PERFORMANCE WORK STATEMENT (PWS)
LOGISTICS INFORMATION SYSTEMS (LIS) ANALYSIS
AC/S G-6

Part 1

General Information

1. **GENERAL:** This is a non-personal services contract to provide Program support and coordination at Marine Corps Logistics Command (MARCORLOGCOM). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Background: HQ MARCORLOGCOM's AC/S G-6 provides direct support to the logistics Functional Area Manager (FAM) for the Marine Corps (MC) and is responsible for the day-to-day project management, sustainment, portfolio management, and functional systems analysis of Logistics Information Systems (LIS). The LIS portfolio consists of multiple transactional systems and applications that support the MC logistics business operations. Capabilities supported by these systems include decision support, supply, depot maintenance, item introduction, retail and wholesale material management, transaction and routing, warehousing and distribution, strategic prepositioning, performance management, technical (item introduction) and procurement and financial processes. The customer base includes both internal MARCORLOGCOM organizations as well as external customers within the National Capital Region and Marine Forces.

1.2 Objectives: Provide project management and analytical support of key Information Technology (IT) projects as well as analysis of business processes.

1.3 Scope: The scope of this effort is to provide LIS Program Management and Functional Analyst Support to the AC/S G-6. This support is further described in Section 5 of this Performance Work Statement (PWS).

1.4 Period of Performance: The period of performance shall be for one (1) Base Year of 12 months, three (3) 12-month option years and one (1) 6-month option period. The Period of Performance reads as follows:

Base Year	22 May 2021 to 21 May 2022
Option Year 1	22 May 2022 to 21 May 2023
Option Year 2	22 May 2023 to 21 May 2024
Option Year 3	22 May 2024 to 21 May 2025
*Option Period 3	22 May 2025 to 21 November 2025

*CLINs for this option period are added under the authority of 52.217-8 Option to Extend Services

1.5 General Information:

1.5.1 Quality Control: The contractor shall create and maintain an effective/approved Quality Control Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall create and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. This plan shall be submitted to the Contracting Officer for review and acceptance or rejection and further modification with the Proposal and the Final submission NLT fifteen (15) days after contract award date. Three copies of a comprehensive written QCP shall be submitted to the Contracting Officer (KO) and Contracting Officer Representative (COR) within five (5) working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.5.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government

must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.3 Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.5.4 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0800 – 1700 local Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS. Alternate work hours advantageous to the best interests of the government shall be mutually agreed upon prior to implementation.

1.5.4.1 Overtime: Overtime will be handled on a case-by-case basis and will be charged to the appropriate CLIN. The CR CLINs for overtime are to be bulk funded by the Government and will be allocated at a 'not to exceed" amount of $20,000 per year for a total of $60,000.00 for the base and 2 option years. The 6 month option period will be bulk funded at $10,000 and shall be used by all offeror's in their cost proposal for this effort. Overtime requires pre-approval from the Government, unless for an unplanned emergency. In the effect of an unplanned emergency, the KO shall be informed at the beginning of the next business day.

1.5.5 Place of Performance: The work to be performed under this contract will be performed at MARCORLOGCOM AC/S [redacted]; unless the Government has approved a remote location outside of MCLB Albany, Georgia.

1.5.6 Type of Contract: The government will award a Hybrid Contract –Firm Fixed Price and Cost Reimbursement (Cost).

1.5.7 Security Requirements: Contractor personnel performing work under this contract must have a Secret clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD254. Furthermore, Contract personnel will be required to sign a non-disclosure agreement.

1.5.8 Knowledge Skills and Abilities (KSAs) Required: Contractor personnel shall be knowledgeable of Department of Defense (DoD), Navy and MC logistics policy and processes, and shall be familiar with existing LIS supporting the MC's logistics business processes. Contractor personnel shall be fully trained and possess the credentials and experience required to immediately commence work delineated within the PWS. Contractor personnel shall understand fully and be able to articulate Marine Corps logistics processes, functions and operations with an emphasis on supply, warehousing, distribution, and maintenance. As such; a working knowledge shall include a minimum of the following:

- Project Management Professional (PMP) certification (Logistics Business Analyst Only)
- Structured Query Language (SQL)
- Visual Basic for Applications (VBA)
- COGNOS
- DOD/Navy/USMC supply, warehousing, distribution and maintenance systems
- DOD/Navy/USMC transportation claims processing, certification and entitlement calculations and disbursing
- Ability to interpret financial standards, regulations and guidelines
- IT enablers hosted on mid-tier and mainframe platforms.
- Navy Working Capital Funds
  Supply Management Activity Group

Depot Maintenance Activity Group

1.5.8.1 Contractor personnel shall be experienced in IT development and sustainment activities to include a minimum of the following:

- Analyses
  - Perform analyses of AIS to align to functional requirements
  - Requirements management – Requirements traceability matrix
  - Generate test Strategy
  - Perform User Acceptance Testing
  - Provide training (prepare, plan and execute)
  - Participate in code release/implementation plan
  - Approve the release into production
- Testing
  - Create system test plan to include test scripts/cases
  - Condition data to facilitate testing
  - Execute test plan
  - Generate test schedule
  - Record test results
  - Recommend approval/denial
  - Perform User Acceptance Testing
- Configuration Management
  - Access management
  - Process management
- Hosting
  - Operating System Management
  - Database System Management
  - Storage/Capacity Management
  - Access Management
  - COOP (system and business)
  - Information Assurance Vulnerability
- Perform System Administrator Responsibilities
- Develop/Maintain Knowledge Succession Plan (Desktop instructions, etc)
- Manage system requirements documents
- Cyber Security
  - Select Controls
  - Document Controls
  - Create supporting artifacts
  - Validate controls
  - Approve controls
  - Review and update accreditation package

1.5.9 Post Award Conference/Periodic Progress Meetings: The KO, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the KO will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.5.10 Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the KO and Contractor of any deficiencies; coordinate availability of government furnished property,

and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.5.11 Staffing: Due to the critical nature of the work; all billets on this contract are considered highly important and the contractor shall ensure all billets are filled no later than thirty (30) calendar days after contract award and within fourteen (14) calendar days of vacancies occurring thereafter. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.5.11.1 Key Personnel: The Contractor shall identify key personnel within the proposal and shall acknowledge that all personnel assigned to this contract are capable of working independently and demonstrate knowledge, skills and expertise in their respective functional areas necessary to perform tasks within the PWS. At a minimum, the Contractor shall designate the Business Analyst, Senior Systems Analysts, and Non-Senior Systems Analysts as key personnel. Contractor must submit resumes of positions designated as key personnel. Letters of Commitment should be included for all key personnel. One of the key personnel identified above should be assigned as the Task Order Project Manager. The Task Order Project Manager/Site Manager shall be responsible for the overall performance of work on this contract. He/She will have full authority to act for the contractor on all matters relating to the performance of this PWS.

The Senior Systems Analysts should have a minimum of 5 years of demonstrated experience ; Non-Senior Systems Analysts should have a minimum of 3 years of demonstrated experience performing successful execution of tasks and activities in software development and sustainment to include but not limited to: Analyses, Testing, Configuration Management, Hosting, System Administrator Responsibilities, Manage System Requirements Documents, Development of Functional Requirements Documents, Development and Execution of Test Plans, Cyber Security, Scenarios and Scripts in support of User Acceptance Testing and Account Management.

The Contractor shall clearly identify all qualifying experience in key resumes, as applicable.

1.5.11.2 Replacement of Key Personnel: The Contractor shall not substitute Key Personnel during the first ninety (90) calendar days of the task performance period unless the substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment; contractor shall promptly notify the COR. After the initial 90-day period, the contractor shall submit to the COR all proposed substitutions at least thirty (30) days in advance. All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitution(s). Request must contain a complete resume for the proposed substitute, who shall have at least equal ability and qualifications, and any other information requested by the KO to approve or disapprove the proposed substitution. The KO and COR will evaluate such requests and promptly notify the contactor of approval or disapproval thereof, in writing.

1.5.11.3 Other than Key Personnel: Vacant positions for other than key personnel shall be made within fourteen (14) calendar days from date of vacancy. The contractor shall notify the COR and customer when a vacancy has occurred within five (5) work days.

1.5.12 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves IAW MARCORLOGCOM Policy Statement (PS) 01-09 as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractors will be required to obtain and wear a Common Access Card (CAC) for the duration of the contract.

1.5.13 Contractor Travel: Travel will be required to fulfill the requirements of this PWS. The Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. Local travel is authorized and travel outside the local region is

anticipated. All travel requires Government approval/authorization and notification to the COR. As the number of trips and locations cannot be established at this time, a not to exceed amount of $10,000 per year for base plus 2 option years for a total of $30,000 for base plus 2 option years; the 6 months option period will be bulk funded at $5,000 for the contract, and shall be used by all offeror's in their cost proposal for this effort.

1.5.14 Data Rights: All documents and materials, to include the software, source codes of any software, and compile modules produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belongs exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.5.14.1 Restricted Data: Contractor support will generate both public domain and restricted data. Restricted data may include proprietary and/or sensitive data protected under the Privacy Act. Restricted data must be protected in accordance with federal statutes and the requirements of the data owner.

