - To meet this object the contractor shall facilitate the development and implementation of space and counterspace intelligence contingency processes and a complementary training and exercise regimen. The contractor shall assist squadron leadership in implementing, training, and exercising a program to maintain proficiency and improve contingency response. The contractor shall assist SMD leadership to adapt and expand the program to other NASIC, Intelligence Community, and Operational stakeholders. The contractor shall have a demonstrated capability to assist the implementation of contingency processes and organizational structures for collaboration and synchronization of time-dominant intelligence analysis in a rapidly evolving, multi-organization environment. To accomplish the objectives of this task, the contractor shall provide counterspace threat SMEs who are experienced in: Intelligence collection and analysis; Space operations; Tactics, Techniques, and Procedures (TTPs); Courses of Action (COAs); and USAF Standards and Evaluation processes. The contractors shall document with verbal and/or written presentations and written report findings upon training and exercise completion. (See Table 5.2)

4.1.3 Objective Three – Special Projects Support to SMD Leadership - To meet this object the contractor shall provide SMD leadership with support for a potentially wide range of projects according to the developing needs and priorities of the squadron. Contractor staff shall have capabilities and expertise appropriate to the requirements of the specific project. Staff expertise shall include nationally recognized scientific and technical intelligence analyst with subject matter expertise in a diverse range of unique counterspace disciplines. Subject matter experts shall have proven research and project management processes and methods to successfully execute complex counterspace research projects.

These projects may simultaneously involve multiple offensive and defensive technologies from across the counterspace threat spectrum, to include those enabling find, fix, track, target, engage, and assess (FFTTEA) processes, as well as command, control, and

communications.

These projects may also include analyses of emerging threats based on new physical principles, special intelligence collection programs, and highly sensitive planning, operations, and/or acquisition programs.

The contractor shall also have a demonstrated capability to execute SMD leadership's objectives while ensuring complete insight into project details, allowing the leadership to manage the squadron's diverse activities. The contractor shall have a flexible research methodology that can account for changing priorities from real-world events. The contractor shall review and analyze all relevant data and generate reports as required. The contractor shall also provide intelligence gap identification and collection requirement recommendations. The contractor shall have a demonstrated capability to collaborate with a wide variety of US Government organizations within a diverse and highly classified environment. (See Table 5.2)

4.1.4 Objective Four – Group & Additional Squadron Level Training Program Support –

To meet this object the contractor shall provide support in the areas of training development, contingency process and exercise development for the Space and Missiles Analysis Group (SMG) and associated NASIC squadrons and organizations. This support will include the integration of the Initial Qualification Training, finalized for the Counterspace Analysis Squadron, into a group-level program, which includes the Ballistic Missiles Analysis Squadron, Special Analysis Squadron and/or Space Analysis Squadron. The contractor shall provide training development support for the development of Mission Qualification Training outline for the group and additional squadron level training programs. As directed by squadron and/or group leadership, this will include Initial Qualification Training to lead to Basic Qualification status for new squadron members, Mission Qualification Training to lead to Mission Ready status for new squadron members, Continuation Training to maintain proficiency and currency, and Specialized Training for specific skills. The contractor shall conduct specific research regarding unique analyst proficiencies needed to meet existing and forecasted Government requirements. The education and training program shall be consistent with existing Air Force guidelines and instructions. Additionally, the contractor shall provide personnel with demonstrated experience in USAF Instructional Systems Design who have a proven capability to work with subject matter experts (SMEs) to develop analyst training courses with clear and achievable objectives. The contract shall facilitate the development of a mentoring program that enables the rapid assimilation of new NASIC personnel. (See Table 5.2)

5.0 DELIVERABLES / SCHEDULE

5.1 Deliverable Acceptance Criteria - All work shall be subject to review by the NASIC CR and ACR or their designee(s).

The work shall be in accordance with NASIC policy as identified in orders, regulations, instructions or subsequent superseding documentation; or as conveyed to contract personnel by the NASIC CR and ACR or their designee(s) through the vendor's Program Manager.

