**PERFORMANCE WORK STATEMENT (PWS)**

*Air Force Special Operations Command (AFSOC)*

*Training Systems Engineering and Technical Support*

***\*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. **DESCRIPTION OF SERVICES**

* 1. GENERAL TASK DESCRIPTION: This Performance Work Statement (PWS) describes required contractor support to Air Force Special Operations Command (AFSOC). AFSOC requires on-site Advisory and Assistance Services (A&AS) to AFSOC’s Air Commando Training Support (ACTS) contract. This service contract is designed to provide A&AS services support to supplement government organic resources at various AFSOC and Air Force Life Cycle Management Center (AFLCMC) locations. This requirement is for aircrew training system engineers, program managers, cybersecurity, courseware, and configuration management to provide aircrew training and simulation expertise in support of AFSOC’s command requirement execution. Most devices supported operate in a classified environment.
  2. Specific requirements/qualifications are listed throughout the PWS. Supported locations are Hurlburt Field, FL and Wright-Patterson AFB, OH.

1. **SPECIFIC REQUIREMENTS**

The Government requires 9 Full Time Equivalents (FTEs) in accordance with paragraph 2.6 and Attachment 1 of this PWS. Paragraph 2.6 and Attachment 1 of the PWS describe the required breakout, qualifications, and location(s) of the FTEs. Paragraphs 2.1 through 2.3 outline contractor requirements during this task order. Paragraph 2.4 mandates a transition plan for proposal submissions. In addition to the duties outlined below, other duties may be assigned to accomplish the scope of this PWS; several tasks are specific tasks while others are implied tasks in order to accomplish the PWS requirements.

