AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) — RATING: DX-C9

2. CONTRACT (Proc. Inst. Ident.) NO.: HQ0006-04-C-0011-P00023

3. EFFECTIVE DATE: 17 May 2004

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.: SEE SCHEDULE

5. ISSUED BY — CODE HQ0006
MISSILE DEFENSE AGENCY (MDA)
7100 DEFENSE PENTAGON
WASHINGTON DC 20301-7100

6. ADMINISTERED BY (If other than Item 5) — CODE
See Item 5

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, state and zip code)
SIGCOM, INC.
(b)(4)
4230 BEECHWOOD DRIVE
GREENSBORO NC 27410

8. DELIVERY
[ ] FOB ORIGIN [X] OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: ITEM Block 12

CODE 0N699 — FACILITY CODE

11. SHIP TO/MARK FOR — CODE
See Schedule

12. PAYMENT WILL BE MADE BY — CODE HQ0105
DFAS-INDIANAPOLIS CENTER
8899 EAST 56TH STREET
ATTN: DFAS-FFV/IS
INDIANAPOLIS IN 46249-1500

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
[X] 10 U.S.C. 2304(c)(1) [ ] 41 U.S.C. 253(c)( )

14. ACCOUNTING AND APPROPRIATION DATA
See Schedule

15A. ITEM NO.	15B. SUPPLIES/ SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	SEE SCHEDULE				

15G. TOTAL AMOUNT OF CONTRACT $12,897,881.12

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. [X] CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 3 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. [ ] AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print)

20A. NAME AND TITLE OF CONTRACTING OFFICER
PENELOPE B. RUSSELL / CONTRACTING OFFICER
TEL: 703-882-6528 EMAIL: Penelope.Russell@mda.mil

19B. NAME OF CONTRACTOR
BY _____
(Signature of person authorized to sign)

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA
BY Penelope B Russell
(Signature of Contracting Officer)

20C. DATE SIGNED 18-May-2004

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

Video Teleconferencing Capabilities- VTC

CPAF

Support MDA/IO by providing services required for management, engineering, systems integration, operation, maintenance and technical support services for MDA VTC in accordance with Attachment 1, Statement of Objectives (SOO). (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)

FOB: Destination

ESTIMATED COST	(b)(4)
BASE FEE	
SUBTOTAL EST COST + BASE	
MAX AWARD FEE	
TOTAL EST COST + FEE	

ACRN AA
ACRN AB

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

Other Direct Costs

COST

Other Direct Costs (ODCs) to support CLIN 0001 in accordance with Attachment 1, SOO. (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)

FOB: Destination

ESTIMATED COST	(b)(4)

ACRN AA
ACRN AB

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Contract Data Requirements lists (CDRLs)		Lot		
CPAF	Provide data and reports for CLIN 0001 in accordance with the Contract Data Requirements List, DD Form 1423-1 (Exhibit A) NOT SEPARATELY PRICED (NSP)				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

VTC Special Tasks
FFP
Special Tasks to Support MDA/IO operation of the VTC as required in accordance with special task assignments as issued. EFFORTS PERFORMED UNDER THIS CLIN ARE EXCLUDED FROM THE AWARD FEE POOL.
FOB: Destination

NET AMT (b)(4)

ACRN AA
ACRN AB

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005			Lot		

Award Fee Reserve

COST

This CLIN obligates funds potentially required to cover the Award Fee Pool for the current performance period. THE CONTRACTOR IS NOT AUTHORIZED TO INVOICE AGAINST THIS CLIN. NO PAYMENTS SHALL BE MADE AGAINST THIS CLIN.

ESTIMATED COST $0.00

ACRN AA $0.00
ACRN AB (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0101		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

EXERCISED OPTION

Video Teleconferencing Capabilities- VTC

CPAF

Support MDA/IO by providing services required for management, engineering, systems integration, operation, maintenance and technical support services for MDA VTC in accordance with Attachment 1, Statement of Objectives (SOO). (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)

FOB: Destination

ESTIMATED COST (b)(4)

BASE FEE

SUBTOTAL EST COST + BASE

MAX AWARD FEE

TOTAL EST COST + FEE

ACRN AA
ACRN AC
ACRN AG
ACRN AJ

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
010101					

INCREMENTAL FUNDING FOR CLIN 0101
COST
FCR 60063-Amend 2
FOB: Destination
PURCHASE REQUEST NUMBER: IO9FS960063AMENDMENT2

ESTIMATED COST $0.00

ACRN AR (b)(4)
CIN: IO9FS960063AMENDMENT20001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0102		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

EXERCISED OPTION

Other Direct Costs
COST
Other Direct Costs (ODCs) to support CLIN 0001 in accordance with Attachment 1, SOO. (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)
FOB: Destination

ESTIMATED COST (b)(4)

ACRN AH (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
010201					

Incremental Funding for CLIN 0102
COST
FOB: Destination

ESTIMATED COST (b)(4)

ACRN AH (b)(4)
CIN: 000000000000000000000000000000

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
010202					

INCREMENTAL FUNDING FOR CLIN 0102
COST
FCR 60110
FOB: Destination
PURCHASE REQUEST NUMBER: IO9FS960110AMENDMENT3

ESTIMATED COST $0.00

ACRN AQ
CIN: IO9FS960110AMENDMENT30001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0103	Contract Data Requirements Lists (CDRLs)		Lot		

CPAF Provide data and reports for CLIN 0001 in accordance with the Contract Data Requirements List, DD Form 1423-1 (Exhibit A) NOT SEPARATELY PRICED (NSP)

EXERCISED OPTION

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0104		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

EXERCISED OPTION

VTC Special Tasks
FFP
Special Tasks to Support MDA/IO operation of the VTC as required in accordance with special task assignments as issued. EFFORTS PERFORMED UNDER THIS CLIN ARE EXCLUDED FROM THE AWARD FEE POOL.
FOB: Destination

NET AMT (b)(4)

ACRN AB (b)(4)
ACRN AD
ACRN AE
ACRN AF
ACRN AJ
ACRN AK
ACRN AL

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
010401					

INCREMENTAL FUNDING FOR CLIN 0104
FFP
FCR 60943-Amend 1
FOB: Destination
PURCHASE REQUEST NUMBER: IO9FS960943AMENDMENT1

NET AMT $0.00

ACRN AK (b)(4)
CIN: IO9FS960943AMENDMENT10001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0105					

EXERCISED OPTION

Award Fee Reserve

COST

This CLIN obligates funds potentially required to cover the Award Fee Pool for the current performance period. THE CONTRACTOR IS NOT AUTHORIZED TO INVOICE AGAINST THIS CLIN. NO PAYMENTS SHALL BE MADE AGAINST THIS CLIN.

ESTIMATED COST $0.00

ACRN AA (b)(4)
ACRN AF

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0201		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

EXERCISED OPTION

Video Teleconferencing Capabilities- VTC

CPAF

Support MDA/IO by providing services required for management, engineering, systems integration, operation, maintenance and technical support services for MDA VTC in accordance with Attachment 1, Statement of Objectives (SOO). (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)

FOB: Destination

ESTIMATED COST (b)(4)

BASE FEE

SUBTOTAL EST COST + BASE

MAX AWARD FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020101					

Funding for CLIN 0201

FOB: Destination
PURCHASE REQUEST NUMBER: IO9CMS62423BASIC

NET AMT

ACRN AM
CIN: IO9CMS62423BASIC0001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020102					

Award Fee Funding- Period 4
COST
FCR 63448
FOB: Destination
PURCHASE REQUEST NUMBER: IO9CMS63448BASIC

ESTIMATED COST $0.00

ACRN AS
CIN: IO9CMS63448BASIC0001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020103					

INCREMENTAL FUNDING FOR CLIN 0201

FOB: Destination
PURCHASE REQUEST NUMBER: D09CMS70085BASIC

NET AMT

ACRN AT
CIN: D09CMS70085BASIC0001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0202		(b)(4)	Dollars, U.S.	$1.00	(b)(4)

EXERCISED OPTION

Other Direct Costs

COST

Other Direct Costs (ODCs) to support CLIN 0001 in accordance with Attachment 1, SOO. (The CLIN quantity equals the cost plus base & award fee value of the CLIN in order to facilitate invoicing and subsequent payment.)

FOB: Destination

ESTIMATED COST (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020201					

Funding for CLIN 0202

FOB: Destination
PURCHASE REQUEST NUMBER: IO9CMS62424BASIC

NET AMT

ACRN AN
CIN: IO9CMS62424BASIC0001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020202					

Funding for CLIN 0202
FFP
FCR 62423
FOB: Destination

NET AMT $0.00

ACRN AM
CIN: 000000000000000000000000000000

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020203					

Funding for CLIN 0202
FFP
FCR 62424
FOB: Destination

NET AMT $0.00

ACRN AN
CIN: 000000000000000000000000000000

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020204					

INCREMENTAL FUNDING FOR CLIN 0202

FOB: Destination
PURCHASE REQUEST NUMBER: DO9CMS70086BASIC

NET AMT

ACRN AU
CIN: DO9CMS70086BASIC0001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0203	Contract Data Requirements Lists (CDRLs)		Lot		
CPAF	Provide data and reports for CLIN 0001 in accordance with the Contract Data Requirements List, DD Form 1423-1, (Exhibit A) NOT SEPARATELY PRICED (NSP)				

EXERCISED OPTION

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0204		(b)(4)	Dollars, U.S.	$1.00	(b)(4)
EXERCISED OPTION	VTC Special Tasks FFP Special Tasks to Support MDA/IO operation of the VTC as required in accordance with special task assignments as issued. EFFORTS PERFORMED UNDER THIS CLIN ARE EXCLUDED FROM THE AWARD FEE POOL. FOB: Destination				

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
020401				$0.00	
	Funding for CLIN 0204 FFP FOB: Destination PURCHASE REQUEST NUMBER: IO9WMF62695BASIC				

NET AMT $0.00

ACRN AP (b)(4)
CIN: IO9WMF62695BASIC0001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0205 EXERCISED OPTION	Award Fee Reserve COST This CLIN obligates funds potentially required to cover the Award Fee Pool for the current performance period. THE CONTRACTOR IS NOT AUTHORIZED TO INVOICE AGAINST THIS CLIN. NO PAYMENTS SHALL BE MADE AGAINST THIS CLIN.				
				ESTIMATED COST	$0.00

SUPPLIES/SERVICES

B-2 ESTIMATED COST AND FIXED FEE (JAN 2003)

The total estimated cost, fixed fee, award fee and fixed price of this contract, including all options that may be exercised by the Government, are:

Fixed Price	(b)(4)
Estimated Cost:	
Base Fee:	
Award Fee	
Estimated Cost-Plus-Award-Fee:	

Section C - Descriptions and Specifications

DESCRIPTION AND SPECIFICATION

C-1 SCOPE OF WORK (JAN 2003)

The Contractor shall perform the work specified in the SOO or other Attachments and Exhibits in Section J of this contract.

C-2 REPORTS AND OTHER DELIVERABLES (JAN 2003)

a. The Contractor shall submit all reports and other deliverables in accordance with the delivery schedule set forth in Section F, and the attached Contract Data Requirements Lists, DD Form 1423-1.

b. Technical reports delivered by the Contractor in the performance of the contract shall be considered Technical Data, as defined in DFARS 252.227-7013, "Rights in Technical Data -- Noncommercial Items."

c. Bulky reports shall be mailed by other than first-class mail unless the urgency of submission requires use of first-class mail. In this situation, one copy shall be mailed first-class and the remaining copies forwarded by less than first-class.

d. The following information shall be provided with all reports. However, if the report incorporates a MDA logo or letterhead, this information will be provided on a severable cover sheet and not on the same sheet of paper as the MDA logo or letterhead.

CONTRACT NUMBER	NAME OF CONTRACTOR
CONTRACT EXPIRATION DATE AND TOTAL DOLLAR VALUE	CONTRACTOR'S PROJECT DIRECTOR AND PHONE NUMBER
SHORT TITLE OF CONTRACT WORK	GOVERNMENT SPONSOR

e. All reports generated under this contract will contain the following disclaimer statement on the cover page:

"The views, opinions, and findings contained in this report are those of the author(s) and should not be construed as an official Department of Defense position, policy, or decision, unless so designated by other official documentation."

f. Except as provided by the Contract Data Requirements List, DD Form 1423-1, Exhibit A, and the Contract Security Classification Specification, DD Form 254, the distribution of any contract report in any stage of development or completion is prohibited without the approval of the Contracting Officer.