The CR/ACR shall have 10 workdays to review draft deliverables and make comments. The contractor shall have 5 workdays to make corrections. Upon receipt of the final deliverables, the CR/ACR shall have 5 workdays for final review prior to acceptance or provide documented reasons for non-acceptance. When the Government fails to complete the review within the review period, the deliverable shall become acceptable by default.

The CR/ACR shall have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the contractor’s accepted proposal. In the event of rejection of any deliverable, the contractor shall be notified in writing by the CR/ACR of the specific reasons why the deliverable is being rejected. The contractor shall have 5 workdays to correct the rejected deliverable and return it per delivery instructions.

5.2 Deliverables - All deliverables shall meet professional standards and comply with requirements set forth in this SOW.

The industry partner shall submit reports and other deliverables in accordance with the requirements set forth in Table 5.2 below.

TABLE 5.2

NO.	TITLE	SOW PARAGRAPH	RECIPIENT(S)	DRAFT DUE	FINAL DUE
1	Certificate of Support Technical Assistance Activity Report	4.1	CR and/or ACR	N/A	Monthly
2	Progress Status and Management Report	4.1	CR and/or ACR	N/A	Monthly
3	Program Management Plan (PMP)	4.1	CR and/or ACR		2 weeks after contract award
4	Quarterly Program Management Reviews for work covered for each period. Shall cover Cost, Schedule, Performance and any other issues	4.1	CR and/or ACR	5 calendar days prior to event	Quarterly
5	Man-hour Estimate, Technical Cost Proposal	4.1	CR and/or ACR	N/A	2 weeks from receipt of SOW
6	Technical Report Study/Services (Monthly Report)	4.1	CR and/or ACR	N/A	Beginning 30 days after task kickoff

7	Final Invoice and Release of Claims	15.5	CR and/or ACR	N/A	60 calendar days after the end of the Period of Performance
8	Briefings	4.1	CR and ACR or Designated Technical Monitor/POC	15 calendar days prior to event	10 calendar days prior to event
9	Provide a survey of current squadron training, new member training requirements and continuation	4.1.1 - 4.1.4	CR and ACR or Designated Technical Monitor/POC	15 calendar days prior to event	Quarterly
10	Develop a training plan that leverages existing courses and recommends additional squadron specific training	4.1.1 - 4.1.4	CR and ACR or Designated Technical Monitor/POC	15 calendar days prior to event	Quarterly
11	Develop a squadron new member training plan which exposes member to all areas of space and counter-space topics	4.1.1 - 4.1.4	CR and ACR or Designated Technical Monitor/POC	15 calendar days prior to event	Quarterly

6.0 MEETING ATTENDANCE/TRAVEL

6.1 Meeting Attendance - The contractor shall participate in regular team meetings, technical interchange meetings, and working group meetings, as required. Meetings may be held at Wright Patterson AFB, OH, the prime contractor facilities, or at other travel locations, as directed by the Government.

The contractor shall prepare and present briefings to the government when requested on the results of efforts undertaken for this task order. The schedule shall be as mutually agreed to between the contractor and the CR/ACR. Briefings shall be conducted in appropriately cleared areas and IAW security rules and regulations.

6.2 Travel - Travel shall be required to support the mission of this task order. The contractor shall be advised of dates and locations of travel as soon as the information becomes available to the government so that the most advantageous prices may be obtained. The contractor shall provide detailed information concerning airfare, car rental, per diem, miscellaneous expenses and aggregate travel expenses to CR/ACR. Travel shall be pre-approved by the CR/ACR and actual expenses shall be limited by the Government Travel Regulations.

7.0 PERSONNEL

The contractor shall adhere to the work policies of the location of the work to include, but not limited to, dress code and equal opportunity regulations.

NASIC reserves the right to deny the suitability of the contractor's employees. NASIC also reserves the right to recommend to the Contractor that certain employees shall not be permitted access to Government facilities in performance of this SOW (a) who are security risks, (b) whose performance is unsatisfactory, or, (c) who constitute a disruptive influence in the facilities.

Non-Disclosure Agreements: The contractor shall need to be able to access other companies' proprietary information in order to perform analyst duties under this task order. As such, the contractor shall enter into appropriate Non-Disclosure Agreements.