* 1. SCOPE The Contractor shall act in the role of active liaison to HQ AFSOC and the Government Program Management Office (PMO) for ACTS and related/follow-on contracts. This PWS requires contractors to work within the Government PMO to assist in monitoring and evaluating simulator programs to ensure sustainment and delivery of the very best crew preparation from formal training through advanced tactical readiness training.
     1. **Program Management (Wright Patterson AFB and Hurlburt Field)**
        1. The Program Management support individuals will possess and apply expert knowledge of DoD acquisition processes, analytical methods and techniques to gather, analyze and evaluate information required by the PMO. PM support individual will apply their USAF aircraft systems management and flight simulation program management expertise/knowledge to provide comprehensive and accurate data to facilitate plans, direction, and decision-making on AFSOC’s nine MDS training systems. PM support personnel will be fully capable to:
* Apply integration, communication, coordination, organizational and planning expertise to technical and acquisition efforts across a broad spectrum of functional disciplines in order to effectively assist Air Force programs to deliver and sustain Air Force warfighting capabilities.
* Provide acquisition program analysis support, including technology development and integrating engineering, program control, foreign disclosure, test and deployment, configuration management, production and manufacturing, quality assurance and logistics support.
* Conclude and devise solutions to problems relating to improvement of acquisition effectiveness and compliance. Develops and drafts acquisition documentation and ensures quality control.
* Provide training system support, conducting studies, analysis and evaluations in support of training systems, in examining requirements documents, capabilities descriptions, and be able to recommend modifications to enhance and address obsolescent training system requirements.
* Provide Source Selection support, advisory role in proposal evaluation, and technical assessment support for contract actions.
* Coordinate all communication with ACTS and other AFSOC supporting contractors, analysis reports, and other work products with the PMO.
* Possess familiarity and compliance with all internal Wright-Patterson Simulators Division program management policy and guidance.
  + - 1. **Specialty Experience Required**
* Manages processes to include but not limited to managing / conducting proposal analysis/reviews, courseware requirement reviews, various working groups and program management reviews. Manages Training Systems Analysis (TSA) efforts for system modifications and emerging training requirements.
* Provides recommendations in support of overall training systems programs to include systems requirements identification and documentation, simulation and support systems design activities, SIMCERT, planning site bed-down and facility planning, sustainment planning, installation, test and integration, acceptance and eventual integration into the field training unit (FTU) and operational unit sustainment.
  + 1. **Training Systems Engineering Support (various levels at various locations: Attch 1 and PWS para 2.6)**
       1. Apply training systems expertise and knowledge of DoD AF common engineering principles, scientific principles, criteria, and procedures to improve planned and existing AF training system sustainment. The engineers provide specialized engineering (modeling & simulation, design, Live Virtual Constructive-Operational Training Infrastructure, DMO) support for all types of AFSOC training systems (flight simulators are the predominant training systems). Levels and experience requirements are located in Attachment 1. The Training Systems Engineers will be fully capable to:
* Assist in translating user requirements into system requirements which will be used to procure, install, integrate, test and document upgrades to systems and subsystems
* Assist with the development of requirements and technology needs into action plans necessary to improve and retain training system capabilities
* Perform technical/ mission analyses of existing and potential operational requirements, assists in developing system concepts, and perform technological/trade-off study assessments of proposed designs
* Develop and review the overall system design baseline (architecture and interoperability requirements)
* Review and analyze proposals, including regulatory and other policy driver changes, or proposed modifications for design feasibility and system compatibility
* Review specifications, including system, and equipment specifications, CDRLs, and Interface Control Documents (ICDs) involved in programs
* Support and conduct engineering performance, effectiveness, cost effectiveness, cost performance, life-cycle cost, production ability, maintainability, supportability, reliability, technical and schedule risk assessment, and scheduling trade-off studies
* Support and conduct systems analyses to include, but not be limited to, system design/ design feasibility, state-of-the-art assessment, and configuration audits
* Support the evaluation of Integrated Master Plan (IMP), and Integrated Master Schedule (IMS) engineering cost estimates
* Provide systems/subsystems integration support for the acquisition, development, and verification of systems and equipment
* Support technical meetings; technical interchanges, system requirement reviews, design reviews and test readiness reviews
* Evaluate systems test plans; and participates in the conduct of system, subsystem, and component testing
* Coordinate all communication with contractors, analysis reports, and other work products with the Government’s Lead Engineer in the Wright-Patterson Simulator Division
* Support training device bed-down planning at both CONUS and OCONUS sites
* Familiarity and compliance with all internal Simulators Division engineering policy and guidance, to include Systems Engineering Plans, Operating Instructions, and Engineering Practices
  + - 1. **Specialty Experience Required**
* Technical background in training, modeling and simulation systems of SOF
* Technical background in simulator Electronic Warfare (EW) databases, Digital Radar Landmass System (DRLMS), visual image generators (in particular Vital X and 1100) and Night Vision Goggles (NVG) systems
* Familiar with the functionality and content of Job Guides and Technical Orders
* Knowledge and implementation support of training and mission rehearsal operational requirements for SOF
* Applying system-engineering disciplines to assist with the acquisition of training and mission rehearsal capabilities
* Perform technical and systems engineering, cost estimation, and concurrency tracking of simulation systems
* Act as a PMO liaison at test events and SIMCERTs
* Assisting with information assurance activities relative to training device certification and accreditation initiatives
* Assisting with Concurrency Management to include investigating concurrency issues, defining the concurrency requirement, obtaining budgetary quotes for the concurrency issues, and developing the purchase description for the modification
* Source Selection Advisor: Provide Source Selection support, advisory role in proposal evaluation, and technical assessment support for contract actions. Must possess simulator integration experience with industry
  + 1. **Cybersecurity Support**
       1. Apply senior Cybersecurity expertise and experience to AFSOC training systems. Assist the government and the training systems contractors in obtaining and maintaining Cybersecurity using Risk Management Framework (formerly called Information Assurance) compliance. The cybersecurity support will be capable to:
* Assist with the development of Cybersecurity requirements and guidance for training system sites and infrastructure
* Assist in translating Cybersecurity requirements for the training systems sites to ready the training systems and site training infrastructure for Authority to Operate (ATO)
* Relay guidance, requirements, and expectations from the lead Air Force Cybersecurity agency. Work with training sites to coordinate and facilitate AFSOC inputs
* Assist the government and training systems contractor(s) in meeting all Air Force Cybersecurity requirements. This includes the documentation (i.e. Systems Security Plan (SSP), Architectural Analysis Report (AAR), Information Support Plan (ISP), DODAF architectures, and others as requirements evolve
* Assist the training Systems contractors in meeting all Cybersecurity requirements needed for their respective and collective ATOs. Work with these contractors to facilitate the meeting of all requirements. Help the government establish each Plan of Action and Milestones (PO&AM) and assist with the inputs and mitigation plans. Assist the government with the input of eMASS data for devices requiring certification/authority to operate
* Assist the training system contractors with the Cybersecurity scanning, Security Technical Implementation Guide (STIG) administration required for the Plan of Actions and Milestones and ATO
  + - 1. **Specialty Experience Required**
* Technical background in Cybersecurity policies, processes, and documentation.
* Five years required working Air Force training systems Cybersecurity programs
* Experience developing and/or reviewing the Air Force Cybersecurity documentation required for the Air Force Cybersecurity managers
* Must have Air Force experience working ATOs for systems
  + 1. **Flight Training Courseware Support (1/2 FTE)**