Section D - Packaging and Marking

PACKING AND MARKING

D-1 PACKAGING AND MARKING OF TECHNICAL DATA (JAN 2003)

Technical data items shall be preserved, packaged, packed, and marked in accordance with the best commercial practices to meet the packaging requirements of the carrier and insure safe delivery at destination.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
0004	N/A	N/A	N/A	Government
0005	N/A	N/A	N/A	Government
0101	N/A	N/A	N/A	Government
010101	N/A	N/A	N/A	Government
0102	N/A	N/A	N/A	Government
010201	N/A	N/A	N/A	Government
010202	N/A	N/A	N/A	Government
0103	N/A	N/A	N/A	Government
0104	N/A	N/A	N/A	Government
010401	N/A	N/A	N/A	Government
0105	N/A	N/A	N/A	Government
0201	N/A	N/A	N/A	Government
020101	N/A	N/A	N/A	Government
020102	N/A	N/A	N/A	Government
020103	N/A	N/A	N/A	Government
0202	N/A	N/A	N/A	Government
020201	N/A	N/A	N/A	Government
020202	N/A	N/A	N/A	Government
020203	N/A	N/A	N/A	Government
020204	N/A	N/A	N/A	Government
0203	N/A	N/A	N/A	Government
0204	N/A	N/A	N/A	Government
020401	N/A	N/A	N/A	Government
0205	N/A	N/A	N/A	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
252.246-7000	Material Inspection And Receiving Report	MAR 2003

INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE (JAN 2003)

Final inspection and acceptance of the work called for herein shall be by the Contracting Officer's Representative at:

Office of the Secretary of Defense
Missile Defense Agency, MDA/IO
7100 Defense Pentagon
Washington, DC 20301-7100

E-2 **MATERIAL INSPECTION AND RECEIVING REPORT AND CONTRACTING OFFICER'S REPRESENTATIVE - APPLICABLE TO CLIN 0004 AND RESPECTIVE CLINs FOR EACH OPTION YEAR ONLY**

a. Material Inspection and Receiving Report - At the time of each delivery of supplies or services under CLIN 0004 (and associated options CLINs) of this contract, the Contractor shall prepare and forward to the Government a Material Inspection and Receiving Report in the manner and to the extent required by DoD FAR Supplement (DFARS) Appendix F, "Material Inspection and Receiving Report." NOTWITHSTANDING THE PROVISION OF DFARS APPENDIX F, THE CONTRACTOR SHALL MAKE THE FOLLOWING MINIMUM DISTRIBUTION: FOUR (4) COPIES TO THE CONTRACTING OFFICER'S REPRESENTATIVE FOR FURTHER DISTRIBUTION IN ACCORDANCE WITH PARAGRAPH B, CONTRACTING OFFICER'S REPRESENTATIVE BELOW. In case of rental or maintenance contracts, a separate report shall be distributed at the time each invoice is submitted for payment.

b. The Procuring Contracting Officer (PCO) will assign the Contracting Officer's Representative (COR) at the time of contract issuance. The COR will pre-certify invoices and execute the receiving report(s), (Items 21 and 22 of the DD Form 250) required by this contract as verification that the specified supplies have been delivered. The COR will distribute the signed receiving reports as follows:

(1) Copy to the Paying Office (with invoice)
(1) Copy to the Contracting Officer
(1) Copy to the COR's File
(1) Copy to the Contractor

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 17-MAY-2004 TO 16-MAY-2005	N/A	N/A FOB: Destination	
0002	POP 17-MAY-2004 TO 16-MAY-2005	N/A	N/A FOB: Destination	
0003	POP 17-MAY-2004 TO 16-MAY-2005	N/A	N/A FOB: Destination	
0004	POP 17-MAY-2004 TO 16-MAY-2005	N/A	N/A FOB: Destination	
0005	POP 17-MAY-2004 TO 16-MAY-2005	N/A	N/A FOB: N/A	
0101	POP 17-MAY-2005 TO 16-MAY-2006	N/A	N/A FOB: Destination	
010101	N/A	N/A	N/A	N/A
0102	POP 17-MAY-2005 TO 16-MAY-2006	N/A	N/A FOB: Destination	
010201	N/A	N/A	N/A	N/A
010202	N/A	N/A	N/A	N/A
0103	POP 17-MAY-2005 TO 16-MAY-2006	N/A	N/A FOB: Destination	
0104	POP 17-MAY-2005 TO 16-MAY-2006	N/A	N/A FOB: Destination	
010401	N/A	N/A	N/A	N/A
0105	POP 17-MAY-2005 TO 16-MAY-2006	N/A	N/A FOB: N/A	
0201	POP 17-MAY-2006 TO 16-MAY-2007	N/A	N/A FOB: Destination	
020101	N/A	N/A	N/A	N/A
020102	N/A	N/A	N/A	N/A

020103	N/A	N/A	N/A	N/A
0202	POP 17-MAY-2006 TO 16-MAY-2007	N/A	N/A FOB: Destination	
020201	N/A	N/A	N/A	N/A
020202	N/A	N/A	N/A	N/A
020203	N/A	N/A	N/A	N/A
020204	N/A	N/A	N/A	N/A
0203	POP 17-MAY-2006 TO 16-MAY-2007	N/A	N/A FOB: Destination	
0204	POP 17-MAY-2006 TO 16-MAY-2007	N/A	N/A FOB: Destination	
020401	N/A	N/A	N/A	N/A
0205	POP 17-MAY-2006 TO 16-MAY-2007	N/A	N/A FOB: N/A	

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	OCT 2000
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

DELIVERIES OR PERFORMANCE

F-1 DELIVERY SCHEDULE/PERIOD OF PERFORMANCE (JAN 2003)

a. The Contractor shall accomplish the work required by CLINs 0001, 0002, 0003 and 0004 to support MDA/IO by providing services for management, engineering, systems integration, operations, maintenance and technical support services for MDA for a period of one year after the effective date of the contract.

b. In the event the Government exercises Option 1, in accordance with Special Provision, "Exercise of Options," the Contractor shall accomplish the work required by CLINs 0101, 0102, 0103 and 0104 for the SOO during the twelve-months period commencing from the effective date of Option 1.

c. In the event the Government exercises Option 2, in accordance with Special Provision, "Exercise of Options," the Contractor shall accomplish the work required by CLINs 0201, 0202, 0203 and 0204 for the SOO during the twelve-months period commencing from the effective date of Option 2.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 9740400.2520 40603890C 2566 012123 BMDO0145252138
AMOUNT: (b)(4)

AB: 9750400.2520 40603890C 2545 012123 BMDO0146935520
AMOUNT: (b)(4)

AC: 1750400.2520 40603890C 2525 012123 BMDO0155229922
AMOUNT: (b)(4)

AD: 9740400.2520 40603890C 2525 012123 BMDO0155360203
AMOUNT: (b)(4)

AE: 9740400.2520 40603890C 2525 012123 BMDO0155360202
AMOUNT: (b)(4)

AF: 9750400.2520 40603890C 2525 012123 BMDO0155239946
AMOUNT: (b)(4)

AG: 9760400.2520 BM 2520 40603890C00 255Y MD6010409C0063 620195 S12135
AMOUNT: (b)(4)

AH: 9760400.2520 BM 2520 40603890C00 255Y MD6010409C0110 620195 S12135
AMOUNT: (b)(4)
CIN 0000000000000000000000000000000: (b)(4)

AJ: 9760400.2520 6 BM 2520 40603890C00 2512 S12135 MD6010409C0944 620195
AMOUNT: (b)(4)

AK: 9760400.2520 6 BM 2520 40603890C00 255Y S12135 MD6010409C0943 620195
AMOUNT: (b)(4)
CIN IO9FS960943AMENDMENT10001: (b)(4)

AL: 9750400.2520 5 BM 2520 40603890C00 255Y S12135 MD5010409C0423 520307
AMOUNT: (b)(4)

AM: 9760400.2520 6 BM 2520 40603890C00 2512 S12135 MD6010409C2423 620195
AMOUNT: (b)(4)
CIN 0000000000000000000000000000000: (b)(4)
CIN IO9CMS62423BASIC0001: (b)(4)

AN: 9760400.2520 6 BM 2520 40603890C00 2512 S12135 MD6010409C2424 620195
AMOUNT: (b)(4)
CIN 0000000000000000000000000000000: (b)(4)
CIN IO9CMS62424BASIC0001: (b)(4)

AP: 9760400.2520 6 BM 2520 40603890C00 255Y S12135 MD6010409C2695 620195
AMOUNT: (b)(4)
CIN IO9WMF62695BASIC0001: (b)(4)

AQ: 9760400.2520 6 BM 2520 40603890C00 255Y S12135 MD6010409C0110 620195
AMOUNT: (b)(4)
CIN IO9FS960110AMENDMENT30001: (b)(4)

AR: 9760400.2520 6 BM 2520 40603890C00 2512 S12135 MD6010409C0063 620195

AMOUNT: (b)(4)
CIN IO9FS960063AMENDMENT20001: (b)(4)

AS: 9760400.2520 6 BM 2520 40603890C00 252A S12135 MD6010409C3448 620195
AMOUNT: (b)(4)
CIN IO9CMS63448BASIC0001: (b)(4)

AT: 9770400.2520 7 BM 2520 40603890C00 252B S12135 MD7010409C0085 72H025
AMOUNT: (b)(4)
CIN D09CMS70085BASIC0001: (b)(4)

AU: 9770400.2520 7 BM 2520 40603890C00 252B S12135 MD7010409C0086 72H025
AMOUNT: (b)(4)
CIN DO9CMS70086BASIC0001: (b)(4)

CONTRACT ADMINISTRATION DATA

v

G-1 CONTRACT ADMINISTRATION (JAN 2003)

The Contract Administration Office is indicated on the cover page of the award document. No changes, deviations, or waivers shall be effective without a modification of the contract executed by the Contracting Officer or his duly authorized representative authorizing such changes, deviations, or waivers.

G-2 IDENTIFICATION OF CORRESPONDENCE (JAN 2003)

All correspondence and data submitted by the Contractor under this contract shall reference the contract number.

G-3 TAXPAYER IDENTIFICATION NUMBER (TIN) (JAN 2003)

The Contractor's TIN is (b)(4) This number shall appear in the space identifying the Contractor in the appropriate blocks of contract forms and billing submittals.

G-4 PATENT INFORMATION (JAN 2003)

Patent information, in accordance with FAR 52.227-11, "Patent Rights -- Retention by the Contractor (Short Form)," or FAR 52.227-12, "Patent Rights -- Retention by the Contractor (Long Form)," shall be forwarded through the Procuring Contracting Officer to:

Office of the Secretary of Defense
Missile Defense Agency, MDA/GC
7100 Defense Pentagon
Washington, DC 20301-7100

G-5 SUBMISSION OF VOUCHERS (JAN 2003)

1. Applicable to CLINs 0001, 0002 and 0003 (and respective CLINs for each option year) only.

a. The Contractor's vouchers for costs incurred shall be submitted in accordance with DCAA procedures for review and provisional approval. These instructions may be found at http://www.dcaa.mil, DCAA Publications, Information for Contractors, DCAAP 7641.90, Chapter 5.

b. Contractors approved under DCAA's direct billing program may submit the first and subsequent interim vouchers directly to the disbursing office. Contractors participating in the direct billing program must provide a copy of the first interim voucher to the cognizant DCAA office within five days of its submission to the

disbursing office. The final completion voucher must still be submitted to the cognizant DCAA office.

c. Final payment shall be made in accordance with FAR 52.216-7, "Allowable Cost and Payment." The Contractor shall establish compliance with all terms of the contract by submitting a signed copy of the Material Inspection and Receiving Report (DD Form 250) or Letter of Transmittal, as applicable.

2. Applicable to CLIN 0004 (and respective CLINs for each option year) only.

Invoices shall be submitted monthly through the COR for payment and shall clearly identify:

(1) Government contract number.
(2) Period of performance.
(3) Task Description.
(4) Amount due by CLIN.

3. THE CONTRACTOR IS NOT AUTHORIZED TO INVOICE AGAINST CLINs 0005, 0105 OR 0205. NO PAYMENTS SHALL BE MADE AGAINST CLIN s 0005, 0105 OR 0205.

G-6 REMITTANCE ADDRESS (JAN 2003)

Payment of invoices furnished by the Contractor shall be sent to the following address:

(b)(4)

The following information is provided pursuant to FAR 52.232-33, "Payment by Electronic Funds Transfer - Central Contractor Registration," Contract Section I (if applicable):

(b)(4)

(b)(4)

G-7 ALLOTMENT OF FUNDS (SEP 2002)

a. Pursuant to FAR 52.232-22, "Limitation of Funds," the total amount of funds presently available for payment and allotted to this contract (which covers all items, including fee payable), and the estimated period of performance said funds cover, are as follow:

Base:	CLIN 0001:	(b)(4)
	CLIN 0002:	
	CLIN 0004:	
	CLIN 0005:	
	Total Base Funding:	
Option Yr 1:	CLIN 0101	
	CLIN 0102	

	CLIN 0104	(b)(4)
	CLIN 0105	
	Total Option Yr 1 Funding:	
Option Yr 2:	CLIN 0201	
	CLIN 0202	
	CLIN 0204	
	Total Option Yr 2 Funding:	
	TOTAL FUNDED TO DATE:	

b. Pursuant to DFARS 252.232-7007, "Limitation Of Government's Obligation," the total amount of funds presently available for payment and allotted to this contract (which covers all items, including fee payable), and the estimated period of performance said funds cover, are as follow:

Base:	CLIN 0001:	(b)(4)
	CLIN 0002:	
	CLIN 0004:	
	CLIN 0005:	
Option Yr 1:	CLIN 0101	
	CLIN 0102	
	CLIN 0104	
	CLIN 0105	
Option Yr 2:	CLIN 0201	
	CLIN 0202	
	CLIN 0204	
	TOTAL FUNDED TO DATE:	

c. The total amount of funds presently allotted to this contract BUT NOT AVAILABLE FOR PAYMENT, are as follows:

CLIN 0005: (b)(4)

CLIN 0105 (b)(4)

G-8 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS (JAN 2003)

CLIN(s) 0001, 0002, and 0003, and associated Option CLIN(s), may be funded by multiple accounting classifications. The Contractor shall segregate cost and submit vouchers as required by provision G-5. The Defense Finance and Accounting Service (DFAS) shall make payments from those Accounting Classification Record Numbers (ACRNs) assigned each CLIN as described in provision G-10, Accounting and Appropriation Data.