1.5.15 Phase In/Phase Out Period: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the ten (10) business day phase in/10 – 20 business day phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date. The winning offeror will be required to provide a phase-in/out plan for the Program. This plan will comprehensively detail the process of how turnover between the two contractors will be conducted.

Phase In
This transition period commences at contract award. During this transition period, the COR will provide assistance and guidance to the contractor to familiarize the contractor with the operations, processes, and functions to be performed as well as access to facilities and the current operations. The contractor is expected to observe current operations, familiarize themselves with all aspects of the IT environment, review system documentation, logs and related database records, participate in GFP inventory process, meet technical owners and representatives, and consult with the current vendor. This assistance is being made available to explain procedures for conducting support under this contract, introduce the contractor the various types of systems, and introduce the contractor to Marine Corps technical owners and representatives. The contractor shall become familiar with the contract requirements in order to commence full performance on the first day following the two week transition period. The contractor shall complete the necessary steps for assumption of the operation during the transition period and the contractor shall meet all requirements as specified in this PWS with the beginning of full performance. During the phase-in period, the contractor shall be responsible for ensuring all elements are in place for full performance under this contract. During this transition period, the contractor shall keep the COR informed of their progress in ensuring their full contract compliance after the transition period. It is not expected, nor desired, that the contractor provide full staffing in support of transition activities. The contractor shall provide sufficient staff to ensure a smooth transition, and to train staff that does not participate in transition activities.

Phase Out
In order to ensure a smooth phase-in to the next contractor and to prevent possible decreases in productivity or service quality, the contractor shall provide a phase-out plan for the 30 calendar day period prior to contract end date (i.e. at the end of all option periods). During this period, while still maintaining full performance, the contractor shall make available to key incoming contractor personnel, a representative of the incumbent contractor who is versed in the operation of other functions to be performed.

1.6.16 Safety

1.6.16.1 MARCORLOGCOM is in the process of pursuing Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) recognition, or has already received VPP recognition from OSHA. VPP affects all applicable contractors operating on site. It is the contractor's responsibility to ensure its employees and managers are in full compliance with OSHA requirements and have a general understanding of VPP. All contractors, whether regularly involved in routine site operations or engaged in temporary projects such as construction or repair, must follow the safety and health rules of MARCORLOGCOM. Detailed information on

VPP is available on the OSHA website at http://www.osha.gov/dcsp/vpp/index.html. The contractor shall comply with commercial safety standards as identified by OSHA. The contractor shall comply with all Federal, State, DoD, Navy, Marine Corps (MC), and local rules and regulations to include but not limited to OSHA Standards, National Fire Protection Association (NFPA) Standards, Navy Marine Corps Directive (NAVMC DIR) 5100.8, Marine Corps Order (MCO) 5100.8, and MARCORLOGCOMO (LCO) 5100.8. The contractor must have a written Safety Plan and submit it to the COR for review and approval by the KO within ten (10) calendar days after contract award. In addition to the requirements listed above, the contractor's written Safety Plan shall, as a minimum, address the following:

1. Mishap reporting procedures
2. Weekly safety meetings
3. Employee training requirements
4. Monthly safety inspections
5. Requirements for subcontractors to comply with the safety provisions of this contract

1.6.16.2 Additional Safety requirements:

1.6.16.2.1 Applicable Contractors: These requirements apply to contractors, subcontractors, and their employees or agents.

1.6.16.2.2 Days Away, Restricted, and or Transfer Case Incident Rate (DART): Number of recordable injuries and illness cases per one hundred (100) full-time employees resulting in days away from work, restricted work activity, and/or job transfer that a site has experienced in a given period.

1.6.16.2.3 Total Case Incidence Rate (TCIR): Total number of recordable injuries and illness cases per one hundred (100) full-time employees that a site has experienced in a given period.

1.6.16.2.4 Contractors must submit their 3-yr TCIR and DART rates as part of their proposal in order for the proposal to be considered technically acceptable.

1.6.16.2.5 Within one (1) hour of any mishap or incident resulting in personal injury (OSHA recordable) and/or significant property damage while performing work authorized by this contract, the contractor shall notify the following:

1. The activity's Safety Representative – [redacted]
2. The COR (if applicable) – To Be Determined
3. The Contracting Officer – To Be Determined
4. MARCORLOGCOM Installations, Environment, and Safety (IE&S) office. A written report of the mishap/incident shall be sent within twenty-four (24) hours to IE&S/S11. The Government point of contact is [redacted]

1.6.16.2.6 Mishap notifications shall contain, as a minimum, the following information:

1. Contract Number, Name of Company, and Name and Title of Person(s) Reporting
2. Date, Time, and exact location of accident/incident
3. Brief narrative of accident/incident (Events leading to accident/incident)
4. Cause of accident/incident, if known
5. Estimated cost of accident/incident (material and labor to repair/replace)
6. Nomenclature of equipment and personnel involved in accident/incident
7. Corrective actions (taken or proposed)
8. Other pertinent information

1.6.16.2.7 Contractor must fully cooperate with MARCORLOGCOM safety personnel during safety inspections of the workplace and inspections of required documentation.