Provide Government oversight to the courseware developed under the ACTS. Currently, 2 MDSs are supported under the ACTS contract (EC-130J and MC-12), and others as required not to exceed 1 FTE. The courseware support individual will be capable to:

* Assist in the direction and management of AFSOC aircrew courseware development. Ensure following of Air Force Instructional System Design (ISD) concepts and processes.
* Assist in providing direction and management of AFSOC-gained aircrew training courseware. Ensure courseware compliance with ISD standards.
* Oversee and assist the government in managing the translation of user requirements into system requirements to develop courseware. Oversee and assist the government in ensuring the courseware is developed, updated, and maintained in the Sharable Content Object Reference Modeling (SCORM) 2004 (or later) format.
* Oversee and assist the government in ensuring courseware development Distributed Learning (DL) requirements.
* Assist the government in the management of the Training Change Proposal (TCP) process.
* Assist the government in overseeing the courseware evaluation process including Small Group Try-Outs (SGTO).
* Works with courseware contractors for AFSOC MDS training systems to research, analyze, and recommend new courseware development processes, tools, and standards.
* Ensure courseware is developed for use with all AFSOC learning systems and meets all current standards. Current systems include (but are not limited to) KeneXa Learning Management System (LMS), KeneXa Learning Content Management System (LCMS), Marine Corps Learning Management System (MCLMS), and Adobe Captivate. Utilize knowledge of various courseware aids to help streamline the courseware development and facilitate the access to legacy and new courseware material. Current standards include, but are not limited to HTML 5.
* Assist in performing studies and analyses of various courseware systems and processes to enable AFSOC to continue to keep abreast of new standards, systems, and processes.
* Work with courseware developers to help develop, submit, and gain approval for Training Change Proposals (TCP). Make recommendations to the government on the validity of TCPs. Participate in TCP Review Boards and Monitor the TCP process to ensure completion of courseware requirements are on or ahead- of-schedule.
  + 1. **Configuration Management (CM) Analyst**

Provide Government assistance to ensure the ACTS contract deliverables are in accordance with contract requirements. The CM support individual will be capable to accomplish:

* Provide assistance in configuration, data engineering data management, and deficiency reporting requirements
* Assist to ensure the technical documentation (specifications, Interface Control Documents (ICDs), Acceptance Test Procedures (ATPs) and engineering drawings etc.) document the function, allocated, and product baselines including developing and administering adequate configuration baselines
* Participate, in an advisory role, in formal technical reviews of contract end items such as Preliminary Design Review (PDR), Critical Design Review (CDR), Production Readiness Reviews (PRRs), and chairs and conducts Data Requirements Review Boards (DRRBs.) C/DMers plan, organize, and co-chair Functional Configuration Audits (FCAs) Physical Configuration Audits (PCAs), Engineering Data Guidance Conferences, and In-Process Reviews
* Present accurate and timely configuration/data management requirements at meetings, technical reviews, and conferences.
* Assist the government lead to maintain engineering data management files
* Provide information/advisory assistance in evaluations of Engineering Change Proposals (ECPs), Requests for Deviations (RODs), Contract Change Proposals (CCPs), and Advance Change/Study Notices (ACSNs) for adequacy, completeness and compliance with directives