G-9 PAYMENT OF BASE FEE

The Government will make payments to the Contractor when requested as work progresses in accordance with Federal Acquisition Regulation (FAR) 52.216-7. The Contractor shall invoice the fee separately and submit such invoices to the MDA Contracting Officer's Representative (COR) for verification of the percentage of work performed for the billing period. Each invoice for fee shall contain a statement by the Contractor as to the cumulative percentage of work performed and the cumulative percentage of fee invoiced. Fee shall be payable, subject to other provisions of FAR 52.216-8, "Fixed Fee," in amounts commensurate with the percentage of work performed. In no case shall the cumulative amount of the fee invoiced, when expressed as a percentage of the total fixed fee for the applicable CLIN, exceed the cumulative percentage of work performed for that CLIN (as verified by the MDA COR) at the end of the billing period.

G-10 PAYMENT OF PERFORMANCE AWARD FEE

In addition to the base fee paid for delivery of the level of effort ordered by the Government, the contract provides for the payment of an additional award fee based on the quality of the Contractor's performance. A performance award fee will only be earned for performance that is at a level greater than satisfactory in meeting contractual requirements. The award amount for the base contract and each option will be divided into fee pools for evaluation and payment of the award fee over consecutive six-month evaluation periods as described below.

a. An award fee amount of (b)(4) is established for the base contract. The evaluation periods, fee pools, and funds obligated against this contract for payment of the performance award fee for the base period (fee earned) will be recorded in this section as follows:

PERIOD	END DATE	FEE POOL	FEE EARNED	CUMULATIVE
1	30 NOV 04	(b)(4)	(b)(4)	(b)(4)
2	31 MAY 05			

b. The award fee amount for each option period, if exercised, is (b)(4) The evaluation periods, fee pools, and funds obligated against this contract for payment of the performance award fee for the option periods (fee earned) will be recorded in this section as follows:

OPTION #1:

PERIOD	END DATE	FEE POOL	FEE EARNED	CUMULATIVE
3	30 NOV 05	(b)(4)	(b)(4)	(b)(4)
4	31 MAY 06			

OPTION #2:

PERIOD	END DATE	FEE POOL	FEE EARNED	CUMULATIVE
5	30 NOV 06	(b)(4)		
6	31 MAY 07			

c. The award fee pool for Period 1 will be (b)(4) but the Government reserves the right to adjust successive award fee pools based on the planned effort for each period. However, the full award fee amount for the base and each option will be made available over the period of performance of the base and each option exercised.

d. The performance award fee will be determined in accordance with the Performance Award Fee Determination Plan (Attachment 5). The Performance Award Fee Review Board (PAFRB), consisting of a Chairman and other designated members, will periodically monitor the Contractor's performance. The evaluation cycle will consist of two reviews per contract year. The PAFRB will review and assess the Contractor's performance against the defined evaluation/performance criteria. The Contractor will be requested to provide the PAFRB with a self-assessment briefing on its performance and provide written documentation describing its performance for the period being evaluated. Upon conclusion of the evaluation and the Fee Determining Official's (FDO) decision, the Contractor will be notified of the results of the performance evaluation and will be provided guidance for the subsequent performance period, if deemed required by the Government.

e. The Contractor may submit vouchers for the performance award fee immediately upon receipt of the contract modification recording the performance award fee earned at subparagraphs a. and b. of this section. Funds available in the award fee pool of any evaluation period that are not earned will not be carried forward to the next period.

f. In accorda nce with FAR subsection 16.405-2, the determination of the performance award fee for an evaluation period shall be made unilaterally by the Government.

Section H - Special Contract Requirements

SPECIAL CONTRACT REQUIIREMENTS

H-1 RESERVED

H-2 SEGREGATION OF COSTS (JAN 2003)

For CLIN(s) 0001, 0002, and 0003 and their respective Option CLINs, vouchers shall contain actual hours and costs by cost element (cost elements shall be at the lowest level of identification/discrimination consistent with the Contractor's cost accounting system) and overall cumulative summaries of all work vouchered to date.

H-3 TRAVEL, TRAVEL COSTS, AND OTHER DIRECT COSTS (JAN 2003

a. Travel. All contractor travel (non-local) under this contract (other than extended commuting travel as defined under paragraph c. below) must be approved in advance in writing by the Contracting Officer's Representative (COR) using MDA Form 110 (dated March 2001).

b. Extended Commuting Travel.

(1) All contractor extended commuting travel under this contract must be approved by the COR AND BY THE PROCURING CONTRACTING OFFICER (PCO) using MDA Form 110 (dated March 2001). Such approval will be granted only after review and government acceptance of contractor documentation showing that extended commuting travel is the most effective means of fulfilling the government's requirements– cost and other factors considered.

(2) Extended commuting travel may be authorized for up to 90 days at a time and must be authorized in advance as stated in b. (1) above.

c. Definition: Extended Commuting Travel – is travel that occurs regularly in the performance of this contract where an individual or individuals travel back and forth from their normal place, or city of employment to another location or locations over a 30 day (or longer) period.

H-4 INSURANCE (JAN 2003)

The Contractor shall maintain the types of insurance and coverage listed below:

TYPES OF INSURANCE	MINIMUM AMOUNT
Workmen's Compensation and all occupational disease	As required by State law
Employer's Liability including all occupational disease when not covered by Workmen's Compensation above	$100,000 per accident
General Liability (Comprehensive) Bodily Injury per occurrence	$500,000
Automobile Liability (Comprehensive)	
Bodily Injury per person	$200,000
Bodily Injury per accident	$500,000
Property Damage per accident	$20,000

H-5 PUBLIC RELEASE OF INFORMATION (JAN 2003)

a. The policies and procedures outlined herein apply to information submitted by the Contractor and

his subcontractors for approval for public release. Prior to public release, all information shall be cleared as shown in the "*National Industrial Security Program Operations Manual*" (DoD 5220.22-M).

b. All public information materials prepared by the Contractor shall be submitted to the MDA (see paragraph e. below) for clearance prior to release. These materials include but are not limited to, technical papers, and responses to news queries which relate to a Contractor's work under this contract.

c. However, once information has been cleared for public release, it does not have to be cleared again for later use. The information shall be used in its originally cleared context.

d. The MDA Director for External Affairs is responsible for processing Contractor-originated material for public release.

e. All material to be cleared shall be sent to:

Office of the Secretary of Defense
Missile Defense Agency, MDA/DC
7100 Defense Pentagon
Washington, DC 20301-7100

Subcontractor proposed public releases shall be submitted for approval through the prime Contractor.

f. The Contractor shall submit the material proposed for public release to the above addressee by a letter of transmittal which states: (1) to whom the material is to be released; (2) the desired date for public release; (3) that the material has been reviewed and approved by officials of the Contractor, or the subcontractor, for public release; (4) the contract number and the applicable COR.

g. Two (2) copies of each item, including written material, photographs, drawings, "dummy layouts" and the like shall be submitted at least six (6) weeks in advance of the proposed release date.

h. The items submitted must be complete. Photographs shall have captions.

i. Abbreviated materials or abstracts may be submitted if the intent is to determine the feasibility of going further in preparing a complete paper for clearance. However, final approval for release or disclosure of the material cannot be given on the basis of abstracts.

j. Outlines or rough drafts will not be cleared.

k. Materials submitted to MDA for release purposes shall be void of all Contractor logos or other attributions to the Contractor.

H-6 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) (JAN 2003)

a. Purpose: The primary purpose of this clause is to aid in ensuring that:

(1) the Contractor's objectivity and judgment are not biased because of its present, or currently planned interests (financial, contractual, organizational, or otherwise) which relate to work under this contract;

(2) the Contractor does not obtain an unfair competitive advantage by virtue of its access to non-public information regarding the Government's program plans and actual or anticipated resources; and

(3) the Contractor does not obtain any unfair competitive advantage by virtue of its access to proprietary information belonging to others.

b. Scope: The restrictions described herein shall apply to performance or participation by the Contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "Contractor") in the activities covered by this clause as prime Contractor, subcontractor, co-sponsor, joint venture, consultant, or in any similar capacity. The term "proprietary information" for purposes of this clause is any information considered so valuable by its owners that it is held secret by them and their licensees. Information furnished voluntarily by the owner without limitations on its use, or which is available without restrictions from other sources, is not considered proprietary.

(1) Maintenance of Objectivity: The Contractor shall be ineligible to participate in any capacity in contracts, subcontracts, or proposals thereof (solicited or unsolicited) which stem directly from the Contractor's performance of work under this contract. Furthermore, unless so directed in writing by the Contracting Officer, the Contractor shall not perform any services under this contract on any of its own products or services, or the products or services of another firm if the Contractor is, or has been, substantially involved in their development or marketing. In addition, if the Contractor under this contract prepares a complete, or essentially complete, Statement of Work (SOW) or other form of technical solutions, functions, requirements or specifications document, to be used, directly or indirectly, in competitive acquisitions, the Contractor shall be ineligible to perform or participate in any capacity in any contractual effort which is based on such SOW or specifications. Nothing in this subparagraph shall preclude the Contractor from competing for follow-on contracts involving the same or similar services based on such a SOW or specification.

(2) Access To and Use of Government Information: If the Contractor, in the performance of this contract, obtains access to information such as plans, policies, reports, studies, financial plans, or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval of the Contracting Officer, it shall not: (a) use such information for any private purpose; (b) compete for work based on such information for a period of one year after the completion of this contract, or until such information is released or otherwise made available to the public, whichever occurs first; (c) submit an unsolicited proposal to the Government which is based on such information until one (1) year after such information is released or otherwise made available to the public, or (d) release such information.

(3) Access To and Protection of Proprietary Information: The Contractor agrees that, to the extent it receives or is given access to proprietary data, trade secrets, or other confidential or privileged technical, business, or financial information (hereinafter referred to as "proprietary data") under this contract, it shall treat such information in accordance with any restrictions imposed on such information. The Contractor further agrees to enter into a written agreement for the protection of the proprietary data of others and to exercise diligent effort to protect such proprietary data from unauthorized use or disclosure. In addition, the Contractor shall obtain from each employee who has access to proprietary data under this contract, a written agreement which shall in substance provide that such employee shall not, during his/her employment by the Contractor or thereafter, disclose to others or use for their benefit, proprietary data received in connection with the work under this contract. The Contractor will educate its employees regarding the philosophy of Part 9.505-4 of the Federal Acquisition Regulation so that they will not use or disclose proprietary information or data generated or acquired in the performance of this contract except as provided herein.

c. Subcontracts: The Contractor shall include this or substantially the same clause, including this paragraph, in consulting agreements and subcontracts of all tiers. The terms "Contract", "Contractor", and "Contracting Officer", will be appropriately modified to preserve the Government's rights.

d. Representations and Disclosures:

(1) The Contractor represents that it has disclosed to the Contracting Officer, prior to award, all facts relevant to the existence or potential existence of organizational conflicts of interest as that term is used in FAR Subpart 9.5. To facilitate disclosure and Contracting Officer approval, the Contractor shall complete an OCI Analysis/Disclosure Form (Section J, Attachment 3) for each MDA, Ballistic Missile Defense (BMD), and BMD-related contract or subcontract.

(2) The Contractor represents that if it discovers an organizational conflict of interest or potential conflict of interest after award, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts.

e. Remedies and Waiver:

(1) For breach of any of the above restrictions or for non-disclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government may terminate this contract for default, disqualify the Contractor from subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract. If, however, in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest (or the potential thereof) subsequent to contract award, the Contracting Officer may terminate this contract for convenience if such termination is deemed to be in the best interest of the Government.

(2) The parties recognize that this clause has potential effects which will survive the performance of this contract and that it is impossible to foresee each circumstance to which it might be applied in the future. Accordingly, the Contractor may at any time seek a waiver from the Director, MDA, (via the Contracting Officer) by submitting a full written description of the requested waiver and the reasons in support thereof.

f. Modifications: Prior to contract modification, when the SOW or specification is changed to add new work or the period of performance is significantly increased, the Contracting Officer will request and the Contractor is required to submit either an organizational conflict of interest disclosure or an update of the previously submitted disclosure(s) or representation(s).