1.6.16.2.8 Safety requirements listed in this package that do not relate to the contractor's operations or services may be waived by the Contracting Officer. Objections made by the contractor must be reported to the Contracting Officer within ten (10) calendar days of contract award. Objections will be considered on a case-by-case basis.
1.6.16.2.9 Smoking and the use of tobacco products is allowed in designated areas only.
1.6.16.2.10 All vehicle operators and passengers of contractor and privately owned vehicles are required to wear seatbelts while their vehicle is in operation on the installation and/or performing work under this contract. The use of seatbelts is also required on all mobile construction equipment operating on the installation and/or performing work under this contract.
1.6.16.2.11 All vehicle operators and passengers are prohibited from using a cell phone, Personal Digital Assistant (PDA), or Blackberry™, unless the vehicle is safely parked or the operator is using a hands-free device. The use of portable headphones, earphones, or other listening devices (except for hand-free cell phones) while operating a motor vehicle is also prohibited.
1.6.16.2.12 Should an accident occur and in the event the US government investigates the mishap, the contractor and subcontractors shall cooperate fully and assist government personnel during the investigation period. Instructions pertaining to the assistance required from the contractor in support of an investigation and the point of contact of the MARCORLOGCOM safety personnel involved in an investigation will be provided by the COR or the KO.

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

AC/S	Acting Chief of Staff
BABOK	Business Analysis Book of Knowledge
C4	Command, Control, Communications, and Computers
CFR	Code of Federal Regulations

CFE	Contractor Furnished Equipment
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
CSD	Command Support Division
DD254	Department of Defense Contract Security Requirement List
DEERS	Defense Enrollment Eligibility Reporting System
DFARS	Defense Federal Acquisition Regulation Supplement
DIR	Directive
DISA	Defense Information Systems Agency
DoD	Department of Defense
ESD	Enterprise Support Division
FAR	Federal Acquisition Regulation
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
HQ	Headquarters
IA	Information Awareness
IAW	In Accordance With
IT	Information Technology
ITIL	Information Technology Infrastructure Library
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
LIS	Logistics Information Systems
MARCORLOGCOM	Marine Corps Logistics Command
MCO	Marine Corps Order
NAVMC	Navy Marine Corps
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
OCP	Oracle Certified Professional
ODC	Other Direct Costs
OPS or Ops	Operations
OSHA	Occupational Safety and Health Administration
PDSS	Post Deployment Software Support
PIPO	Phase In/Phase Out
PMBOK	Project Management Book of Knowledge
POAM or POA&M	Plan of Action and Milestones
POC	Point of Contact
PS	Policy Statement
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RMF	Risk Management Framework
SDLC	Software Development Life Cycle
SSD	Software Support Division
TE	Technical Exhibit
VPP	Voluntary Protection Program
WBS	Work Breakdown Structure

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Telephone and E-Mail Services: Use of Government supplied communication lines are provided solely for official government business and shall not be used to transact personal business by government on-site contractor employees. If a communication line is required for personal business, it will have to be provided at the contractor's expense. A mil email address will also be provided.

3.2 Facilities: The Government will provide proper facilities for completion of requirements.

3.3 Utilities: The Government will provide all utilities in the facility for the contractor's use in performance of tasks outlined in this PWS.

3.4 Equipment: The Government will not provide computer assets in support of this performance work statement (*see part 4 for details regarding contractor furnished equipment*). However, the Government will provide Marine Corps Enterprise Network and internet access, peripheral equipment and supplies (toner, print paper), office desks and chairs, filing cabinets, copiers, access to "class-A" phone equipment, and fax machines to on-site Contractor personnel. Both the Contractor and the designated government property officer will maintain accountability and inventory records of any and all Government equipment provided in support of this PWS. The Contractor shall be liable for loss or damage to equipment beyond fair wear and tear.

3.5 Materials: The Government will provide materials to complete the requirements of the PWS such as Standard Operational Procedures, regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this PWS.

3.6 Government Furnished Information (GFI): The Government shall furnish such GFI and system access as is necessary for the contractor to fulfill the requirements of this PWS.

