**DLA Information Operations (J62LB)**

**Defense Logistics Agency (DLA) Research and Development (R&D)**

**Additive Manufacturing Program Support**

**Performance Work Statement (PWS)**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

1. **BACKGROUND:** The DLA R&D Additive Manufacturing program is focused on providing tools and methods to help DLA personnel improve delivery of parts and services to its customers. The DLA R&D AM program annually starts two to four new technical projects and can have as many as six active at any one time. Each project requires substantial management attention to manage risk while ensuring that the projects meet cost and schedule requirements.

In addition to managing the individual contracts and projects, the Program Manager (PM) also has the normal duties of creating annual investment strategies, responding to management needs for oversight, approval and reporting for both the total program and its individual projects, supporting the Contracting Officer with needed contract documentation, responding to ad hoc requirements levied on the program, and other typical program management functions.

1. **OBJECTIVE:** The objective of this PWS is for the Offeror to furnish the necessary services and qualified personnel to provide technical expertise, program support, and analytical project management initiation and execution support for the R&D AM Program which improves technical and logistics information efforts in support of DLA Logistics R&D strategic focus areas.
2. **SCOPE:** The scope of this PWS encompasses all activities necessary for the Offeror to support the mission of assisting DLA’s R&D Additive Manufacturing (AM) PM in the initiation and execution of R&D projects.
3. **TASKS:** The Offeror shall be directly responsible for ensuring accuracy, timeliness and completion of identified tasks. The Offeror will deliver all tasks in accordance with the distribution defined below. Deliverables are defined by the specific tasking. Only those deliverables associated with the specific tasks will be required. The Offeror will:
	1. The offeror must support the AM PM by performing technical research in support of identifying, analyzing, and solving technical issues impacting DLA business units and major subordinate commands (MSCs).
	2. The offeror must pursue information-gathering activities intended to inform strategy and project formulation efforts to include attending seminars, meetings, and conferences in support of the AM PM.
	3. The offeror must arrange meetings with program stakeholders to gather information on latest technologies, must provide written minutes of meetings and strategic recommendations, and must coordinate with DLA Business Units and MSCs.
	4. The offeror must assist the AM PM with project initiation and execution oversight; manage project milestones, schedule, performance, project transitions and closure; support the AM PM with the evaluation of the recommended technical solutions for organizational value, scalability, and implementation to production; develop, measure, and report metrics for evaluating project performance.
	5. The offeror must assist the AM PM with developing and maintaining short- and long-term strategies and project roadmaps; and assist with the development of the annual strategic assessments of disruptive technology using Requests for Information (RFIs), market research, offeror interviews, and site visits.
	6. The offeror must perform key enabling processes in accordance with standard operating procedures for the DLA R&D Program, which include annual budget plans, monthly obligation and expenditure execution plans, and other fiscal activities. The offeror must report program metrics and status requirements in support of the AM PM.
	7. The offeror must maintain existing DLA R&D tracking systems for contracting, finance, and knowledge management to maintain a repository for projects and program documentation using the DLA R&D SharePoint portal.
4. **PERSONNEL:**
5. The offeror will provide personnel to work with DLA on-site or off-site to provide comprehensive program support and project management activities. (See Place of Performance for additional information on on-site work locations.)
6. The offeror agrees to use the personnel identified in its proposal (“Key Personnel”) during all periods of performance. In order to ensure a smooth and orderly startup of the contract, it is essential that the Key Personnel specified in the offeror’s proposal be available and ready for work on the effective date of the order.
7. The offeror must provide skilled, experienced, professional, and technical personnel to ensure successful completion of work. Resumes for all personnel are to be submitted as part of the proposal for evaluation processes. The Key Personnel must possess the following knowledge and skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **Labor Category** | **Education** | **Experience** | **Security Clearance** |
| Senior Program Specialist | B.A. in logistics, business, or management related field of study | * Minimum of ten (10) years DOD logistics management experience.
* Minimum of three (3) years’ experience directly supporting DLA R&D program(s).
* Demonstrated expertise with DoD Additive Manufacturing programs.
* DLA Program management experience.
 | Secret |