H-7 MDA VISIT AUTHORIZATION PROCEDURES (JAN 2003)

a. The Contractor shall submit all required visit clearances in accordance with NISPOM regulations and will forward all visit requests, identifying the contract number, to:

Office of the Secretary of Defense
Missile Defense Agency, MDA/SOC
7100 Defense Pentagon
Washington, DC 20301-7100
Telephone No.: (703) 697-8204 Facsimile No.: (703) 693-1526

b. The COR is authorized to approve visit requests for the Contracting Officer.

H-8 CONTROL OF ACCESS TO MDA SPACES AND INFORMATION SYSTEMS (JAN 2003)

a. To maintain the security of the MDA spaces and information systems, the Contractor shall notify the COR in writing whenever a prime or subcontractor employee included on the current Visit Authorization Request/Letter discontinues support to this contract. This requirement shall apply to both Contractor and employee initiated termination of services and to temporary suspension of services longer than four weeks.

b. Upon notification, the COR will ensure that the Technical Area Security Officer (TASO)/Office Security Manager (OSM) takes timely action to:

(1) remove the employee from the current Visit Authorization Request/Letter;

(2) cancel the MDA badge, keycard and Pentagon Pass issued pursuant to the Visit Authorization Request/Letter; and

(3) terminate the MDA LAN account/access privileges.

c. The contractor shall identify the reason for and date of termination or expected period of suspension and submit the notification to the COR within five (5) working days prior to service discontinuation. For unplanned termination or suspension of services exceeding four weeks, notification shall be made within one (1) working day after termination/suspension action.

H-9 ACQUISITION OF FACILITIES (JAN 2003)

The Contractor agrees to provide all necessary facilities (as defined under FAR 45.301 and further defined under FAR 45.101, Definitions of Plant Equipment and Real Property) for the performance of this contract. The term facilities includes all general purpose office equipment and automated data/information processing equipment and software. Accordingly, the Contractor shall not purchase or lease facilities for the account of the Government without the express permission of the Contracting Officer. In no case shall the cost to the Government for leased facilities, acquired under this contract, exceed the constructive cost of ownership. Additionally, acquisition or lease of facilities, if approved by the Contracting Officer, shall be provided at cost, applicable burdens applied, exclusive of prime Contractor fee/profit of other profit centers or business units of the prime Contractor.

H-10 PERSONNEL QUALIFICATIONS (JAN 2003)

The Contractor shall notify the Contracting Officer and Contracting Officer's Representative prior to making any changes in key staff. If replacing key staff the Contractor shall adhere to the following: (1) replacement person's qualifications are equal to or better than the qualifications of the person being replaced; or (2) the added person's qualifications are equal to or better than the core capabilities of this contract.

H-11 EXERCISE OF OPTIONS (JAN 2003)

This contract is renewable in two increments at the unilateral option of the Government. An option shall be exercised by issuance, within 30 days prior to the end of the current contract period, of a unilateral modification for the subsequent option requirements, as set forth in Sections B and F.

H-12 CONTRACTOR ACCESS TO PLANNING, PROGRAMMING, BUDGETING AND EXECUTION SYSTEM (PPBES) DATA JAN 2003)

a. In order to perform the requirements of this contract, the Contractor shall be required to receive, review, analyze, and prepare (hereinafter shall be referred to as "process") reports/data which contain Government Planning, Programming, Budgeting and Execution System (PPBES) data. However, the Missile Defense Agency (MDA) is authorized to release ballistic missile defense-related PPBES data to the Contractor only after:

(1) The MDA obtains written authorization from the Office of the Secretary of Defense (OSD) to release the data to the Contractor; and

(2) Compliance with the provisions of this clause have been met.

b. The Prime Contractor shall provide the following information to the Contracting Officer within fifteen (15) days from the date of this contract:

(1) Affiliates (parent company, subsidiaries, joint ventures, and partnerships, etc.):

(a) Company's name and complete address;
(b) Affiliation; and
(c) Nature of the company's business.

(2) Agents, consultants, and subcontractors related to this contract:

(a) Company's name and complete address;
(b) Relationship; and
(c) Nature of the company's business.

The Contracting Officer shall be notified immediately in writing in the event of any changes in b (1) and (2) above throughout the lifetime of this contract. With regard to competing on future MDA procurements, the Contractor must abide by the organizational conflict of interest provisions of this contract.

c. Ballistic missile defense-related PPBES data is defined as: Current or future Planning, Programming, Budgeting and Execution System (PPBES) data regarding any activity relating to the ballistic missile defense program or any of its projects regardless of the funding source or date of the document. Planning data defines the national military strategy; integrates the military forces necessary to accomplish that strategy; prioritizes the resources for effectively accomplishing the mission; and provides decision options. Programming data reflect the systematic analysis of missions and objectives to be achieved, alternative methods, and effective allocation of limited resources. Budgeting data are detailed financial estimates of the ballistic missile defense program or any of its related projects.

d. The following list of documents (which is exemplary but not all inclusive) obtained from DoD Directive 7045.14 are considered PPBES documents:

(1) PLANNING

Defense Planning

(2) PROGRAMMING

(a) Fiscal Guidance (when separate from Defense Planning Guidance)
(b) Program Objective Memoranda (POM)
(c) POM Defense Program (formerly FYDP) documents
(POM Defense Program, Procurement & RDT&E Annexes)
(d) Program Review Proposals
(e) Issue Papers (e.g., Major Issue Papers, Tier II Issue Papers, Cover Briefs)
(f) Proposed Military Department Program Reductions (or Program Offsets)
(g) Tentative Issue Decision Memoranda
(h) Program Decision Memoranda

(3) BUDGETING

(a) Defense Program (formerly FYDP) documents for September Budget Estimate Submission (BES)& President's BES including Procurement (P-1), RDT&E (R-1), & Construction (C-1) Program Annexes
(b) Classified P-1, R-1, & C-1 Program Annexes
(c) Program Budget Decisions/Defense Management Review Decisions
(d) Reports Generated by the Automated Budget Review System (BRS)
(e) DD Form 1414 Base for Reprogramming
(f) DD Form 1416 Report of Programs
(g) Contract Award Reports
(h) Congressional Data Sheets
(i) Congressional Descriptive Summary

e. If a document(s) required by an OSD/MDA PPBES approved Contractor contains:

(1) Only ballistic missile defense-related PPBES information, the Contractor may be granted access to the entire document.

(2) Other Government agency information, the Contractor ONLY may be granted access to ballistic missile defense-related PPBES data extracted or derived from the document as defined in paragraph c. above.

f. The Contractor shall be responsible for informing its personnel (hereinafter includes persons employed by the Contractor as an agent, consultant, or subcontractor) of the provisions of this clause and providing original certifications of MDA (PPBES Non-disclosure Agreements [MDA Form 99] Attachment 4, Section J) to the Contracting Officer within fifteen (15) days after the effective date of this contract. An agreement shall be obtained from each of its employees involved in the performance of this contract who require access to such data. Each individual shall be required to agree to:

(1) Read and comply with the applicable provisions of this clause.

(2) Ensure ballistic missile defense-related PPBES data entrusted to them ONLY will be used in accordance with applicable DoD and MDA governing regulations, for the purpose for which it was provided, and within the scope of the SOW.

(3) Not divulge ballistic missile defense-related PPBES data (obtained directly or indirectly in the performance of this contract unless directed by the Contracting Officer) to any individual, except to Government personnel whom they know to have a need-to-know and non-Government person(s) whom they know to have MDA authorization. Even though data becomes part of the public domain, Contractor personnel are bound by the provisions of this clause not to confirm or deny questions regarding ballistic missile defense-related PPBES data. Inquiries by unauthorized persons should be referred to the COR or the Contracting Officer. (Verification of Contractor personnel authorized access to ballistic missile defense-related PPBES data can be obtained from the Contracting Officer.)

(4) Not transport (by any medium), maintain, or process ballistic missile defense-related PPBES data outside a Government facility unless the removal or preparation of such data at the facility is accomplished in accordance with a company's facility plan approved by the MDA. (Verification of MDA PPBES-approved Contractor facilities and individuals can be obtained from the Contracting Officer.)

(5) Not to accept any portion of any document which is described in paragraph d. above, unless the portion of the document contains only ballistic missile defense-related PPBES data.

(6) Notify the Contracting Officer promptly if any non-Government person(s) or company(s) requests access to ballistic missile defense-related PPBES data.

g. The non-disclosure agreements shall be reviewed and approval granted by the Contracting Officer based on the individual's need-to-know.

h. The Contractor shall be responsible for immediately notifying the Contracting Officer in writing of any changes in its personnel with access to ballistic missile defense-related PPBES data, e.g., departures, new employees, or employees who no longer need access to such data under this contract, etc.

i. Contractor personnel who have been granted access to ballistic missile defense-related PPBES data shall process, when possible, such data in Government workspaces using equipment furnished by the Government. However, if a Contractor anticipates processing ballistic missile defense-related PPBES data in a Government facility on Contractor-owned equipment, prior written approval from the Contracting Officer must be obtained. The Contractor's request (letter) should describe the equipment being used and a brief justification. After approval by the Contracting Officer, the request must be endorsed by the appropriate MDA office before bringing the equipment into the facility:

(1) Information Technology Office (ION) - all IT equipment.

(2) Facilities, Management and Support Services Directorate (RMS) - all other equipment, e.g., telefax and reproduction machines, tables, chairs, mobile and permanent white boards, etc.

j. Processing ballistic missile defense-related PPBES data at the Contractor's facility shall be performed only when absolutely essential and processing in Government work spaces is impractical. Prior to the processing of any such data outside of a Government facility or removal of ballistic missile defense-related PPBES data from a Government facility, the Contractor shall submit a written plan to the Contracting Officer outlining the procedures for maintaining such data at its facility. The Contractor shall submit its own plan or a plan which meets the general requirements identified in MDA Directive 7045 "Contractor Access to Planning, Programming, Budgeting and Execution System (PPBES) Data." The plan shall be approved in writing by the Contracting Officer prior to removal of any ballistic missile defense -related PPBES data from a Government facility or the processing of any such data in the Contractor's facility. A Contractor may submit a separate plan for each of its facilities that need to maintain such data or one plan as long as any differences between the procedures followed at each facility are clearly distinguishable in the plan. If an agent, consultant, or subcontractor requires the processing of ballistic missile defense-related PPBES data at its facility(s), they also must submit a separate facility plan through the prime Contractor for approval by the Contracting Officer. NOTE: A plan is not required for Contractor personnel who have been given access to ballistic missile defense-related PPBES data to transport, process, or maintain such data at a Government or a MDA PPBES-approved Contractor facility. (Verification of MDA-approved Contractor facilities and authorized personnel can be obtained from the Contracting Officer.)

k. If the Contractor is not required to process ballistic missile defense -related PPBES data at its facility(s), the Contractor shall inventory all Government documents in its possession and destroy or return all DoD-generated PPBES and ballistic missile defense-related PPBES data/documents to the Contracting Officer. If the requirement to process such data at the Contractor's facility(s) changes in the future, compliance with paragraph j. above shall be required.

l. The Contractor shall be responsible for ensuring that persons in their employment that have been granted access to ballistic missile defense-related PPBES data understand the consequences of divulging such data. Revealing ballistic missile defense-related PPBES data to unauthorized persons may provide other companies with an unfair advantage in future competitions or jeopardize national security interests. Violations by individuals or companies may result in contractual actions or criminal prosecution.

m. In the event the Contractor or any of its employees, agents, subcontractor employees, or consultants fail to comply with the provisions of this clause, such non-compliance shall be deemed a material breach of the contract for which the Government reserves the right to terminate the contract for default and/or resort to such other rights and remedies as provided for under this contract or under Federal laws. Non-compliance with the provisions of this clause also may adversely affect the evaluation of a Contractor's reliability in future acquisition.

H-13 **RESERVED**

H-14 **LOCATION OF PERFORMANCE (JAN 2003)**

Work performed at the Government site under CLINs 0001, 0002, and 0003 and respective option CLINs, will be at MDA Headquarters, currently at FOB2, Arlington, Virginia and selected satellite locations within NCR. MDA is providing workstations at these locations. Off-site personnel, if required, are expected to perform tasks from a contractor facility within a 30 minute one-way commute time from MDA Headquarters during rush hour by car, regularly scheduled public transportation, or a regularly scheduled shuttle system (i.e. transportation not specific or chargeable to this contract). Any proposed personnel place of performance outside the local Washington, D.C. metropolitan area must be explained/justified.