PART 4
CONTRACTOR FURNISHED EQUIPMENT (CFE)

4. <u>CONTRACTOR FURNISHED EQUIPMENT</u>:

4.1 The contractor will not be reimbursed for normal cost of doing business. This includes, but is not limited to, personnel, administrative costs, and contractor owned equipment, automotive cost, training, day-to-day office supplies and any items determined by the contracting officer.

4.2 The Contractor shall provide Marine Corps Enterprise Network capable computers from the approved hardware list (provided by the Government to the Contractor), to be "imaged" at Government facility (in coordination with the COR, G-6 IT Asset Management, G-6 Help Desk, and Base CISD, [redacted]). The contractor shall be familiar with the Marine Corps Enterprise Information Technology Services (MCEITS) Service Level Agreements and Standard Operating Procedures. At the end of the contract support, the Contractor shall return all Government-imaged computers to the Government facility (in coordination with the COR or Government POC) for removal of all hardware and software that was included in the imaging process. After completion of the removal of all imaging, the CFE will be returned to the contractor.

PART 5
SPECIFIC TASKS

5. SPECIFIC TASKS:

5.1. General Requirements.

5.1.1. The Contractor shall be responsible for providing and maintaining resources who have the expertise and are familiar with LOGCOM's logistics, supply, maintenance, distribution, warehousing, financial, and acquisition processes. They should also possess an expert understand of the enabling automated information systems (AIS) that support these processes.

5.2 Provide LIS Program Support The contractor shall perform the management and administrative tasks necessary to ensure that the requirements of this contract are met. The contractor shall prepare a *Contractor's Progress, Status, and Management Report* that describes the progress made on assigned tasks, results of trips taken, problem areas (technical and cost related) and a description of the work planned for the next reporting period. This report will also include an expenditure report that describes resource expenditures (including staff hours) and costs incurred during the reporting period.

5.2.1 Analyze existing LIS Defense Business System processes and architecture, to include supporting business and management processes and provide recommended courses of actions on improvement.

5.2.2 Conduct in-depth analyses of LIS business processes resulting in sound recommendations for implementation; process and value stream mapping.

5.2.3 Develop recommendations for updates and/or modifications to MARCORLOGCOM and Marine Corps LIS policies and Standard Operating Procedures.

5.2.4 Develop metrics and reporting capabilities in addition to trend analyses and prepare reports on the performance of LIS.

5.2.5 Develop and participate in functional LIS sustainment strategies DoD mandates, release schedules, system modification requirements, execution time frames, production time frames.

5.2.6 Develop and provide briefings, documents, and other communications relating to LIS for executive or senior management staff.

5.2.7 Organize and facilitate integrated product team (IPT) meetings to include the development of agenda items, the recording and tracking of action items and the generation of IPT status reports.

5.2.8 Document and capture LIS customer requirements for the development of functional systems requirements documents, system change requests, system modifications request, and incident reports.

5.2.9 Analyze the impact of new DoD, Navy and Marine Corps policy on existing and developing LIS.

5.2.10 Conduct benchmarking to determine best business practices for LIS.

5.2.11 Develop LIS project plans and milestone schedule.

5.2.12 Provide a weekly, monthly and quarterly status report utilizing a government provided format.

5.2.13 Develop and provide trip reports for any conference meeting attended on direction from the government.

5.3 Provide Logistics Business Analysis - The contractor shall perform support and analysis on matters of business and investment, Internal and External to MARCORLOGCOM, associated with logistics operations to include but not limited to, Requirements, Logistics, Financial Management Analysis, Systems Engineering, Business Process Improvement, Joint Matters and Emerging Technology evaluations. The contractor shall provide subject matter expertise (SME) to consult with and provide documented recommendations to the Government and staff to plan, develop and implement concepts and strategies in support of strategic business initiatives; develop Standard Operating Procedures; establish and record business processes; prepare draft memoranda on a variety of subjects and staffing these memoranda for coordination with appropriate staff organizations; participate in the planning meetings; assist in preparing for key USMC meetings and events; provide support and guidance as it relates to logistics operations; develop and document business processes related to logistics operations; participate on various integrated process team working groups. The contractor will use email and SharePoint to post and provide weekly and monthly workload status reports. The monthly report shall be provided by the 10th of the following month Reports will be developed utilizing a government provided format.

5.3.1 Develop strategies and modeling for process improvements.

5.3.2 Provide general consulting, problem assessment, analysis, proposed solutions and development of processes, tools and strategies geared toward LIS and logistics business process improvements.

5.3.3 Evaluate existing systems and/or user needs to analyze, design, recommend, and implement system changes.

5.3.4 Analyze processes with an understanding of logistics problems and propose solutions as they relate to the current and future business environment.