1. Must be able to demonstrate knowledge and experience with large complex programs and management systems providing key leadership of multi-disciplined managerial tasks and extensive experience with innovative technologies.
2. Must be able to leverage expertise and lessons learned during development of task requirements and implementation of program plans and the activities listed above.
3. Must demonstrate skill and knowledge across the full spectrum of project management of logistics processes, emerging Information Technology (IT) technologies, and supply chain management to include data quality, requirements definition, technical data packages, business process analysis, research operations, and documentation development.
4. Must demonstrate basic skill and knowledge on utilization of Microsoft SharePoint (used to implement the DLA R&D Knowledge Management Portal) and Microsoft Office suite applications (Outlook, Word, Excel, and PowerPoint).
5. The required labor category for all positions under this PWS is Senior Program Specialist. Substitution of other labor categories will not be considered for any position.
6. The Offeror must not remove key personnel from the contract work, replace, supplement with additional personnel, or use to supplement other ongoing offeror activities unless the substitution is necessitated by illness, death, or termination of employment. If replacement of Key Personnel is required for any of these reasons, the offeror must notify the contracting officer and Contracting Officer’s Representative (COR) of the intended substitution, both orally and in writing, within 24 hours of the event necessitating the substitution.
	1. The offeror must provide a detailed explanation of the circumstances necessitating the proposed substitution. The offeror must ensure the substitute is fully qualified in order to ensure a seamless transition. The offeror must submit a resume through the COR for consideration of the proposed substitute. Substitutions may only be permitted upon written authorization by the contracting officer.
7. **TRAVEL:**
8. The offeror will be required to travel and in the performance of the above tasks.
9. All travel must be approved in writing by the DLA R&D AM PM prior to commencing travel.
10. The offeror must provide the Government monthly reports detailing travel and other miscellaneous expenses in accordance with Joint Travel Regulations (JTR) guidelines in support of the PWS tasks.
11. The offeror must provide to the Government a comprehensive travel plan when travel is required. The offeror must utilize the most cost efficient travel method available considering all modes of travel.
12. All travel arrangements must be coordinated in advance with the COR. The offeror will utilize the best available commercial lodging rate for the traveling personnel and will utilize the meal and incidental rates based on the JTR rates.
13. Offeror travel reports must detail all activities performed during travel and must be provided within ten (10) business days following the completion of the official travel. Each report must include summary of the trip, work location, transportation, lodging, meal and incidental expenditures, and any contact with DLA or partner personnel.
14. **TASK DELIVERABLES:** Deliverables will be as determined by the DLA R&D AM PM and may include weekly reports, program management briefings and reports, program financial management documents, updates to DLA information systems, etc. Greater than 95% of the time deliverables shall be submitted timely and without rework required.
15. Prepare reports that summarize milestones and activities, accomplishments and plans of DLA R&D AM program.
16. Prepare draft program plans, presentations and budget documents for the DLA R&D AM program.
17. 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.
18. Prepare written minutes, and maintain repository, of meetings and teleconferences and site visits (in a format suitable for leadership, monthly report, or public release format).
19. Weekly Situation Reports.
20. Weekly Activity Summaries (WAS).
21. Prepare Program financial management documents suitable for audits.
22. Monthly reports (of significant actions, meetings, accomplishments, or upcoming events, together with funding status).
23. Ad hoc requests from PM and/or R&D Program management Office (PMO).
24. A Final Report (summarizing the work done to launch DLA R&D AM Program’s projects for the period of performance, or by FY, including recommendations for improved program management).
25. Collaborate with putting together DLA R&D AM Strategic Communication products and maintain archive (AM Program Annual Strategic Assessments Senior Leader Briefings, Wikipage, SharePoint, Intranet, Social Media, etc.).
26. Capture progress for DLA R&D AM Projects and maintain repository (milestones, deliverables, cost, performance, schedule, risks, etc.) in support of Program Management Reviews (PMRs).
27. Maintain budget programming records IAW DLA R&D budget tracking system.
28. Perform logistics of DLA R&D AM Briefings (Meeting Invitations, Read Ahead Summary Sheet, Mtg Requests, follow-ups, etc.).
29. Accompany PM on business travel as required.
30. **DELIVERABLES:** The table below identifies the annualized Deliverables resulting from the above defined tasks. All days are business days unless otherwise noted.