For work performed at non-MDA Headquarters Government locations, workstations will be provided by the cognizant site headquarters activity.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2003
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.215-10	Price Reduction for Defective Cost or Pricing Data	OCT 1997
52.215-12	Subcontractor Cost or Pricing Data	OCT 1997
52.215-15	Pension Adjustments and Asset Reversions	JAN 2004
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	OCT 1997
52.215-19	Notification of Ownership Changes	OCT 1997
52.216-7	Allowable Cost And Payment	DEC 2002
52.217-8	Option To Extend Services	NOV 1999
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 2000
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.226-1	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23 Alt I	Assignment of Claims (Jan 1986) - Alternate I	APR 1984
52.232-25	Prompt Payment	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985

52.234-1	Industrial Resources Developed Under Defense Production Act Title III	DEC 1994
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2001
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt II	Changes--Fixed-Price (Aug 1987) - Alternate II	APR 1984
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.243-5	Changes and Changed Conditions	APR 1984
52.244-2 Alt I	Subcontracts (Aug 1998) - Alternate I	AUG 1998
52.244-6	Subcontracts for Commercial Items	APR 2003
52.245-5 Dev	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) Deviation	JUN 2003
52.246-1	Contractor Inspection Requirements	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.246-25	Limitation Of Liability--Services	FEB 1997
52.247-1	Commercial Bill Of Lading Notations	APR 1984
52.249-6	Termination (Cost Reimbursement)	SEP 1996
52.249-14	Excusable Delays	APR 1984
52.252-2	Clauses Incorporated By Reference	FEB 1998
52.252-6	Authorized Deviations In Clauses	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.215-7000	Pricing Adjustments	DEC 1991
252.219-7011	Notification to Delay Performance	JUN 1998
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.225-7016	Restriction On Acquisition Of Ball and Roller Bearings	APR 2003
252.227-7013	Rights in Technical Data--Noncommercial Items	NOV 1995
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	JUN 1995
252.227-7019	Validation of Asserted Restrictions--Computer Software	JUN 1995
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7036	Declaration of Technical Data Conformity	JAN 1997
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 1999
252.232-7003	Electronic Submission of Payment Requests	JAN 2004
252.232-7007	Limitation Of Governments Obligation	AUG 1993
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	MAR 2000

252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.
(End of clause)

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed $0 or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

(End of clause)

252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (MAY 2002) ALTERNATE III (MAY 2002)

(a) Definitions. As used in this clause --

(1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.

(2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.

(3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.

(4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.

(5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.

(6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.

(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.

(ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.

(7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.

(b)(1) The Contractor shall use U.S.-flag vessels when transporting any supplies by sea under this contract.

(2) A subcontractor transporting supplies by sea under this contract shall use U.S.-flag vessels if--

(i) This contract is a construction contract; or

(ii) The supplies being transported are--

(A) Noncommercial items; or

(B) Commercial items that--

(1) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it contracts for f.o.b. destination shipment);

(2) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or

(3) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.

(c) The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-flag vessels, or designate available U.S.-flag vessels, if the Contractor or a subcontractor believes that --

(1) U.S.-flag vessels are not available for timely shipment;

(2) The freight charges are inordinately excessive or unreasonable; or

(3) Freight charges are higher than charges to private persons for transportation of like goods.

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum --

(1) Type, weight, and cube of cargo;

(2) Required shipping date;

(3) Special handling and discharge requirements;

(4) Loading and discharge points;

(5) Name of shipper and consignee;

(6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Maritime Administration, Office of Cargo Preference, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information:

(1) Prime contract number;

(2) Name of vessel;

(3) Vessel flag of registry;

(4) Date of loading;

(5) Port of loading;

(6) Port of final discharge;

(7) Description of commodity;

(8) Gross weight in pounds and cubic feet if available;

(9) Total ocean freight in U.S. dollars; and

(10) Name of the steamship company.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in subcontracts that are for a type of supplies described in paragraph (b)(2) of this clause.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

EXHIBIT/ATTACHMENTS

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	CDRLs, D D 1423-1	12	01 APR 04
Attachment 1	Statement of Objectives (SOO)	38	29 APR 04
Attachment 2	DD Form 254	9	11 MAY 04
Attachment 3	OCI Analysis/Disclosure Form	1	01 APR 04
Attachment 4	PPBES Non -Disclosure Agreement	2	01 APR 04
Attachment 5	Performance Award Fee Determination Plan	3	30 APR 04

Exhibit A
HQ0006-04-C-0011

CONTRACT DATA REQUIREMENTS LIST

PREPARED BY

MISSILE DEFENSE AGENCY

A. INTRODUCTION

The Contract Data Requirements List (CDRL) is prepared in a word processing format to increase the efficiency of electronic development and transmission. Block numbering and titles remain as used in the DD Form 1423 as derived from *Procedures for the Acquisition and Management of Technical Data*, DoD 5010.12-M.

B. APPLICABLE DOCUMENTS

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List* (AMSDL), Apr. 1997

DoDD 5230.24, *Distribution Statements on Technical Documents,* Mar. 18, 1987

C. AUTHORITIES (BLOCK 4)

Data Item Descriptions (DIDs) entered in CDRL blocks 2 and 4 are selected from the *Acquisition Management Systems and Data Requirements Control List* (AMSDL), DoD 5010.12-L. The application of any DID tailoring is indicated by addition of the suffix "T" to the DID number entered in Block 4. Such tailoring is accomplished to relax format requirements or conform the data requirement to those requirements contained in the Statement of Objectives (SOO).

D. APPROVAL (BLOCK 8)

Selected data will require approval before their submission is considered final. The approving authority shall be the MDA/AS Contracting Officer's Representative (COR) as indicated by the first addressee entry of Block 14.a. The use of "N/A" in Block 8 does not forfeit or otherwise affect the Government's right to consider unacceptable any submission of data that does not comply with the contract requirements.

E. DATA DELIVERY DUE DATES (BLOCKS 12 AND 13)

Data will be considered delinquent when not physically arriving or electronically available at the distribution destination on the date(s) specified. Unless otherwise indicated, references to "days" are calendar days.

F. SUPPLEMENTAL INFORMATION

G. DEFINITIONS OF ACRONYMS AND ABBREVIATIONS

DI Block	Entry	Definition
7	LT	Letter of transmittal
8	N/A	Not applicable
9	N/A	Not applicable
10	ASREQ	As required
	ANNLY	Annually
	MTHLY	Monthly
11	N/A	Not applicable
12	DAC	Days after contract initiation
13	xx DARP	xx Days After Reporting Period
14	LT	Letter of transmittal

I. ADDRESSEE LIST

Block 14

Entry	Complete Mailing Address
MDA/IO MDA/CTS, or MDA/RMC/DM	Missile Defense Agency/_____ ATTN: FOB2/ANNEX 7100 Defense Pentagon Washington, DC 20301-7100
DTIC	Defense Technical Information Center ATTN: DTIC-O 8725 John J. Kingman Road, Suite 0944 Fort Belvoir, VA 22060-6218
MDA BIRC	BMD Information Resource Center ATTN: FOB2/ANNEX 7100 Defense Pentagon Washington, DC 20301-7100

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
	A	TDP ____ TM ____ OTHER ____X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A001	Quarterly Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-FNCL-81537, Mar. 1997		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QUARTERLY	See Block 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	0	90 DARP

16. REMARKS

Block 12: The first submission is due twenty calendar days after the first full month after contract initiation to include reporting period from the date of contract initiation.

Block 14: Distribution to MDA/CT and MDA/IO shall be via electronic means as directed by the PCO. Electronic form shall be compatible with exisitng MDA/IO word processing, spreadsheet, and database applications.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES: Draft	Final: Reg	Final: Repro
MDA/CT	0	1	
MDA/IO	0	1	
15. TOTAL ⇒	0	1	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
Veronica Key, MDA/CTS			

DD Form 1423-1, JUN 90 ***Previous editions are obsolete.***
1007/183

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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	A	TDP ____ TM ____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A002	Inventory Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80508/T, Jan. 1988		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QUARTERLY	N/A

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	N/A	90 DARP

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
MDA/IO		1	
MDA/CT		LT	
15. TOTAL ⇒		1	

16. REMARKS

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Blocks 14 and 15: A delivery shall be by electronic media unless otherwise directed by the Contracting Officer's Representative. Electronic form shall be compatible with existing MDA/IO word processing, spreadsheet, and database applications.

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
Veronica Key,MDA/CTS			

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
	A	TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04 C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A003	Maintenance Logs	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80368/T, Jun. 1987		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	C	QUARTERLY	See Block 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	0	90 DARP

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	b. COPIES		
		Final	
a. ADDRESSEE	Draft	Reg	Repro
MDA//IO		1	
MDA/CT		1	
15. TOTAL ⇒		2	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
Veronica Key, MDA/CTS			

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
	A	TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A004	Outrage Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-FNCL-81537, Mar. 1997		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QUARTERLY	See Block 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
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MDA/CT	0	1	
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G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
Veronica Key, MDA/CTS			

DD Form 1423-1, JUN 90*Previous editions are obsolete.*
1007/183

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
	A	TDP ____ TM ____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A005	Quarterly Room Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80508/T, Jan. 1988		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QUARTERLY	N/A

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	N/A	90 DARP

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	A	TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A006	Life Cycle Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-FNCL-81537, Mar. 1997		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QUARTERLY	See Block 16
8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
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	A	TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A007	Weekly Metrics Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80508/T, Jan. 1988		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	WEEKLY	N/A

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	N/A	7 DARP

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	A	TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A008	Daily Flag Level Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-FNCL-81537, Mar. 1997		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	DAILY	See Block 16
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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
	A	TDP _____ TM _____ OTHER _____X

D. SYSTEM/ITEM	E. CONTRACT/PR. NO	F. CONTRACTOR
VTC Maintenance and Technical Support	HQ0006-04-C-0011	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A009	Cost Performance Report	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80368/T, Jun. 1987		MDA/IO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
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8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
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Statement of Objectives (SOO)
Missile Defense Agency Executive Support

1. Introduction

The Missile Defense Agency (MDA) has a requirement for operation and maintenance of existing and planned video teleconferencing (VTC) infrastructure, facilities, and environment in two locations:

- The National Capital Region (NCR), which is located in the Washington, DC metropolitan area.
- The Joint National Integration Center (JNIC), which is located at Schriever AFB, CO.

NCR VTC rooms are currently located at Federal Office Building 2 (FOB2), Sequoia Plaza, Suffolk Building, and Crystal Square 2 (CS2). The FOB2 location was recently rebuilt, to include its Information Technology infrastructure, to accommodate Pentagon Renovation activities and to consolidate MDA resources, government, military, and contractor support personnel working in the NCR. Since the new administration has placed ballistic missile high on its agenda, manning increases and a reorganization has necessitated not only keeping space at CS2, but also adding additional space at the Suffolk and Sequoia Plaza locations. These locations are subject to change and, in fact, efforts are now under way to begin planning for a single campus location tentatively planned for 2008.

At present, both NCR and JNIC have operations and maintenance contracts, but these contracts are separate. Each site has a VTC operations contract (each with a different contractor). In addition to the operations contract, both locations have a separate VTC equipment maintenance contract.

The purpose of this contracting effort is to consolidate existing contracts (to include HQ0006-00-A-0001-0007 (and all associated tasks, modifications, and CLINs) and the existing contract for VTC support) while enhancing operations and maintenance at both locations.

This document is intentionally written to provide high-level objectives instead of specific instructions for effective, efficient, and secure video operations. The new Contractor will be responsible for taking the objectives identified and developing the specific activities required to accomplish the goals and meet the performance measures (identified at Table 1). The new Contractor should closely review all information contained in the following sections, tables, and attachments and request clarification, as required.

2. Background

MDA is the headquarters/acquisition agency tasked to develop and field a ballistic missile defense capability for the United States and the Department of Defense. The management of critical assets and a missile force that is geographically separated not only within the NCR, but also throughout the United States and extending to locations in the Pacific, is one of the greatest challenges facing the Agency.

Video teleconferencing is a critical capability for MDA that supports the centralized cost-effective program executive decision analysis, performance assessment, agency collaborative management and rapid unified reporting to the President, Secretary of Defense, and Office of the Secretary of Defense. These activities and actions relating to MDA events often require long-distance coordination and discussion in real-time. They do not allow for periods of VTC downtime in excess of a few minutes without impacting cost and mission.

The facilities covered under this statement of objectives (see NCR and JNIC below) are part of the MDA VTC Community of Interest (COI). The COI consists of a combination of .com, .mil, .gov, and .edu locations at various geographic locations throughout the contiguous United States and the Pacific (Kwajalein Atoll). Defense Information Systems Agency, through its Defense Information Systems Network (DISN) Video Services-Global (DVS-G) contracts, is responsible for video teleconferencing throughout the Department of Defense (DOD). The MDA COI is but one community in the greater DVS-G. Core MDA VTC COI sites include the NCR, JNIC, Airborne Laser (ABL) at Kirtland AFB, NM, Space Tracking and Surveillance Systems (STSS) at Los Angeles AFB, CA, and numerous offices (THAAD, Targets and Countermeasures, and Ground Missile Defense) in Huntsville, AL.

Within the NCR, MDA has approximately 3,000 personnel at four locations (FOB2, CS2, Sequoia Plaza, and Suffolk Building). MDA anticipates this number to increase to 4,000-4,500 personnel within the next year or two. The Agency also anticipates additional space and VTC rooms will be added to support the increase in NCR manpower, and existing rooms will be upgraded or de-commissioned as required to support Agency goals.