8.0 GOVERNMENT FURNISHED FACILITIES AND INFORMATION

The Government shall provide the following resources:

8.1 Facilities, Supplies and Services - NASIC/SMD shall provide work space, working supplies, furniture, and access to business telephones (for business purposes only) and computer access as required for work performed on-site at Wright Patterson AFB, OH at no cost to the contractor. On-site positions are designated on the Schedule of Items and Prices.

8.2 Information Sources - Government personnel shall be available to provide technical input, answer questions, review completed draft deliverables and provide feedback. Timely communication is essential to meet shortened suspense dates, particularly as it relates to documentation and informational meetings.

8.3 Contractor Liability - The contractor has the responsibility to conserve and protect Government resources. The use of these resources for non-Governmental use is prohibited. The contractor shall repair any Government-owned equipment, which is damaged through or by the fault of the contractor, with equipment of equal or better quality, at no cost to the Government.

9.0 PLACE OF PERFORMANCE

The majority of the work under this contract shall be accomplished at the National Air & Space Intelligence Center, 4180 Watson Way, Wright-Patterson AFB, Ohio 45433-5648.

10.0 SECURITY

10.1 Security Clearance - There shall be a sufficient number of TOP SECRET/Sensitive Compartmented Information (TS/SCI) cleared personnel to accomplish the work as is required

by the Government.

10.1.1 The contractor security personnel shall submit an SCI Eligibility Nomination Package on each proposed contractor employee, including subcontract personnel, that requires TS/SCI access on individual task orders to the designated CR and/or ACR, within 15 working days of task order award.

10.1.2 The contractor's facility shall be IAW the DD Form 254 "Department of Defense Contract Security Classification Specification".

10.1.3 The contractor shall submit a DD Form 254 for all assigned subcontractors.

10.1.4 Contractor personnel shall be knowledgeable of security regulations and experienced in handling and working with secure systems/secure environments.

10.1.5 The Contractor shall not divulge any information about files, data, processing activities or functions, user id's, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. The Contractor shall abide by all DoD, Air Force and NASIC rules, procedures and standards of conduct.

10.1.6 The provisions of the Privacy Act of 1974 protect information included in this task; therefore, all personnel assigned to this task shall take the proper precautions to protect the information from unauthorized disclosure.

10.1.7 The scope of work under this contract includes the contractor's presentations, as requested by NASIC from time to time, of classified and unclassified technical data to foreign nationals from countries that are not listed or specified in 22 CFR 126.1, and who possess the proper level of security clearance, during seminars, technical formal training, and other meetings. NASIC hereby directs the contractor to present such classified and unclassified data to such foreign nationals who attend such seminars, technical formal training, and other meetings. NASIC issues this directive pursuant to section 125.4(b) (1) of the International Traffic in Arms Regulations (ITAR) (22 CFR 125.4(b) (1)).

11.0 SAFETY

Contractor personnel shall comply with all applicable safety standards IAW Occupational Safety and Health Administration (OSHA) and Air Force Occupation Safety and Health (AFOSH) Standards.

12.0 PERIOD OF PERFORMANCE

The period of performance for this task shall have a 12 month base year of performance and four (4) 12 month optional years of performance from date of contract award exercised at the discretion of the government. The contractor shall price out the option years in their Cost proposal.

Base Year – April 1, 2012 through March 31, 2013

Option Year 1 – April 1, 2013 through March 31, 2014

Option Year 2 – April 1, 2014 through March 31, 2015

Option Year 3 – April 1, 2015 through March 31, 2016

Option Year 4 – April 1, 2016 through March 31, 2017

13.0 QUALITY ASSURANCE AND QUALITY CONTROL

Contractor Quality Control Plan (QCP)

The Contractor shall be responsible for quality assurance and quality control of all services performed and all items delivered under this contract/order.

The Contractor shall prepare and maintain a Quality Control Plan (QCP) as a guide for implementing quality assurance and quality control procedures. The Contractor shall submit the QCP to the Government for information and acceptance. The Government has the right to require revision of the Contractor's QCP should its implementation fail to control the quality of items and/or services delivered under this contract/order.