**Specialty Experience / Education Required** (See attachment 1)

* + 1. **Training Systems Analyst (Simulator Certification SME)**

Assists formulating, planning, and carrying out a variety of analyses and works as a team member on simulator certification (SIMCERT) for AFSOC aircrew training devices. Determines sources of data, plans, and conducts test(s) to validate aircrew training devices in accordance AFI 36-2251 and AFSOC’s SIMCERT program. Compiles, organizes, and analyzes the data to assist in authoring the final report.

**Specialty Experience Required** (See attachment 1)

* 1. MONTHLY STATUS REPORT: The MSR, at a minimum, will contain:
* Overview of Task Order
* Current month’s tasks completed for each location
* Next month’s planned actions
* Projected Travel (if any) and results of travel accomplished in the current month
* Challenges / Concerns / Recommended Corrective Actions
* List of personnel on task and estimated vacancy credit (in man-days)
  1. MULTIPLE CONTRACTED COMPANIES: Duties within this PWS require close coordination between active duty, DoD civilians, and other government contractors. The contractor will work with other contractors’ personnel onsite to accomplish the unit’s mission. If a Nondisclosure Agreement, Proprietary Information Agreement (PIA), or similar document is required, the contractor will work in good faith to rapidly sign documents so as not to disrupt training. This process must be included in the contractor’s transition plan.
  2. TRANSITION Describe your company’s transition plan for this effort. As a minimum, include your plan:
* A process to transition the current workforce members who meet the qualifications for this effort
* A plan to recruit, hire, train, and retain new personnel
* Your company’s historical ability to recruit, hire, train, and retain personnel for task orders/contracts with personnel located at multiple locations
  1. PERSONNEL
     1. Resumes: Resumes are required as indicated below. Names are permitted on the resume and the resumes shall not exceed 2 pages. Resumes do not count towards the total technical page count and should be an attachment to the technical portion of the proposal. Resume approval: The Contractor shall provide the Government contracting officer the written resume of support nominees. The Government contracting officer will provide the nominee’s resume to the COR for routing and approval. The Government contracting officer will then provide the contractor the Government’s official response. LOIs in accordance with the RFP and the below resumes required with the initial proposal are:
* Program Management: Wright Patterson AFB, OH and Hurlburt Field, FL
* Principal Engineer: Hurlburt Field, FL
* Senior Cybersecurity: Wright Patterson AFB, OH
  + 1. The following personnel are considered key and require 5 workdays advance notice before removing or changing status of personnel in these positions:
* Program Management
* Principal Engineer
* Senior Cybersecurity
  1. TEAM MAKE-UP & PLACE OF PERFORMANCE
* Program Management: (1) Wright-Patterson AFB, OH and (1) Hurlburt Field, FL
* Principal Engineer: (1) Hurlburt Fld, FL
* Engineer: (1) Hurlburt Fld
* Simulator Certification SME: (1) Hurlburt Fld, FL
* Senior Cybersecurity: (1) Wright-Patterson AFB, OH
* Senior Engineer: (1) Wright-Patterson AFB, OH
* Flight Training Courseware Support: (1) Contractor Site
* Configuration Management Analyst: (1) Wright-Patterson AFB, OH
  1. TASK STATUS: The contractor shall keep the AFSOC A3TS Branch Chief, Contracting Officer’s Representatives (CORs), and others as designated by the HQ AFSOC/A3T, informed of task status and progress by regular correspondence or meetings.
  2. DELIVERABLES: The contractor shall provide the following:

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| --- | --- | --- | --- | --- | --- | --- |
| **CDRL** | **TITLE** | **DATE of 1st Submission** | As of Date | **Date of Subsequent Submission** | **DIST** | **Copies** |
| *A001* | *Monthly Status Report* | *45 days after award* | *End of ea Month* | *15th of ea Month* | *HQ AFSOC A3TS, COR,*  *765 SCONF* | *1 each* |
| *A002* | *Trip Reports* | *As required* | *As required* | *10 days after travel completion* | *HQ AFSOC A3TS, COR,*  *765 SCONF* | *1 each* |
| *A003* | *Semi-Annual Program Management Review (PMR)* | *Bi-Annual* | *As required* | *Contract Start Date plus 6 months* | *HQ AFSOC A3TS, COR,*  *765 SCONF* | *1 each* |

2.9SERVICE SUMMARY (SS):Service requirements for this Task Order are summarized into performance outcomes that relate directly to mission essential items. The performance thresholds describe the minimum acceptable levels of service. These thresholds are critical to mission success and acceptable (satisfactory) performance.

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| **SS #** | **Performance Objective** | **PWS Para #** | **Performance Threshold**  **(to receive Satisfactory Rating)** |
| SS 1 | Provide fully qualified personnel on day one of the task order; and minimal turnover of key personnel | 2.1 and 2.5 | Not have turnover of greater than 1 key personnel per year |
| SS 2 | Turn in required reports in timely manner | 2.8 | 95% reports on time with zero major grammatical errors |
| SS 3 | Classified material handling and exposure | 1.1 | No security incidents |

1. **GOVERNMENT FURNISHED PROPERTY AND EQUIPMENT** 
   1. GOVERNMENT PROVIDED EQUIPMENT/OFFICE: The government shall provide desks, workspace, utilities, electrical power hookups, personal computers, telephone access, administrative supplies for on-site personnel, printer availability, CSE small toolsets, availability to use safes, and all audiovisual projection equipment. Contractor personnel must follow the standard facility rules and regulations required of government personnel.
   2. OTHER EQUIPMENT/SERVICES: The Government will furnish or make available to the contractor any documentation/training deemed necessary by the Government to accomplish this task. The Government will provide training for new/additional systems acquired by the Government post-award. Employees must possess required certifications/qualifications prior to working onsite. The Government will not provide initial training for contractor employees.
2. **GENERAL INFORMATION** 
   1. SCHEDULE. The period of performance of this task order consists of a base one year period and four (4)-12 month option periods.
   2. DATA. The Government has unlimited rights to all deliverables of this Task Order. Specific contract efforts and accomplishments under this Task Order shall be included in the applicable CDRL(s) listed above.
   3. MANAGEMENT
      1. Functional Director (FD). The FD for this Task Order is the HQ AFSOC/A3T, Hurlburt Field, FL 32544-5000.
         1. Contracting Officer Representatives (CORs). A3TS will perform COR duties as assigned by the FD. Program Management Function/COR: AFSOC A3TS, HQ AFSOC A3TS, Hurlburt Field, FL, 32544-5000. Telephone: Commercial: (850) 884-5773 or DSN: 579-5773.
   4. TRAVEL. Travel outside the local area may be required to support the requirements of this task order. All travel must be directed and approved in advance by the COR on a Letter of Identification (LOI form provided by Government), and shall not exceed the travel line item funding for this requirement. Travel shall be reimbursed in accordance joint travel regulation. Contractor personnel are not authorized to travel on Government invitational travel orders. Provide trip reports IAW paragraph 2.8, Deliverables.
   5. SECURITY INSTRUCTIONS. Contractor personnel will have a minimum of a SECRET clearance at the start of performance. Refer to the DD Form 254 prepared for this requirement for additional security requirements.
   6. DUTY INFORMATION. The contractor's work hours and place of performance are listed below.
      1. Place of Performance: There are three places of performance for this task order:

* Hurlburt Field, FL
* Wright-Patterson AFB, OH
* Contractor Site (for Courseware Support Only)
  + 1. Normal Duty Hours: Mon through Fri from 0730 - 1630 hours (includes 1 hour for lunch). Support required outside normal duty hours may be required. These hours worked will make up the 40 hour work week and not in addition to the 40 hour work week. Overtime must be authorized by the PM/COR.
  1. ESSENTIAL SERVICES. The services under this task order are not essential for performance during crisis according to DODI 3020.37.