The JNIC currently support approximately 1,000 personnel, all located in a single facility on Schriever AFB, CO.

3. Program Objectives

This SOO outlines operational and technical VTC support requirements for two specific sites within the MDA COI.

Each objective has unique requirements and deliverables and, therefore, a unique set of service level agreements. These requirements, deliverables, and service level agreements are discussed in more detail below and in the tables and attachments at the end of this document.

The objectives of this SOO include, but are not necessarily limited to:

3.1. **Research for new VTC and related technologies**. This includes participation in new technology conferences, seminars, and forums, as well as testing either alone or in concert with other organizations (such as the MDA COI, JNIC, DISA, or other Enterprise partners), as directed by the Contracting Officers Representative (COR).

3.2. **Engineering, design, and development**. Provide onsite engineering support to locations identified in the SOO and for enterprise-level VTC initiatives/activities. As required, research, insert and test, troubleshoot, and evaluate new technologies. Participate in the development of new and existing facilities from the earliest planning stages to final test & acceptance of rooms and equipment. While other

partners may lead various tasks in this area, the Contractor will be expected to participate as required by the COR.

3.3. **Facility access control and COMSEC Activities**. Contractor is responsible for controlling access to secure facilities and resources. As such, the Contractor is also responsible for safety and cleanliness of the facilities and is expected to initiate facility and equipment repair and replacement via normal processes and channels.

In addition, contractor will perform all activities associated with ensuring MDA cryptographic equipment is checked and keyed and ready to support secure MDA VTC sessions. These activities will be in accordance with and comply with MDA Communications Security (COMSEC) plans, procedures, and guidelines.

3.4. **Daily check, with preventative and periodic maintenance**. Contractor is responsible for testing all equipment in "A"-level facilities every morning, for reporting problems, and for initiating schedule changes as required before 7 AM local time every business day (Monday-Friday). Contractor is also responsible for developing and implementing a schedule for preventative and periodic maintenance.

3.5. **Operation of a Reception Desk**. This activity entails the operation of a main Reception Desk facility (to include a physical desk, telephone support line, and E-mail address) to support MDA personnel. At present, this facility is located in the Command Center at FOB2.

3.6. **Scheduling of VTC Sessions**. At present, all VTC calls (dialup and DVSG) are scheduled through the VTC Scheduling System (VTCSS). This is a DOS-based system access via modems. In FY04, however, DISA is expected to require all DVSG calls be scheduled through a new Web-based scheduling system. At that time, until VTCSS can be replaced, MDA may be required to schedule all calls through VTCSS while scheduling DVSG calls through DISA as well. Dialup calls that involve the CS2 bridge must also be scheduled on that facility.

3.7. **Event support**. This will be the primary, day-to-day activity for Contractor personnel. Generally speaking, the Contractor must provide support required to test and operate room equipment and services for any meeting of one or more personnel that requires VTC, Audio add on, and/or Audio/Visual (A/V). Support levels, however, vary based the nature of the personnel or room(s) involved:

3.7.1 Flag-level Events. Events that involve flag officers or flag-equivalent staff are always supported as critical activities regardless of the room(s) involved. These activities will generally take place in the Command Center or other larger, more complex rooms capable of supporting classified events of all kinds. As such, they require active, continuous support from start to finish by one or more Contractor staff. This activity dictates a highly professional capability and bearing that will bring credit on MDA with all personnel, visitors, and event participants.

3.7.2 Events taking place in "A"-level facilities. These facilities are deemed critical to MDA operations. As with Flag-level events, events in these facilities generally require active, continuous support from start to finish by one or more Contractor staff and dictate a highly professional capability and bearing.

3.7.3 Events taking place in "B"-level facilities. These facilities consist of smaller, mixed-use rooms with VTC capabilities and may be limited to unclassified operations. Support is typically (but not necessarily) required to set up VTC calls, but continuous support may only be required while cryptographic gear is in use.

3.7.4 "C"-level facilities. These facilities consist of smaller rooms containing A/V equipment, but no VTC gear. Support may be required to demonstrate the use of the equipment or troubleshoot as required.

3.8. **Operating and maintaining critical and non-critical facilities**. Provide onsite engineering support for installing, operating, maintaining, and repairing VTC, ATC, A/V, and/or control equipment in critical ("A"-level) VTC facilities. Onsite support must be backed up by telephone and additional on call support as needed.

3.9. **Spare parts and consumables provisioning and inventory**. Propose and maintain onsite and offsite inventories of spare parts and consumable items for MDA facilities.

3.10. **Operating Bridges**. The contractor will be responsible for all scheduling, operations, and maintenance for two unclassified VTC bridges (both located in the NCR). This service is provided not only to NCR users but also to customers throughout the MDA COI. In 2003, the CS2 bridge supported approximately 2,800-bridged calls. This number may increase in the future if the decision is made to become less reliant on DVS-G and increasing the use of MDA bridges for enterprise VTC activities. In addition, the JNIC may be added as a bridge location as part of future enterprise efforts.

3.11. **Support Surge Requirements**. Provide support for equipment installations, operating, testing, and events that take place outside of normal operating hours, as well as for new rooms that are scheduled to come online in 2004 and 2005. **Note:** Surge support requirements for 2003 were approximately one weekend and four evenings per month for maintenance and repair efforts, approximately 12 flight tests (which can go late into an evening and on weekends), and one late evening per week, but operating hours ended at 6 PM and did not include Saturday then either.

3.12. **Support for Management Operations**. Updating and providing information for operational and engineering technical support plans and documents for Configuration Management, updating Standard Operating Procedures, supporting inventory process and lifecycle management. This requires the managing, tracking and accountability of VTC operations to produce reports of all activities.

4. Facility Information

This contracting action supports operations, maintenance, and engineering support for two (2) MDA COI sites:

4.1. The NCR, consisting of:

4.1.1. FOB2—Approximately 1,900 personnel and approximately 35 VTC facilities, including the Command Center and a number of other "A"-level facilities ("A" level facilities are defined at Attachment 1). Connectivity

is through the Pentagon switch. Supported by VTC operators. All dedicated facilities are unclassified and classified.

4.1.2. CS2- Approximately 300 personnel with 5 dial up rooms. Connectivity through a commercial demarcation point. One Room (the dedicated facility) is unclassified and classified. Supported by VTC operators.

4.1.3. Sequoia-Approximately 300 personnel with 3 unclassified dial up rooms (expanding to 5 by end of FY04). Connectivity is through a commercial demarcation point. All facilities unclassified with support provided by office administrative personnel VTC operators help, as needed.

4.1.4. Suffolk- Currently approximately 500 personnel with 8 unclassified dial up rooms. Expanding to an additional 4 dial up rooms (total of 12) and a MIC to support an additional 500 personnel by the end of FY04 (all rooms will be unclassified). Connectivity is through a commercial demarcation point. Supported by VTC operators.

For a more detailed description of FOB2 rooms, see Attachment 2.

4.2. JNIC. The Joint National Integration Center is located in Buildings 720 and 730, Schriever AFB, CO. The JNIC has four VTC rooms in the MDA COI. Another MDA Contractor runs one room, the Presentation Center. Support under this SOO will cover 3 rooms but only the codec and associated equipment, which interfaces with the Presentation Center audio and video patch panels. The contractor will also provide scheduling support for VTCs when requested by Presentation Center personnel. Contractor will, however, work with presentation center personnel to troubleshoot issues that could/are related to the VTC codec and other presentation equipment.

5. Government Furnished Equipment/Information

The government will be responsible for providing the contractor equipment, information, and facilities to accomplish their job. These will include, but are not necessarily limited to:

5.1. Office space to include desk, chair, phone, computer, email, and access to faxes, copiers, etc.

5.2. All VTC, audio and visual equipment

5.3. Access to plans, policies, guidance necessary to perform.

5.4. Parking in accordance with established MDA policy.

Note: Not all contractors are eligible for MDA parking and rules are subject to change, so Contractor may have to arrange parking for some or all on site staff.

5.5. Access to facilities

Note: Access is contingent upon maintenance of proper security credentials.

6. Critical Performance Areas

6.1. **Hours of operation.** Normal operating hours are as follows:

Location	Monday-Friday	Other times
FOB2 MIC Reception Desk	0600-1900 ET	As required
FOB2 Command Center	0600-1900 ET	As required
"A"-level Facilities in the NCR	0600-1900 ET	As required
"B"-level Facilities in the NCR	0700-1800 ET	As required
"C"-level Facilities in the NCR	0900-1700 ET	As required
JNIC Facilities	0600-1700 MT	As required

Note: All times are local.

6.2. **Life Cycle Facility and Equipment Management**. This activity involves:

6.2.1. Research for new VTC and related technologies, to include participation in new technology conferences, seminars, and forums, as well as testing either alone or in concert with other organizations (such as the MDA COI, JNIC, DISA, or other Enterprise partners), as directed by the COR. Notify the site task lead of any technology that may be appropriate for their site, and, as appropriate, for the enterprise.

6.2.2. Engineering, design, and development. Provide onsite engineering support to locations identified in the SOO and for enterprise-level VTC initiatives/activities. As required, research, insert and test, troubleshoot, and evaluate new technologies. Participate in the development of new and existing facilities from the earliest planning stages to final test & acceptance of rooms and equipment. While other partners may lead various tasks in this area, the Contractor will be expected to participate as required by the COR.

6.2.3. Participation in formal test & acceptance for new rooms, culminating in submission of baseline documentation for the room to Configuration Management personnel.

6.2.4. Production and maintenance of configuration management records. For existing rooms, Contractor will propose a method and process to ensure the system is base lined and then controlled. The site/s configuration management activities will be adjunct to enterprise CM guidance provided by IO. As such, the site cannot do less than those activities specified in enterprise guidance but may/should augment local procedures and documentation to add additional CM requirements.

6.2.5. Initiation of test & accreditation activities with DISA and other entities, maintaining certification, as directed by the COR.

6.2.6. Monitoring of Enterprise, vendor and security lists for patch, upgrade, and configuration updates relating to new software versions, performance issues, and vulnerabilities.

6.2.7. Testing, deployment, and documentation of patches and upgrades, to include update of Configuration Management records as required.

6.2.8. Monitoring of DVS-G initiatives, policies, and procedures. Notify the task lead and, as appropriate, when issues arise that may affect local as well and enterprise operations and maintenance.

6.2.9. De-commissioning of rooms and equipment as directed by the COR. This includes proper disposition on valuable electronic equipment for use as reserve gear, spare parts, transfer to other internal organizations, or as surplus inventory for government use or disposal.

6.3. **Facility access control and COMSEC custodian**. Contractor is responsible for controlling access to secure facilities (principally, the NCR Command Center at FOB2 and the JNIC VTC studio) and resources. This activity involves:

6.3.1. Opening of secure facilities at the scheduled time(s) every day of operation, continuous monitoring of secure facilities while open, closing/locking of facilities.

6.3.2. Visual inspection of facilities for potential safety hazards at each opening, with temporary remediation of any hazards found, and initiation of a process (i.e.: Form 16 or Form 80) for permanent remediation as warranted.

6.3.3. Arranging times and providing access for regular cleaning of facilities.

6.3.4. Arranging times and providing access for equipment installation and repair in facilities.

6.3.5. Safe storage and operation of COMSEC keys.

6.3.6. Maintenance of access and other security logs, with prompt reporting of any security incidents to proper authorities as warranted.

6.4. **Facility and Equipment Maintenance**. This activity includes daily checks, facility and equipment maintenance, equipment repair, the maintenance of spare parts and consumables inventories. This activity involves:

6.4.1. Development and implementation of a process to be governed by daily checklists, subject to COR approval, that documents the testing of all equipment in "A"-level facilities every morning.

6.4.2. Prompt and accurate reporting of problems discovered during daily checks, with initiation of schedule changes as required before 7 AM local time every business day (Monday-Friday).

6.4.3. Development and implementation of a process and schedule subject to COR approval and change as warranted, for preventative maintenance. This activity should address the facility and all equipment in it for cleanliness, safety, and good operation of all equipment.

6.4.4. Development and implementation of a process and schedule subject to COR approval and change as warranted, for periodic maintenance. This is to service equipment at duty cycle times to replace bulbs and filters and

conduct other service required or recommended in manufacturer documentation.

6.4.5. Maintenance of detailed logs of all equipment maintenance and repairs.

6.4.6. Maintenance of equipment, such as Tandberg 1000 VTC systems and other, older VTC systems from decommissioned rooms, for use in system testing.

6.4.7. Maintenance of an onsite inventory of spare parts. This inventory is based largely on gear from decommissioned rooms and consists of smaller, more common items of equipment such as media play and recording gear, semi-portable PC projectors, modems, remote control devices, switch boxes, and cabling. As new rooms are built and new equipment comes online, the Contractor is expected to recommend new purchases to augment onsite inventories.

6.4.8. Maintenance of an offsite inventory of spare parts. This inventory consists of larger items such as high intensity projectors, larger-scale switching gear, codecs, and VTC systems. As new rooms are built and new equipment comes online, the Contractor is expected to recommend new purchases to augment offsite inventories.