The QCP shall include an explanation of the processes and procedures for ensuring satisfactory performance and delivery of quality items and/or services. Additionally, as a minimum, the QCP shall include the following items.

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects and deficiencies in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.

All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

The Contractor shall implement a quality program based on its QCP. In compliance with the QCP, the Contractor shall manage, surveil, assess, improve and/or correct contract performance to ensure the quality of the services and deliverable products, as a minimum, meet the level of quality required by the Government Functional Managers or Technical Representatives.

In the event of quality concerns, identified by the Government, the Contractor shall immediately take corrective action in response to Government required changes to the QCP.

The QCP shall be delivered to the Government as stipulated in the Delivery Schedule, see

Paragraph 5.2 of this PWS, above.

Government Quality Assurance Surveillance Plan (QASP)

The Government will evaluate Contractor performance under this contract / task order in accordance with the attached Quality Assurance Surveillance Plan (QASP). The purpose of this evaluation is to ensure that Contractor performance meets Government requirements. The QASP also indicates the potential decrease in compensation for unsatisfactory performance due to a reduction in value received. The Government reserves the unilateral right to change the QASP at anytime during contract performance provided the changes are communicated to the Contractor by the effective date of the change. The QASP along with its attached “Surveillance Objectives, Measures, and Expectations” and “Performance Evaluation” chart identifies evaluation procedures, PWS items to be evaluated, and the measures against which performance will be evaluated. The QASP is provided as an attachment to this PWS.

14.0 SPECIAL INSTRUCTIONS

14.1 General/Miscellaneous - The contractor's technical proposal shall propose the technical approach, labor qualifications, services, travel and materials necessary to fulfill this SOW.

Additionally, the evaluation shall consider the contractor's understanding of the NASIC/SMD organization, mission and functions as described in the labor qualifications and contractor past-performance portions of the proposal.

The contractor shall contact the CR or ACR within three (3) calendar days of contract award. GSA through its client agency, NASIC/SMD, shall perform management of this task for the government.

The CR and the ACR shall be responsible for coordinating all task-related matters within NASIC for ensuring that client-supplied items specified in this task order are available when needed, and for apprising the GSA of any problems with the contractor that may affect delivery or costs of completed work.

The contractor shall notify the CR when seventy-five (75%) of the funds have been expended.

Invoice for task are to be submitted at the end of the month. O&M (to include their travel costs) shall be submitted separately and shall cover the time frame from the first day of the month to the last day of the month.

All IT solutions to be implemented at NASIC must conform to and be in compliance with the NASIC Enterprise Architecture as published by the SIMO and approved by the Chief Information Officer (CIO).

14.2 Payment Procedures

THE FOLLOWING PROCEDURES MUST BE FOLLOWED TO ENSURE TIMELY PAYMENT:

I. Invoice Preparation Guidelines for GSA Processing

Invoices must clearly show the period of performance of each line item for which costs are being claimed. Simply dating the invoice is insufficient. If all requested amounts are for costs incurred during the same period of performance, the invoice should clearly state this fact.

All costs claimed must be associated with a specific Contract Line Item Number. Providing a single total amount due without showing a CLIN designation will result in Government rejection of the invoice.

An invoice can include credit amount provided the total credit (funds returned to the Government) does not exceed the amount claimed. In other words, an invoice shall not show a negative net amount due.

II. Invoice Submission Guidelines

Copies of all invoices must be submitted to BOTH the GSA Information Technology Solutions Shop (ITSS) for client acceptance and the GSA Finance Office for payment.

A. To submit your invoice to ITSS for client acceptance, follow these steps.

1. Log onto the internet, URL <http://it-solutions.gsa.gov>.
2. Log into ITSS using your assigned username and password.
3. Once logged in, click on "Create Support Documents".
4. Once in the Create Support Documents field, you will see a list of awarded task order numbers and a pull down menu that reads <<Select Support Document>>. Select the appropriate task order number by highlighting it, then click on the pull down menu; select "Acceptance Information" and click on the "Create" icon.
5. You are now on the page where you can attach an electronic copy of your invoice. Click on the thumbtack "Attach" icon to bring up the attachments page. When you are done attaching the invoice, click on the "Submit" button at the bottom of the page. You can now also enter the delivery date and invoice number, and you have the opportunity to send comments to the client (receiving activity) in the detailed comments block. Click on "Submit" to complete the process.