5.3.5 Perform functional and IT gap analysis of current processes and provide recommendations on improvement.

5.3.6 Organize and facilitate integrated product team (IPT) meetings to include the development of agenda items, the recording of minutes and tracking of action items and the generation of IPT status reports. The systems analyst shall serve as the SME for the system supported at various meetings.

5.3.7 Conduct benchmarking to determine best business practices for LIS.

5.3.8 Conduct in-depth analyses of LIS business processes resulting in sound recommendations for implementation; process and value stream mapping.

5.3.9 Conduct feasibility studies, trade-off, and gap analyses of the systems identified in **Technical Exhibit 1, Table 1**

5.3.10 Conduct in depth analyses of logistics business process and value stream mapping of the systems found in **Technical Exhibit 1, Table 1**.

5.3.11 Recommending/proposing performance metrics, Standard Operating Procedures to assist in providing faster, accurate and reliable services across the entire operational environment.

5.4 Provide Systems Analysis. The contractor shall assist in managing projects and developing sustainment strategies, conduct data collection and analysis, conduct project planning and tracking, prepare technical briefing materials in both hard copy and soft copy format, evaluations of program schedules, and deliverable tracking to include the planning, and/or reviewing of program data deliverables. The contractor may be required to organize, attend or host, and facilitate program support team meetings/IPT discussions as directed by the Government. The contractor shall assist in preparing and coordinating the agenda to key meetings; prepare presentation materials; host and/or participate in the actual meeting;

document, develop and provide meeting minutes (in accordance with government-provided formats), memorandums for record, trip reports and action items for appropriate action; participate in and/or assist in preparing for key USMC meetings and events; provide support and guidance as it relates to logistics operations; document business processes related to logistics operations; participate on various integrated process team working groups. All reports will be submitted no later than 5 business days after the event. The contractor will use email and SharePoint to post and provide weekly and monthly workload status reports. The monthly report shall be provided by the 10th of the following month Reports will be developed utilizing a government provided format.

5.4.1 Conduct in depth analyses of logistics business process and value stream mapping of the systems found in **Technical Exhibit 1, Table 1**.

5.4.2 Develop system solutions for LIS identified in functional systems requirements documents, system change requests, system modifications request, and incident reports.

5.4.3 Conduct feasibility studies, trade-off, and gap analyses of the systems identified in **Technical Exhibit 1, Table 1**

5.4.4 Assist in the development, updating, testing, implementing and activities for software for systems identified in **Technical Exhibit 1, Table 1**.

5.4.5 Coordinate and create user acceptance integration and regression testing.

5.4.6 Assist in the development of system requirements to parallel overall business strategies.

5.4.7 Coordinate and participate in all phases of software development, or modernization with emphasis on the planning, analysis, documentation testing, implementation and phase out activities.

5.4.8 Recommending/proposing performance metrics, Standard Operating Procedures to assist in providing faster, accurate and reliable services across the entire operational environment.

5.4.9 Working with customers, as required to analyze performance issues and determine problem resolution.

5.4.10 Develop and maintain system artifacts in support of Risk Management Framework.

5.4.11 Communicating with internal/external parties to provide update status, analyze simple to complex problems and determine possible solutions to technical and procedural issues that may arise.

5.4.12 Test LIS on multiple devices such as tablets, handhelds and desktops for user acceptance, integration and regression.

5.4.13 Develop training materials, job aids and work instructions specific to LIS.

5.4.14 Train LIS users on systems functionality, to include access controls segregation of duties and all issues of compliance.

5.4.15 <u>Provide Distribution Systems Analysis, Technical Data Analysis and Transportation Systems Analyst Support</u>

5.4.15.1 Analyze, translate, and explain the MC operational requirements for a movement plan using current distribution systems.

5.4.14.2 Compile and maintain support data, determine and develop system support requirements.

5.4.14.3 Conduct analyses of cargo movement and analyze emerging trends to coordinate system support.

5.4.14.4 Conduct data collection and analysis to identify discrepant data within the Technical Data, Provisioning, and Item Apps and prepare corrective actions to correct discrepancies.

5.4.14.5 Identify, research and resolve data discrepancies coordinating with appropriate MARCORLOGCOM personnel on necessary corrective actions.

5.4.14.6 Prepare System Change Request to correct any identified systemic issues.

5.4.14.7 Coordinate with personnel both inside and outside the organization to resolve reported data discrepancies.

5.4.14.8 Perform analysis on Transportation Management Claims processes, including Military Permanent Change of Station (PCS) Moves/Settlements, Personal Property Moves, Entitlements, Overpayments and Collections.