6.4.9. Maintenance of an onsite inventory of consumables, such as projector bulbs, electronic media (Recordable CD-ROM, DVD, ZIP 100 disk, and diskettes), and batteries.

6.4.10. Dispatch, as required and approved by the COR, of hardware and parts to critical rooms, at all core locations. Spare parts will be shipped from inventory within 4 business hours for next day delivery where available.

6.4.11. Installation, upgrade, and repair of VTC and Audio/Visual equipment designated meeting rooms as approved by the COR.

6.4.12. Initiation of PC and network support activities in coordination with appropriate channels. In the NCR, LAN support is coordinated through the Computer Information Center (CIC) Help Desk and equipment changes are initiated via the Form 16 process. Similar channels and processes are in use at the JNIC.

6.4.13. Onsite engineering support for NCR facilities – with a focus on the FOB2 Command Center – from 0700-1500 hours on weekdays, with after-hours and weekend support as needed. Emergency telephone or, if required, onsite support must be available on call for all facilities.

The focus of this activity is to prevent problems or, in cases where they cannot be prevented, to resolve problems before they become noticeable by customers.

Performance measures are identified at Table 1, deliverables at Table 2.

6.5. **Operation of the FOB2 MIC Reception Desk.** This reception desk, currently located in the Command Center, is the single point of contact for all FOB2 event support activities. This activity demands a highly professional bearing and involves:

6.5.1. Staffing to provide support as needed to personnel and guests in the Command Center, with a continuous presence whenever the Command Center is open. Contractor is expected to answer questions about rooms throughout the NCR, room Points of Contact (POCs), call schedules, known issues affecting call performance, and availability and location of other event support staff.

6.5.2. Telephone support via a dedicated telephone line (703-695-6587), with all calls answered or promptly returned. Calls may be transferred to other locations and personnel as required but, barring a line outage, customers should not be directed to call another number or send email to another address for routine service.

6.5.3. E-mail support via a central distribution list (mic@mda.osd.mil), with all E-mails answered promptly.

6.5.4. Filing, maintenance, and retrieval of daily reports and all logs relating to facility and event support.

Performance measures are identified at Table 1, deliverables at Table 2.

6.6. **Scheduling of VTC Sessions**. Contractor is required to schedule all VTC calls with the appropriate agencies, as follows:

6.6.1. Dial-up VTC calls that involve the CS2 bridges must be scheduled through the bridge operator. This is currently done through the VTC Scheduling System (VTCSS), a DOS-based application accessed via modems. This system may be replaced in the future with another scheduling system.

6.6.2. DVSG calls scheduled through DISA. DISA calls must be scheduled at 24-48 hours in advance of the scheduled call time, so a quick response and good follow-up is critical here. Scheduling is currently done using the VTC Scheduling System (VTCSS). In FY04, however, DISA is expected to require all DVSG calls be scheduled through a new Web-based scheduling system. At that time, until VTCSS can be replaced, the Contractor may be required to schedule all calls through VTCSS while scheduling DVSG calls through DISA as well.

6.6.3. Command Center rooms (MIC, VTC Studio, and DSCR) are scheduled by Contractor staff in concert with the Chief of Staff (MDA/DS), as approved by designated POCs. The new MIC planned for November 2004 may include additional rooms.

6.7. **Event support**. This is the primary, day-to-day activity for Contractor personnel. Contractor must provide support required to test and operate room equipment and services for any meeting of one or more personnel that requires Video Tele-Conferencing (VTC), Audio add on, and/or Audio/Visual (A/V) services. Support levels and equipment vary based on the nature of the facilities involved:

6.7.1. "C"-level facilities:

Facilities and Equipment. Typically smaller, non-critical rooms managed by a specific work group. Rooms may be equipped with:

- A small ceiling-mounted PC projector connected to an unclassified PC equipped with CD / DVD capability. PC may also be equipped for classified operation using a removable hard pack and a network switch.
- SmartBoards are not typical in these rooms, but may be provided.

These rooms are characterized by the absence of VTC gear or complex sound systems.

Event Support / Services. Support may be required to demonstrate the use of the equipment or troubleshoot as required. This is the minimum level of support required of the Contractor. Typical support activities will include:

- Power up
- Set up – focusing, loading presentations, etc.
- End user orientation and training.
- Basic diagnostic and repair skills -- restoring cable connections, replacing bulbs, and other activities that require minimal tools, such as a screwdriver. Those beyond the skill of operators should be referred to onsite engineering personnel.
- Basic technical support for PC hardware (typically operating the PC and directing video to room screens) and applications (ability to load and run PowerPoint presentations). Ability to repair PCs and networks is not required; only the ability to determine that a problem requiring attention from the CIC Help Desk exists.

6.7.2. "B"-level facilities:

Facilities and Equipment. Smaller, mixed-use rooms, typically managed by a specific work group. They are equipped with all the gear of "C"-level facilities plus:

- A larger, ceiling-mounted PC projector connected to an unclassified PC equipped with CD / DVD capability.
- Video Teleconferencing (VTC), typically Tandberg 2500, PolyComm, PictureTel, and other older equipment.
- Cable TV, with standalone VCR systems.
- Audio Teleconferencing gear.

PCs are more likely to support classified operation. Room signage, cryptographic gear (such as KIV-7 and KG-194), and/or smaller room control systems such as AMX panels are often used here as well.

Event Support / Services. Entails the same supports as for "C"-level facilities plus set up and troubleshooting of VTC calls as required. Continuous support may only be required while cryptographic gear is in use. Typical support activities will include those provided for "C"-

level facilities plus:

- Setup and use of cryptographic gear.
- Setup and use of VTC equipment
- Use of AMX control panels and other control systems.
- Continuous support for classified calls, including advancing slides, monitoring VTC sessions, etc.
- More advanced diagnostic and repair skills as appropriate for the range of equipment in use, but still requiring minimal tools.

6.7.3. "A"-level facilities:

Facilities and Equipment. Deemed critical to MDA operations, these rooms are equipped like the more complex "B"-level facilities but with larger, more numerous, and more complicated equipment such as:

- Advanced audio and video switching equipment that supports multiple inputs and outputs, including:
  - Fully-equipped classified and unclassified PCs
  - Stand-alone multimedia playback and recording equipment in VHS, Beta/VCR, DVD, CD-ROM, and other formats
  - Specialized gear such as TEDAC, R-BITE, and others.
  - One or more projectors, front or rear-mounted
  - One or more plasma displays.
  - Room-scale sound systems with links to telecomm and Audio Teleconferencing gear.
- A "video wall" or other advanced display gear.
- Video Teleconferencing (VTC), typically Tandberg 6000.
- Cable TV, with standalone VCR systems, and one or more cameras.
- Room signage and cryptographic gear, such as KIV-7 and KG-194.
- Room control systems such as AMX panels, sound and video boards, remotes, and camera control systems.

These facilities are characterized by the use of multiple video display and complex, studio-quality control systems. In many cases, rooms will be equipped with a small stage, podiums wired for sound, multiple cameras and recording equipment, access control systems, and special display and war gaming equipment.

Event Support / Services. Entails the same support as for "B"-level facilities plus (typically) active, continuous, professional support from start to finish by one or more Contractor staff. Typical support activities will include those provided for "B"-level facilities at advanced levels plus:

- Setup and use of complex camera control systems, sound systems, audio/video control boards, and media playback and recording systems.

- Continuous support for most events.
- Advanced diagnostic and repair skills as appropriate for the range of equipment in use, including IP diagnostic and configuration tools for local and remote Tandberg VTC systems.
- Strong experience with a wide range of VTC bridges and networks, including those operated by DISA and switched commercial networks.

6.7.4. Flag-Level Events:

Facilities and Equipment. Events that involve flag officers or flag-equivalent staff are always supported as critical "A"-level activities regardless of the level of the facilities that may be involved.

Event Support / Services. Such events will generally take place in the Command Center or "A"-level rooms capable of supporting classified activities. As such, they generally require active, continuous support from start to finish by multiple Contractor staff.

This activity also dictates a highly professional capability and bearing that will bring credit on MDA with all personnel, visitors, and event participants. Support staff may be required, on occasion, to assist with hosting duties such as room decoration and setup.

6.7.5. Critical "A"-level facilities, existing and known, as of April 2004:

Existing NCR	All rooms located within the current FOB2 Command Center in Wing 8, due to be de-commissioned when the new Command Center comes online in Wing 7.	MIC VTC Studio DSCR
	SE conference rooms	40251 and its two satellite rooms
	The CS2 12th floor MIC	
	The CS2 Bridge, located in the FOB2 Command Center but operated from CS2.	
Existing JNIC	JNIC VTC Studio Room 1123, Building 720	
Expected NCR	All rooms located within the new FOB2 Command Center due to come online in Wing 7 in November 2004	MIC VTC Studio DSCR Operations Center
	The Suffolk MIC, due to come online in the fourth quarter 2004. The CS2 Bridge	

	Suffolk VTC rooms supporting flag equivalent officials.	Anticipate 4-6 rooms coming online in 2004.
Expected JNIC	No changes from Existing	The codec and other VTC gear supporting the JNIC Presentation Center

Performance measures are identified at Table 1, deliverables at Table 2.

6.8. **Operating Bridges**. Contractor will be responsible for all scheduling, operations, and maintenance for two unclassified VTC bridges (both located in the NCR) and one ATC bridge.

VTC bridging services are provided not only to NCR users but also to customers throughout the MDA COI. In 2003, this operation supported approximately 2,800-bridged calls. This number may increase in the future if the decision is made to become less reliant on DVS-G and increasing the use of MDA bridges for enterprise VTC activities.

The ATC bridge is currently available only to NCR personnel and is not heavily used at this time.

6.9. **Support for Management Operations**. Updating and providing information for operational and engineering technical support plans and documents for Configuration Management, updating Standard Operating Procedures, supporting inventory process and lifecycle management. This requires the managing, tracking and accountability of VTC operations to produce reports of all activities.

6.10. **Training**. Contractor will be responsible for training duties as follows:

- Contractor personnel. Ensure all contractor personnel are appropriately trained on equipment, operations, policy and procedures prior to working within MDA facilities. Training may require all personnel attend formal training or, as appropriate, in form of train the trainer. Training will be documented and certified by the facility task lead. In addition, training status will be included as part of a monthly status report. Training will include, but is not necessarily limited to DISA/DVS-G level 1 and 2 training; Training recommended by Contractor to and approved by the facility task lead; Training recommended or mandated by the enterprise VTC lead.
- Customer outreach/training. End user training is a force multiplier. As such, The contractor will propose a recommended customer training curriculum to the facility task lead and, when approved, help prepare training materials and augment the training staff. Training issues may pertain, but are not necessarily limited to: User best practices for running or participating in VTC sessions (e.g., slide format (font, font size), briefer do's and don'ts); Operating video teleconferencing, audio or visual equipment and systems.

6.11. **Interfaces.** Contractor will have to interface with both internal and external organizations involved in DOD VTC. Organizations include, but are not necessarily limited to:

Organization	Type	Comments
DISA	External	DOD agency responsible for developing and implementing VTC guidance, plans, technology.
Information Technology Officers (ITOs)	Internal	Responsible for IT operations at MDA sites, to include VTC.
MDA/IOA	Internal	Functional team responsible for wide area networking and standards within the IO.
MDA/IOV	Internal	Functional team responsible for IT security. Includes security policy and procedures and providing DAA support to the CIO.
EIRG	Internal	Functional user group responsible for identifying, prioritizing, and participating in implementing enterprise-wide requirements.
MDA VTC COI	Internal	Community of Interest for VTC services throughout MDA.
Other MDA IT contractors	Internal	Responsible for network/s and support to customers at their location providing VTC services to the local ITO.
VTC, audio and visual equipment contractors	External	Commercial contractors to monitor advances in video technology and for best practices.

6.12. **Security**. MDA is a controlled environment. A Secret clearance is required to work in MDA space. Due to requirements to support DSCR, and possibly other rooms, where Top Secret information is required, Contractor must be manned and have the flexibility to support TS activities as required. As such, operators must have Top Secret clearances to support senior level executives with TS VTC requirements.

6.13. The following is a partial list recapping services that the contractor must support:

- Participate in VTC and presentation technology research and testing.
- Provide input and feedback on room design.
- Participate in Test & Acceptance of new rooms and new technologies.
- Work with DISA to achieve certification of new rooms and maintain certification of existing rooms.
- Assist with the definition, update, and maintenance of documented processes for room operations.
- Work with ION's Configuration Management Team to ensure that room schematics, hardware, software, and process documentation are logged into the CM system.