1 Attachment: Education and Experience Requirements

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| NO. | **Duty Description** | **Minimum Requirements** |
| 1 | Program Management Support (PM support) | * 10 years working as an acquisition Program Manager in a DoD/military environment * 7 years working as a training systems Program Manager performing acquisition duties in a DoD/military environment * Proven ability to provide technical inputs to multiple (10) weapon systems training devices at multiple locations * Proven ability to provide technical inputs to multiple (minimum 5 disparate) weapon system training devices * Highly Recommended: 5 years working as a USAF aircraft maintenance manager |
| 2 | Principal Flight Simulator Engineer | * Master’s Degree in electrical, systems, or aeronautical engineering from an Accreditation Board for Engineering and Technology (ABET)-accredited educational program * 15 years aircraft engineering experience * 15 years training systems engineering and acquisition experience in the required training systems task areas * Proven ability to provide technical inputs to multiple (10) weapon systems training devices at multiple locations * Proven ability to provide technical inputs to multiple (minimum 5 disparate) weapon system training devices * Senior system engineering level of integration of devices and Configuration Management history * Proven ability of full fleet knowledge: semi-automated forces (SAF); models; aeronautical data; offensive and defensive systems integration; eye-point calculations; and HUD integration |
| 3 | Flight Simulator Engineer(s) | Engineer(s)   * Bachelor’s Degree in electrical, systems, or aeronautical engineering from an Accreditation Board for Engineering and Technology (ABET)-accredited educational program * 10 years aircraft engineering experience * 7 years training systems engineering and acquisition experience in the required training systems task areas   Senior Engineer   * Bachelor’s Degree in electrical, systems, or aeronautical engineering from an Accreditation Board for Engineering and Technology (ABET)-accredited educational program * 15 years aircraft engineering experience * 10 years training systems engineering and acquisition experience in the required training systems task areas * Senior system engineering level of integration of devices and Configuration Management history |
| 4 | Senior Cybersecurity | * Master’s Degree in a scientific or management curriculum * Five years of working Cybersecurity requirements/issues on DoD training systems * Experience developing and/or reviewing the Air Force Cybersecurity documentation required for the Air Force Cybersecurity managers * Trained and experienced in the Enterprise Mission Assurance Support Service (eMASS) and Enterprise Information Technology Data Repository (EITDR) * Must have IAM Level III IAW DOD Approved 8570 Certifications |
| 5 | Flight Training Courseware Support  (Contractor Site) | * Bachelor’s Degree in a Scientific or Management Specialty * 10 years working in Air Force aircrew training positions on Air Force training systems * 5 years working with Air Force aircrew training courseware * Expert in Instructional Systems Design (ISD) processes which includes courseware requirement reviews, various working groups and program management reviews * Understands and has experience in analyzing Training Systems Analysis (TSA) efforts for system modifications and emerging training requirements * Working knowledge of KeneXa LMS and KeneXa LCMS * 4 years of experience working a Training Change Process (courseware change requests) |
| 6 | SIMCERT SME | * 10 years of experience in USAF aircraft as a rated crewmember or flight engineer * Prior instructor/evaluator in USAF aircraft (preferably within AFSOC) * Experience in conducting SIMCERTs (preferably on AFSOC training devices) |
| 7 | Configuration Management Analyst | * 3 years establishing/maintaining contract data requirements for complex programs (complex programs means review and acceptance recommendation of over 15 CDRLS/month) * Documented/proven ability to interact with internal and external customers while demonstrating diplomatic, convincing and professional behavior to promote effective working relationships |