|  |  |  |  |
| --- | --- | --- | --- |
| DeliverableNumber | Deliverable Title | Quantity / No. of Reports | DeliverableDue Date |
| 8.1 | Major AM project milestone reports | As requested by DLA AM PM or designee | Within 5 days of DLA R&D AM PM request |
| 8.2 | Draft Program Plans and Presentations | As requested by DLA AM PM or designee | Within 5 days of DLA R&D AM PM request |
| 8.3 | Budget support using Knowledge Management (KM) Portal and Enterprise Business System (EBS) | As requested by DLA R&D AM PM or designee | Within 5 days of DLA R&D AM PM request |
| 8.4 | Written minutes of meetings, teleconferences and site visits, maintain repository  | 1 per meeting (no limit) | Within 3 days of event |
| 8.5 | Weekly Situation Report  | 1 per week (if applicable) | End of each week |
| 8.6 | Weekly Activity Report | 1 per week (if applicable) | End of each week |
| 8.7 | Program Financial Management documents/slides | As needed | Within 5 days of DLA R&D AM PM request |
| 8.8 | Monthly Activity Report | 1 Per Month | End of each month |
| 8.9 | Maintain repository of trip reports for AM business trips | As needed | NLT 5 days after travel |
| 8.10 | Final Delivery Project Report | By end of period of performance | Within 5 days of end of period of performance |
| 8.11 | DLA R&D AM Strategic Communication products and maintain archive | As requested by AM PM R&D PMO, or designee | Varies |
| 8.12 | Maintain repository (milestones, deliverables, cost, performance, schedule, risks) | 1 Per Month | End of each month |
| 8.13 | Maintain budget programming records | 1 Per Month | End of each month |
| 8.14 | Perform logistics of Additive Manufacturing Briefings (Meeting Invitations, RASS, Mtg Requests, follow-ups, etc.) | As needed | Within 5 days of DLA R&D AM PM request |
| 8.15 | Ad hoc requests | As requested by AM PM R&D PMO, or designee | Varies |

1. **QUALITY ASSURANCE SURVEILLANCE PLAN (QASP):** In fulfillment of this effort, the offeror must provide the deliverables as specified in Table 1.
	1. All deliverables must be submitted to the COR, in accordance with the due dates specified in Table 1, unless otherwise agreed upon in writing. Unless otherwise specified, the Government will have ten (10) business days from the day the draft deliverable is received to review the document, provide comments back to the offeror, and approve or disapprove the deliverable.
	2. The offeror must incorporate changes and corrections and submit the final deliverable to the COR within ten (10) business days from the date of receipt of comments from the COR. Final inspection and acceptance of all work performed, reports, and other deliverables will be performed at the place of delivery by the COR. The format for each deliverable will be determined through consultation between the COR and the offeror.
	3. Products that reflect the offeror’s analysis and opinion (e.g. studies or analyses) may be in offeror format. At least 95% of deliverables must be submitted timely and without rework required. The standard for all tasks is 100% satisfactory completion. The incentive for all tasks will be pursuant to a performance measurement that ties performance goals and acceptable quality levels to the following: Good, Fair, Poor, or Unacceptable.
2. **METHOD OF SURVEILLANCE:** The Government will ensure quality assurance of all tasks with 100% inspections performed by the COR. During the inspections, the COR will review for current task completion. The specified checks and measures will be completed on daily, weekly, and monthly schedules depending on the task. Method of surveillance has two components:
3. Contracting Officer: The primary function of the contracting officer, with regard to surveillance activity, is to authorize changes to the PWS. The contracting officer will rely on the COR to provide information and recommendations.
4. The COR’s responsibility is to monitor, inspect, report, and make recommendations to the contracting officer regarding the quality of offeror work performed or not performed. The COR is responsible for ensuring the completion of all work in accordance with the PWS and the QASP provides a means to accomplish this.
5. **INSPECTION AND ACCEPTANCE CRITERIA**: Final inspection and acceptance of all work performed, reports, and other deliverables will be performed at the place of delivery by the COR. General quality measures, as set forth below:
	1. Will be applied to each work product received from the offeror under this Performance Work Statement. Accuracy - work products must be accurate in presentation, technical content, and adherence to accepted elements of style. Clarity – work products must be clear and concise.
	2. Any diagrams must be easy to understand and be relevant to the supporting narrative. Consistency to Requirements - all work products must satisfy the Government’s requirement in accordance with the task order and COR or PM direction.
	3. All text and diagrammatic files must be editable by the Government. Format – all documents will be provided in either hard copy or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint). If appropriate, the Government may ask that they be provided in compressed or PDF format.
	4. Work products must be submitted in media mutually agreed upon prior to submission. Hard copy formats must follow any specified Directives or Manuals. Timeliness – Work products must be submitted on or before the due dates determined or specified between the COR and offeror submitted in accordance with a later scheduled date determined by the Government.
6. **INCENTIVE/EVALUATION PLAN**: Performance measurement progress will be tracked based on milestones and deadlines specified by the COR. Performance evaluation will be based on the complexity and completion of the tasking.