Once you have uploaded your invoice in ITSS the GSA client (receiving activity) will approve or deny payment based on their acceptance, partially acceptance, or rejection of the goods and/or services that have been delivered and billed on the invoice. The client will also indicate the amount approved for payment. (The GSA Finance Office will be automatically notified of client

acceptance through the GSA ITSS system.)

B. To submit your invoice to the GSA Finance Office for payment, use EITHER of the following two methods.

Method 1 – Electronic Submission (PREFERABLE)

1. Log onto the GSA Finance website at www.finance.gsa.gov.
2. Click on “Click here to Login”.
3. Enter your password* and click “login.” NOTE: DO NOT USE THE ENTER KEY. USE THE MOUSE TO CLICK ON “LOGIN”. Please note that using “cut and paste” may not work; you may need to type your password. It is not case sensitive.

*(*Note: If you do not have a password, go to www.finance.gsa.gov and click on “Get a Password for Payment Searches” under “Quick References” on the left side of the screen. Fill out the form and submit. You should receive your password within 24 hours.)*

4. Select “submit invoice”.
5. Select “All POs”.
6. Find the ACT# or PDN# you are invoicing against and select it. (Note: The ACT# appears in the upper right corner of your contract or task order.) A form will appear that you fill in with your invoice information. Note: if you are resubmitting a rejected invoice, add an “R” or an “A” to the end of the original invoice number or use an entirely new invoice number. The GSA system will not let you use an invoice number you have used before.
7. Select the applicable Task Item (see instructions, above).
8. Fill in the information requested. All fields marked with an asterisk (*) are required fields.
9. When complete, click “continue”. If you have made any errors, you will receive an error message. (Worth noting: dates are in mm/dd/yyyy format, money amounts have no \$ signs or commas, only a decimal point.) Correct the error and click “continue” again.
10. You will have an opportunity to upload any backup material as attachments after clicking “submit” on the *next* screen.
11. Add any invoice backup material as an attachment. (Note: Your payment may be processed more quickly if you attach a copy of the client’s acceptance, found on the ITSS “Acceptance Information” page per the acceptance instructions, above.)

Method 2 – Hard Copy Submission

1. Return to the ITSS “Acceptance Information” page (per the above instructions) and print the page showing the client’s acceptance.
2. Mail your original invoice, accompanied by the client’s acceptance page, to –

United States

Please ensure that the GSA Delivery Order Number and the ACT Number (found in Blocks 2 and 4 of the front page of the contract or order - GSA Form 300, respectively) are clearly shown on your invoice. (Note: Failure to attach the Client Acceptance page will not invalidate your request for payment but it may result in slower payment processing.)

14.3 Key Personnel - Individuals designated as key personnel shall be committed to the project for its duration and cannot be substituted or replaced without the written agreement of the CO. All personnel assigned to this contract/task order are designated as key personnel.

14.4 Manyear - For the purposes of this SOW a man-year is defined as 1880 labor hours.

14.5 Task Closeout Procedures - The contractor is required as a deliverable of this task contract to provide the GSA Information Technology Manager (ITM) a final invoice and Release of Claims no later than 60 calendar days after the end of the period of performance. GSA shall subsequently modify the task contract for closeout. (ref: TABLE 5.2 - deliverable 6)

14.6 Performance of Services During Emergency Conditions Declared By Wright-Patterson AFB Authority - In the event an emergency is declared for WPAFB necessitating the implementation of an alternate work schedule (other than a standard 8-hour day, Monday-Friday work week), services provided under this contract may require implementation of an alternate work schedule, not to exceed a 40-hour work week. The Contracting Officer shall make notification to the appropriate contractor point of contact. A modified work schedule shall be adopted for the duration of the declared emergency and the contractor shall comply with the provisions of that alternate work schedule.