5.4.14.9 Assist in the development of project plans, IAW with PMBOK.

5.5 Technical Writing Support

5.5.1 Organize material and complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.

5.5.2 Maintain records and files of work and revisions.

5.5.3 Maintain configuration management/document version control.

5.5.4 Edit, standardize, or make changes to material prepared by other writers or establishment personnel.

5.5.5 Confer with subject matter experts to establish technical specifications and to determine subject material to be developed for publication.

5.5.6 Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.

ECMRA APPLICATION

ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Logistics Systems Division's Support via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address [redacted]

Reporting inputs 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 shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at [redacted]

PART 6
APPLICABLE PUBLICATIONS

6.0 **APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1 The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures required in performance of the duties required by this PWS.

6.1.1 Federal Acquisition Regulation (FAR) 52.203-13, Contractor Code of Business Ethics and Conduct

6.1.2 Joint Travel Regulation

6.1.3 FAR Subpart 31.2, Contracts with Commercial Organizations

6.1.4 FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest

6.1.5 OSHA Regulations

6.1.6 NAVMAC Directive 5100.8, Occupational Safety

6.1.7 MARCORLOGCOMO 5100.8, Occupational Safety

6.1.8 DoD Instruction 8510.01, Information Assurance Certification and Accreditation Process

6.1.9 Department of the Navy (DON) Memorandum for Distribution of 5 Dec 11, DoD IT Portfolio Repository-DON

6.1.10 DoD Information Assurance Certification and Accreditation Process (DIACAP) Handbook

6.1.11 CMC White Letter No. 03-08 of May 16, 2008

6.1.12 Marine Corps Order P4400.150, the Consumer-Level Supply Policy Manual

6.1.13 Marine Corps Order P4400.151, the Intermediate -Level Supply Policy Manual

6.1.14 Marine Corps Order 4400.39 War Reserve Materiel Policy Manual

6.1.15 Marine Corps Order 4400.200 Coordinated Secondary Reparable Management (CSM) Program

6.1.16 Marine Corps Order 4400.79 Provisioning Policy Manual

6.1.17 Marine Corps Order 4400.82 Controlled Item Management Policy Manual

6.1.18 Marine Corps User's Manual 4400.123 FMF SASSY Management Unit Procedures Manual

6.1.19 Marine Corps User's Manual 4400.124 FMF SASSY Using Unit Procedures Manual

6.1.20 Marine Corps Logistics Command Policy Statement 1-09 Contractor Employees

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

7.1. Attachment 1/Technical Exhibit 1 – List of Systems
7.2. Attachment 2/Technical Exhibit 2 – Performance Standards
7.3. Attachment 3/Technical Exhibit 3 – Deliverables Schedule
7.4. Attachment 4/Technical Exhibit 4 – Government Estimated Workload

TECHNICAL EXHIBIT 1

List of Systems

Table 1

SYSTEM NAME	ACRONYM
Albany Data Staging Environment	ADSE
Albany Publications System	APS (PUBS)
Asset Visibility - Integrated Data Environment	AV-IDE
Contracts Data Document Control System	CDDCS
Configuration Management Information System	CMIS
Automated Procurement System	SS05
Data Entry	DENT
Diminishing Manufacturing Sources and Material Shortages	DMSMS
Department of Defense Activity Address File	DODAAF
Defense Property Accountability System	DPAS
Distribution Standard System	DSS
Direct Support Stock Control	DSSC
Federal Logistics Catalog Extract	FEDLOGS
Federal Logistics Information System	FLIS
Marine Demand Forecasting Tool	Forecasting (MDFT)
Industrial Logistics Support Management Information System	ILSMIS
Item Applications System and Item Applications System Online	Item APPS & Item APPS Online
eRetrograde Management System	eRMS
Joint Engineering Data Management Information and Control System	JEDMICS
Joint Operating Planning and Execution System	JOPES
Lakes Helper	LAKES
Logistics Bases Inventory Visibility	LBIV
Marine Corps Automated Information System Transaction Router	MAISTR
Material Mgt Modernization (currently Stock Control System)	Material Mgt Modernization (currently Stock Control System)
Materiel Capability Decision Support System	MCDSS
Marine Corps Purchase Requirements System	MCPRS
Marine Demand Forecasting Tool	MDFT
MAGTF Deployment Support System II	MDSS II
Multi-User Engineering Change Proposal Automated Review System	MEARS
Material Forecast Management Plan	MFMP
Marine Interactive Computer-Aided Provisioning System (U.S. Navy/Marine Corps)	MICAPS
Materiel Returns Program	MRP
Manufacturing Resources Planning 2/Make To Order	MRP2/MTO 7.3