The number of completed actions will be balanced against the quality of this output. It is expected the offeror-produced documentation and procedures will comply with all major regulatory and process requirements and agency policies and procedures. Receipt and completion of tasking is tracked through e-mail between the COR and the offeror Team Lead.

1. **PERFORMANCE GOALS/ACCEPTABLE QUALITY LEVEL (QL**): The offeror is expected to meet the following goals:
2. 100% satisfactory completion of the tasking and meeting timeliness for each specific tasks.
3. An Acceptable quality level is 95% of all tasks /deliverables prepared contain only minor defects or rewrites. 95% are processed within the agreed upon timeframe or milestone(s).
4. **PERFORMANCE REVIEW AND PAYMENTS:**

Performance standards and ratings are designed to determine if performance exceeds, meets, or does not meet a given metric and acceptable quality level. 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 damages under this contract. The Performance Standards that will be used in evaluating performance on a monthly basis and in determining the amount of the payment owed to the offeror.

Based on the general acceptance criteria and goals, the offeror will be given a monthly rating by the COR of Good, Fair, Poor, or Unacceptable. Performance Payments will be applied based on these ratings.

* 1. Good – Performance meets or exceeds contract requirements in terms of timeliness and quality. COR recommends and the contracting officer will make a determination to pay the contract 100% of the invoice amount.
	2. Fair – Performance meets contract requirements with only minor issues and the issues do not adversely affect the mission of the Agency. Performance is satisfactory and has been timely. The COR recommends and the contracting officer will make the determination to pay the offeror 90% of the invoice amount.
	3. Poor – Performance narrowly meets contract requirements and borders on unacceptability in terms of timeliness and/or quality or performance may have an adverse impact on the mission of the Agency. The COR recommends and the contracting officer will make the determination to pay 85% of the invoice amount.
	4. Unacceptable – Performance has been at a less than acceptable level in terms of timeliness or quality. Possible issues include, but are not limited to: missed milestones, low quality documents requiring multiple reviews and rewrites, significant or serious complaints submitted by the customers, documents that do not comply with acquisition or policy regulations, or one or more cure notices have been issued. Payment will be withheld pending resolution of cure notice(s). Termination for default or cause may result.

The performance will be rated each month by the COR and documented on a Monthly Status Report Certification form. These findings will be the basis for the amount paid for that month. The ratings, as described above, will be based on the performance of the offeror on the timeliness and quality of the services provided.

1. **COMMON ACCESS CARD (CAC) PROCEDURES COMMON ACCESS CARD (CAC) PROCEDURES:**

Performance under this contract may require the offeror to obtain a Common Access Card (CAC). If CACs are issued under this contract, the offeror must complete and comply with the following steps to obtain, control, and turn-in Government-issued CACs, as well as establish procedures to control and account for offeror CACs at all times. This process is only for the issuance and accountability of CACs. Offerors 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.

* 1. The offeror has each offeror employee requiring a CAC complete and sign Sections I and II of the DD Form 1172-2. The instructions for completing the DD Form 1172-2 are located at <http://www.cac.mil/docs/1172-2-Instructions.pdf>.
	2. For Section II, Block 22 – If the offeror employee signs the DD Form 1172-2, the offeror then forwards the form, which provides verification for the employee information. If the offeror is submitting a DD Form 1172-2 for him/herself (e.g., the owner), with no higher authority above them for verification, then the signature in Block 22 must be notarized to verify identity.
	3. The offeror forwards the DD Form(s) 1172-2 via hand-carry, secure mail, or encrypted email to (NOTE: The offeror may forward these forms individually or as a group): The COR for the contract, if a COR was designated or the Contracting Officer (KO) for the contract, if no COR was designated.
	4. Each offeror employee must verify his/her 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.
	5. Each offeror employee will receive an email via TASS when his/her account has been approved. The email will 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.
	6. Each offeror employee shall obtain his/her issued CAC from the RAPIDS office. The offeror, within one (1) business day of issuance, provides written notice via email to the COR (or the KO, if no COR was designated) for each offeror CAC issued identifying the offeror employee’s name, the date of issuance, and the date of expiration of the CAC. This notification may be made individually for each offeror employee or together for a group of offeror employees.
	7. The offeror establishes procedures to control and account for Government-issued CACs at all times, to include the following:
		1. Ensure offeror CACs issued for this contract are used only for the purpose of performing under this contract.
		2. Ensure offeror CACs are secured in a manner that precludes unauthorized use and recognizes the CAC is the property of the U.S. Government.
		3. Ensure offeror employees do not abuse or place holes in their CACs. Ensure offeror employees do not display their CACs in public.
	8. If a offeror CAC is lost or stolen:
		1. The offeror employee must immediately notify the offeror that the offeror CAC has been lost or stolen.
		2. The offeror must immediately notify the COR (or the KO, if no COR was designated), detailing the circumstances regarding the lost or stolen offeror CAC, as follows:
1. In person, followed within one (1) business day by a written notice via email, or in writing, via email, or by telephone, followed within one (1) business day by a written notice via email.
2. The offeror shall report the lost or stolen CAC card to the local DLA Police/host installation police, who will provide the offeror a police report. If there is no local DLA Police/host installation police, or no police report is provided, the offeror shall provide information to the COR/KO, as applicable, detailing the circumstances of how the CAC was lost or stolen.
3. The COR/KO will provide a memorandum for the offeror employee to support issuance of new CAC. The offeror has the offeror 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.
	1. If the expiration date for a offeror CAC is prior to completion of the contract and the offeror employee is to continue working under the contract and still requires a CAC, the offeror notifies the COR as follows:
4. In person, followed within one (1) business day by a written notice via email, or in writing, via email, or by telephone, followed within one (1) business day by a written notice via email.
5. No less than two (2) weeks prior to the current CAC’s expiration date, completes and complies with the steps above beginning with Step 2 for issuance of a new offeror CAC for the employee.
6. Brings the expiring CAC to the RAPIDS office for turn-in and receives new CAC.
7. Notifies the COR once a new CAC has been issued.
	1. The offeror/offeror employee turns in any found CACs immediately, via hand-carry, to the nearest Federal law enforcement office.
	2. The offeror immediately collects all offeror CAC(s) from the offeror employee(s) at:
		1. Contract completion or termination/reassignment of an employee (this includes any reason the employee is no longer working for the offeror under the contract or otherwise no longer requires a CAC).
		2. The offeror: For contract completion or termination – within one (1) business day after collecting the offeror CAC(s), arranges for turn-in via one of the below methods: If the COR/KO is co-located or near enough that in-person transfer of CACs can be arranged, the offeror:

1. Arranges to meet the COR (or the KO, if no COR was designated) to turn-in the collected offeror CAC(s).
2. Hand-carries all collected offeror CACs for turn-in to meet the COR (or the KO, if no COR was designated). Completes and signs the Government-Issued Offeror CAC Turn-In Receipt with the COR (or the KO, if no COR was designated). The offeror is provided a copy of the receipt.
	1. If in-person transfer of CAC cannot be arranged, the offeror:
		1. Sends, via certified mail, the CACs to the COR/KO. The offeror includes in the package the Government-Issued Offeror CAC Turn-In Receipt, with signed acknowledgement of offeror turn-in.
		2. Notifies COR/KO that CACs have been sent via certified mail. Receives a completed copy of the receipt from the COR/KO once the COR/KO has received the CACs.
	2. For termination/reassignment of an employee: Immediately notifies the COR (or the KO, if no COR was designated) that the employee is no longer working for the offeror under the contract or otherwise no longer requires a CAC, as follows:
		1. In person, followed within one (1) business day by a written notice via email, or in writing, via email, or by telephone, followed within one (1) business day by a written notice via email.
		2. Follows the turn-in procedures above for contract completion or termination, as applicable.
	3. Offeror Reporting Requirements: The offeror is required to submit, on a monthly basis, 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. Offeror employees who already have a CAC related to another DLA or DoD contract must be included in the monthly report. Offeror must note the issuing organization and the CAC expiration date. Offeror is still responsible for notifying the COR/KO when the individual is no longer working under the subject contract.
	4. The above procedures have been established as a DLA security measure. Offerors 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:
		1. Immediate work stoppage (issuance of a stop work order), not to be lifted until resolution of CAC issue.
		2. Disapproval of invoices and delay of payment.
		3. Withholding of final payment (in accordance with FAR 52.204-9).
		4. Documentation of CAC Non-Compliance in the Offeror Performance Assessment Reporting System (CPARS).
3. **DOCUMENTATION OF OFFEROR ACTIVITIES:** The offeror will submit monthly reports with summaries of work completed and status of travel funds. A final report will summarize work for the task order and provide recommendations for future actions.
4. **PHYSICAL SECURITY:** The offeror must be responsible for safeguarding all Government property provided for offeror use. At the end of the normal duty hours and / or after normal duty hours, all Government facilities, equipment, and materials must be secured.
5. **OFFEROR EMPLOYEES:** Offeror personnel must present a neat appearance and be easily recognized as offeror employees by wearing a Security Identification Badge at all times while on Government premises. When offeror personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties, they must identify themselves as such to avoid creating the impression that they are Government employees
6. **CONTROL OF PERSONNEL:** The offeror must assure that persons assigned to render services under the contract are under the direction and control of the offeror at all times and are not employees of the Government.
7. **OVERTIME REQUIREMENT:** Overtime requirements, if necessary, will be worked on an as-needed basis. The offeror must assure that no overtime is worked unless specifically authorized in advance and approved in writing by the contracting officer or their designated representative.
8. **OFFEROR INTERFACES:** The offeror may be required as part of the performance of this effort to work with other offerors working for the Government. Such other offerors must not direct this offeror in any manner. Furthermore, this offeror must not direct the work of other offerors in any manner.
9. **DISCLOSURE OF INFORMATION:** Information made available to the offeror by the Government for the performance or administration of this effort must be used only for those purposes and must not be used in any other way without the written agreement of the contracting officer.
	1. The offeror agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each offeror or employee of the offeror to whom information may be made available or disclosed must be notified in writing by the offeror that such information may be disclosed only for a purpose and to the extent authorized herein.
	2. Use of data: Performance of this effort may require the offeror to access and use data and information propriety to a Government agency or Government offeror, which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.
	3. Offeror and its personnel must 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 offeror must not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein must preclude the use of any data independently acquired by the offeror without such limitations or prohibit an agreement at no cost to the Government between the offeror and the data owner, which provides for greater rights to the offeror.