Product Deficiency Reporting and Evaluation Program	PDREP
Publications Library Management System	PLMS
Provisioning (SS10)	Provisioning (MCPS)
Reportable Assets Management Progress	RAMP
Stock Control System	SCS
Standard Procurement System	SPS
Stores Accounting System	Stores
Technical Data Management System	TDMS
War Reserve System	WRS
Asset Tracking Logistics and Supply System	ATLASS
End-To-End	E2E
Stocklist 1-2/1-3 and Stocklist 1-21-3 Online	SL1-2/1-3 & SL1-21-3 Online
Storage Retrieval Automated Tracking Integrated System	STRATIS
Transportation Management System	TMS & TMS-DITY
Wholesale Stratification	Wholesale STRAT
WIR Online Process Handler	WOLPH

TECHNICAL EXHIBIT 2

PERFORMANCE STANDARDS

PWS Paragraph	Performance Objective	Standard	Performance Threshold	Method of Surveillance
5.2.4	Develop metrics and metric reporting capabilities and prepare trend analyses and reports on the performance of LIS systems	Accuracy of data and timelines of input.	2 or less factual errors in document or brief	Document review
5.2.6	Develop briefings, documents, and other communications relating to LIS for executive or senior management staff	Accuracy of information and timelines of input.	2 or less factual errors in document or brief	Document review
5.2.12	Provide weekly, monthly and quarterly reports	Accuracy of information and timelines of input.	2 or less factual errors in document or brief	Document review
5.2.13	Provide trip reports for any formal conference attended on direction from the government.	Accuracy of information and timelines of input.	2 or less factual errors in document or brief	Document review
5.3.	Provide Logistics business Analysis	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.3.9 and 5.4.3	Conduct feasibility studies	Accuracy of information and timelines of input.	2 or less factual errors in document or brief	Document review
5.5	Technical Writing Support	Perform IAW applicable DOD, organizational directives, regulations.	2 or less factual errors in document or brief	Document review

TECHNICAL EXHIBIT 3

DELIVERABLES SCHEDULE

Deliverable	Due Date	Medium & Format	Number of Copies
Quality Control Plan	With proposal	Electronic copy, Government Format	1 electronic copy to Contracting Officer, 1 electronic copy to COR
Weekly Status Reports	Noon on Tuesdays	Electronic copy, Government Format	1 electronic copy to the COR and Government Program Manager
Monthly Status Reports	10th of each month	Electronic copy, Government Format	1 electronic copy to the COR and Government Program Manager
Quarterly Project Status Report	The 25th of the 1st Month of the Qtr	Electronic copy, Government Format	1 electronic copy to the COR and Government Program Manager
Phase in Phase Out Plan	With proposal	Electronic copy, Government Format	1 electronic copy to Contracting Officer, 1 electronic copy to COR
Briefing Material from scheduled conferences or integrated process team (IPT)	As required basis	Electronic copy, Hard Copy Government provided format	1 electronic copy to the COR and Government Program Manager
Metric Reporting	As required basis	Electronic copy, Hard Copy Government provided format	1 electronic copy to the COR and Government Program Manager
Trend Analysis Reports	As required basis	Electronic copy, Hard Copy Government provided format	2 electronic copy to the COR and Government Program Manager
Trip Reports	As required basis	Electronic copy, Hard Copy Government provided format	3 electronic copy to the COR and Government Program Manager
Feasibility Studies	As required basis	Electronic copy, Hard Copy Government provided format	4 electronic copy to the COR and Government Program Manager

1. Quality Control Plan. See Paragraph 1.5.1

2. Monthly Personnel Status Report. Identifies contractor personnel O/H at each location and identifies vacant billets.

3. Quarterly Project Status Report. Status reports shall include summarizations of costs, labor hours, and travel.

4. Phase In Phase Out Plan. This plan will comprehensively detail the process of how turnover between the two contractors will be conducted.

5. Briefing Material from scheduled Conference or integrated process team (IPT). An after action report from any formal conference the contractor attends on direction of the government.

6. Metric Reporting. See **Para 5.2.4** in the PWS.

7. Trend Analysis Reports. See **Para 5.2.4** in the PWS.

8. Trip Reports. An after action report from any trip the contractor goes on by direction of the government.

9. Feasibility Studies. See **Para 5.4.3** in the PWS.

TECHNICAL EXHIBIT 4

GOVERNMENT ESTIMATED WORK LOAD

Position	QTY	Location	Estimated Hours Per FTE
Business Analyst	1	[redacted]	1920
Senior Systems Analyst	3		1920
System Analyst	5		1920
Technical Writer	3		1920

NOTE: The Government Estimated Workload is an estimate. Interested offerors are encouraged to utilize their expertise in determining workload levels and possible staffing efficiencies. These efficiencies should demonstrate appropriate realism and be fully explained. The Government will view documented efficiencies to determine strengths of an offer's overall proposal.