10. **PAYMENT OF UNAUTHORIZED WORK:** No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the offeror of their own volition or at the request of an individual other than a duly appointed contracting officer. Only a duly appointed contracting officer is authorized to change the specifications, terms, and conditions under this effort.
11. **GOVERNMENT FURNISHED EQUIPMENT AND VEHICLES:** The Government may furnish workspace, general administrative support equipment to include access to phone, computers, copiers, facsimile equipment, printers, office supplies, materials, and computer software necessary to perform tasks. Requests for additional GFE must be submitted in writing to the COR.
12. **PERIOD OF PERFORMANCE:**
13. The Period of Performance (POP) is for a base period of one year and two (2) twelve-month option periods as follows:
	1. Base period: 1 December 2019 through 30 November 2020
	2. Option period 1: 1 December 2020 through 30 November 2021
	3. Option period 2: 1 December 2021 through 30 November 2022
14. Federal Holidays: The offeror is not required to provide services on the ten Federal holidays listed below and any other holiday observed by DLA unless such work is approved by the COR. The following holidays are observed:
	1. New Year's Day (January 1st), Martin Luther King's Birthday (third Monday in January), Presidents' Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4th), Labor Day (first Monday in September), Columbus Day (second Monday in October), Veteran’s Day (November 11th), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25th).
15. When one of the above holidays falls on Sunday, the following Monday will be observed as a legal holiday; when the legal holiday falls on a Saturday, the preceding Friday is observed as the holiday.
16. Other installation closure: When the Installation Commander closes the installation for any reason, including, but not limited to days of inclement weather, the offeror is required to telework.
17. The offeror personnel must make arrangements with their offeror supervisor for appropriate leave or other unbillable status under this contract.
18. **PLACE OF PERFORMANCE:** The offeror will report to DLA headquarters at Ft. Belvoir, VA, 50% of the time. The offeror, at its own discretion, may telework or work at the offeror’s facility the remaining 50% of the time. Travel to other sites is expected.
19. **ADMINISTRATIVE CONSIDERATIONS:** Within two weeks of the award, the offeror will attend an orientation briefing with the Government. The intent of the briefing is to facilitate the communication process between the Government and the offeror by introducing key task participants and explaining roles, revising communication ground rules, and assuring a common understanding of subtask requirements and objectives.
	1. Correspondence: To promote timely and effective administration, correspondence will be subject to the following procedures:
		1. Technical correspondence (where technical issues relate to compliance with the requirements herein) will be addressed to the AM PM with an information copy to the COR.
		2. All other correspondence, including invoices, that proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this PWS will be addressed to the COR with an information copy to the contracting officer.
20. **ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION ECMRA):** Labor Reporting: DLAD 37.103-90(e)(1)(i) and (ii)
	1. The offeror must report all offeror labor hours (including sub offeror labor hours) required for performance of services provided under this contract for the Defense Logistics Agency via a secure data collection site. The offeror is required to fill in all required data fields using the following web address: http://www.ecmra.mil/.
	2. Reporting input will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data must be reported no later than October 31 of each calendar year. Offerors may direct questions to the help desk at: <http://www.ecmra.mil/>.
21. **SECTION 508 COMPLIANCE REQUIREMENTS:**
22. Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at http://www.section508.gov.
23. All offeror personnel attending meetings, answering Government telephones, and working in other situations where their offeror status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials.
24. To promote timely and effective administration, correspondence will be subject to the following procedures:
	1. Technical correspondence (where technical issues relate to compliance with the requirements herein) will be addressed to the PM, with an information copy to the COR.
	2. All other correspondence, including invoices and documents which propose or otherwise involve waivers, deviations, or modifications to the requirements, terms, or conditions of this PWS, will be addressed to the KO and the COR.
25. Any Past Performance Questionnaires that the offeror may request during the performance of the contract will be sent through the KO and PM. Past Performance Questionnaires cannot be given to other Government personnel without direct approval of the KO and PM.