- Staff a reception desk at the FOB-2 MIC.
- Provide customers with up to date information (i.e.: Room numbers, POC information, capabilities) on rooms.
- Schedule calls with DISA, with the CS2 bridge, with another bridge, or with remote rooms.
- Perform a daily test of critical rooms, to be done at least 30 minutes prior to any scheduled event each day the room is open.
- Perform a VTC test at least 20 minutes prior to the start of any VTC call.
- Troubleshoot equipment and lines as required to resolve issues or determine that engineering support will be required to do so.
- Contact engineering for hardware repairs as needed.
- Operate VTC, audio, crypto, and presentation equipment, providing any other support as required, in all critical rooms for the duration of any scheduled event.
- Operate VTC, audio, and crypto equipment in all non-critical rooms for the duration of any scheduled event that requires real-time support.
- Operate the audio bridge at FOB-2.
- Notify civilian POCs within 30 minutes of any event failure supporting flag-equivalent staff; and within 60 minutes of any other event failure.
- Provide detailed reports of calls as required.
- Maintain a log of all calls in the format required by civilian POCs.
- Maintain and operate the CS2 bridge.
- Test new rooms as required from the CS2 bridge.
- Maintain a database of rooms approved to use the CS2 bridge.
- Participate in meetings of the MDA COI as requested.

7. Options

7.1. **UnPriced Additional Scope**. The following activities/support may be required under this contract at a later date, but is currently unpriced.

7.1.1. **COMSEC**. Contractor will provide an unpriced option covering cryptographic equipment operations and maintenance, requiring them to have cleared, and National Security Agency (NSA) approved and certified cryptographic maintenance personnel and facilities. This activity will be coordinated and cleared through the MDA COMSEC custodian prior to implementation and will comply with MDA COMSEC policy, procedures, and guidelines

7.1.2. **TEDAC**. Contractor will provide an unpriced option covering the operation of TEDAC equipment in the FOB2 MIC, FOB2 Operations Center, and RTO Integration Center for flight-testing.

7.1.3. **R-BITE**. Contractor will provide an unpriced option covering the operation of R-BITE equipment in the FOB2 MIC for flight testing and war games

7.1.4. **Classified Bridge**. Contractor will provide an unpriced option covering the operation of a classified bridge to be located at the JNIC, GMD (Huntsville), or other location outside the NCR.

7.1.5. **Room scheduling**. Contractor will provide an unpriced option covering the operation of a central scheduling resource for all rooms within the MDA COI, both classified and unclassified. This could entail the operation of specialized room scheduling software, such as Forgent's GSS or Alliance application, or Visionex VCS, or Tandberg's call management solution

Table 1 - Performance Measures

	FOB2 MIC Reception Desk	Event support for critical facilities	Event support for non-critical facilities	Maintenance for critical facilities	Maintenance for non-critical facilities
VTC Event Uptime (minutes) Success		97% for all VTC minutes. Qualifiers: 1) Failed events attributable to network resources outside NCR and JNIC control & 2) events attributable to equipment previously identified as deficient do not count against success rate.	97% for all VTC minutes. Qualifiers: 1) Failed events attributable to network resources outside NCR and JNIC control & 2) events attributable to equipment previously identified as deficient do not count against success rate.		
Response time	Telephone calls answered within 5 rings, E-mail responses within 4 desk hours.	Events must be scheduled within 1 business hour of request. When staff is available, ad hoc requests for support must be provided within 10 minutes of request. If unable to meet the 1-hour requirement due to event complexity, notify individual scheduling ASAP when scheduling is complete.	Events must be scheduled within 1 business hour of request. When staff is available, ad hoc requests for support must be provided within 10 minutes of request. If unable to meet the 1-hour requirement due to event complexity, notify individual scheduling ASAP when scheduling is complete.	During business hours: • In addition to the operator, a technician will be used for VTC events in all critical rooms. Unless the onsite engineer/technician is occupied with a higher priority problem in another room or is working off site, response time shall be no more than 15 minutes. • Telephone and/or E-mail response shall be provided within 4 hours of report of a problem. • Additional engineering staff shall be dispatched as needed within 1 business day of problem escalation. • After normal business hours, engineering personnel will initially respond within 2 hours and will respond onsite within 3 hours.	
Customer Satisfaction		As measured by Customer Surveys, must show at least 80% rate of "A" evaluations and 99% of A or B ratings.	As measured by Customer Surveys, must show at least 80% rate of "A" evaluations and 99% of A or B ratings.		

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Table 1 - Performance Measures

	FOB2 MIC Reception Desk	Event support for critical facilities	Event support for non-critical facilities	Maintenance for critical facilities	Maintenance for non-critical facilities
Complaint Reports		As measured by written complaints received either in formal reports from MIC staff or directly from POCs, must account for less than 6% of all events.	As measured by written complaints received either in formal reports from MIC staff or directly from POCs, must account for less than 10% of all events.		
Hardware & Software Uptime				99% for all local hardware and software.	99% for all local hardware and software.
Diagnostic evaluation		All critical rooms must undergo basic diagnostic testing (hardware survey, power-up test, audio test, video test, etc., for all services in the room) every morning prior to 0700 Local Time.	All non-critical rooms must undergo basic diagnostic testing (hardware survey, power-up test, audio test, video test, etc., for all services in the room) once each week at scheduled times.		
Periodic Maintenance				Except where room schedules prevent it, all critical rooms must be tested thoroughly at least once every two weeks. Written reports (checklists with comments) must be provided for each room/test.	Except where room schedules prevent it, all non-critical rooms must be tested thoroughly at least once each month. Written reports (checklists with comments) must be provided for each room/test.

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Table 1 - Performance Measures

	FOB2 MIC Reception Desk	Event support for critical facilities	Event support for non-critical facilities	Maintenance for critical facilities	Maintenance for non-critical facilities
Random testing				All critical rooms must be tested thoroughly at a date and time other than that scheduled for periodic maintenance at least once each quarter. Written reports (checklists with comments) must be provided for each room/test.	All critical rooms must be tested thoroughly at a date and time other than that scheduled for periodic maintenance at least twice each year. Written reports (checklists with comments) must be provided for each room/test.
Software upgrades				Maintenance patches and other free upgrades must be applied as needed, within sixty (60) days of issue. All software patches will be tested first in non-critical rooms. Other upgrades to be evaluated and recommendations due within 90 days of release.	

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Table 2: Deliverables

	FOB2 MIC Reception Desk	Event support for critical facilities	Event support for non-critical facilities	Maintenance for critical facilities	Maintenance for non-critical facilities
Complaint Report	A written report of any complaints must be provided within 2 hours in electronic format via E-mail.	A written report of any complaints must be provided within 2 hours in electronic format via E-mail.	A written report of any complaints must be provided within 1 business day in electronic format via E-mail.		
Customer Surveys		Survey forms to be distributed to all event POCs on the first full week of every quarter must be bound and delivered by the end of the month with a cover sheet that tallies the results.			
Outage Report		A written review of all activity for any room that suffers unscheduled service outages of any kind is due within 24 hours of resolution and must be provided in electronic format (preferably Microsoft Word) once each quarter.	A written review of all activity for any room that suffers unscheduled service outages of any kind is due within 24 hours of resolution and must be provided in electronic format (preferably Microsoft Word) once each quarter.		A written review of all activity for any room that suffers unscheduled downtime due to hardware or software problems is due within 24 hours of resolution and must be provided in electronic format (preferably Microsoft Word) once each quarter.
Quarterly Report		A written review of all activity for each room with issues and recommendations for action must be provided in electronic format (preferably Microsoft Word) once each quarter.			A written review of all activity for each room with issues and recommendations for action must be provided in electronic format (preferably Microsoft Word) each month

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Table 2: Deliverables

	FOB2 MIC Reception Desk	Event support for critical facilities	Event support for non-critical facilities	Maintenance for critical facilities	Maintenance for non-critical facilities
Inventory				A comprehensive inventory of all hardware and software by room must be maintained continuously. Inventory must include make, model name or number, revision number, manufacturer name, manufacturer part number, life cycle dates (end of warranty, end of support, end of lifetime), and description. Reports must be presented in electronic format once each quarter or as needed.	
Maintenance Logs				A comprehensive log of all repairs, upgrades, and any other changes of all hardware and software by room must be maintained. Logs must include date, time, name of technician, make, model name or number, revision number, manufacturer name, manufacturer part number, and description of repair or change. Reports must be presented in electronic format once each quarter or as needed.	
Life Cycle Report				A listing of all hardware that is within 6 months of a life cycle date (end of warranty, end of support, end of lifetime) with a recommendation for action must be provided in electronic format (preferably Microsoft Word or Excel) once each quarter.	
Weekly Metrics Report		A written report (that complies with enterprise direction) with status of VTC sessions over the past week.	A written report (that complies with enterprise direction) with status of VTC sessions over the past week.		
Daily Flag Level Report		Written report that identifies flag level sessions scheduled for each day along with results of flag sessions from the previous day.	Written report that identifies flag level sessions scheduled for each day along with results of flag sessions from the previous day		

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Attachment 1: Sample of Current Daily Log

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Date	Room	Start	End	Facilitator	POC	Purpose	Type	Classif?	Remote Sites	Report	Technical Problems	Audio Problems	Cancelled	Scheduled	Rescheduled	Video Problems	Other	Calls Made	Calls Received	No Shows	Bridge Calls	Minutes	Calls Dropped
378	02/04/04	40441	1600	1900	McCartney	Maj. Cook	NPS Class	Dial Up/ Direct Connect	Unclass	Point to Point	No problems to report.	A								N	1	0	0	0	0
380	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	No problems to report.	A								N	1	0	0	0	0
381	02/03/04	MIC	1015	1230	Henderson	David Heller/ 693-3008	BRAC TRNG	DVSG/ AT&T	Unclass	HSV GMD, LAAFB, JNIC, ARLINGTONFOB 2MCU2	No problems to report.	A								N	1	0	0	0	0
382	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	No problems to report.	A								N	1	0	0	0	0
383	02/03/04	43282	730	930	McKether	Tabitha Howard/ 553-5667	PI STAND UP	Dial Up/ Direct Connect	Unclass	Point to Point	No problems to report.	A								N	1	0	0	0	0
384	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Computer support. No problems.	A								N	1	0	0	0	0
385	02/03/04	18041	930	1200	Williams	Vicky Aardema	TARGETS & COUNTERMEASURES	Dial UP/ CS2 Bridge	Unclass	Multi Point	No problems to report.	A								N	1	0	0	0	0
386	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	?								N	1	0	0	0	0
387	02/03/04	40251	1030	1200	Santiago	Maj Jacobs/ 697-4575	ARMY ALL HANDS/ TE	Dial UP/ CS2 Bridge	Unclass	N/A	No problems to report.	A								N	1	0	0	0	0
388	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	No problems to report.	A								N	1	0	0	0	0
389	02/03/04	10752	1230	1400	McKether	Gary Crichton/ 697-9741	IAWG WORKING GROUP	Dial UP/ CS2 Bridge	Unclass / Secret / TS / TSCI / Other	ulti Point	No problems to report.	A								N	1	0	0	0	0
390	[illegible]	VTC [illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Call dropped prior to MTG. Reconnection was made without any problems.	B				1				P	1	0	0	0	1
	02/02/04	VTC	1230	1400	Santiago	Kristine	MDA SI/GMD	DVSG/	Secret	REDSTONEGMD	No problems to report.	A								N	1	0	0	0	0

Daily Log | TD Report | [illegible] daily count | Data Validation

Ready NUM

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Attachment 2: Sample of Current Monthly Performance Statistics

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
68	NCR calls by Month 2003	Jan 17-31 2003	Feb 2003	Mar 2003	Apr 2003	May 2003	Jun 2003	Jul 2003	Aug 2003	Sep 2003	Oct 2003	Nov 2003	Dec 2003		2003	TO DATE
70	Pass (A-B) -- Problems not visible to customer															
71	Fail (C-F) -- Some problems visible															
72																
73	NCR calls by Quarter (2003)				Second				Third		Fourth				2003	TO DATE
74	Total calls by quarter								[illegible]		[illegible]				1693	1693
75	Average calls per month by quarter								[illegible]		[illegible]				141	141
76	Average passing calls (A-B) per quarter															86%
77	Average failing calls (C-F) per quarter															11%
78																
79	NCR calls by Month (2003)	Jan 17-31 2003	Feb 2003	Mar 2003	Apr 2003	May 2003	Jun 2003	Jul 2003	Aug 2003	Sep 2003	Oct 2003	Nov 2003	Dec 2003		2003	TO DATE
80	Calls scheduled	61	123	119	199	198	177	169	183	204	204	178	179		1,994	2,251
81	Calls cancelled	4	12	14	13	5	17	17	13	20	23	23	18		179	187
82	Calls aborted -- No show [from 4/1]	0	0	0	16	22	8	16	14	12	16	9	9		122	131
83	Calls attempted	57	111	105	170	171	152	136	156	172	165	146	152		1,693	1,933
84																
85	Total issues logged for problem calls															
86	Issues resulting from remote site(s) [from 4/1]	0%	0%	0%	9%	6%	3%	9%	2%	2%	4%	1%	1%		4%	4%
87	Audio	16%	7%	14%	7%	8%	5%	3%	3%	2%	6%	2%	1%		5%	5%
88	Crypto	7%	3%	1%	4%	1%	3%	1%	1%	1%	1%	1%	0%		2%	2%
89	Line	11%	5%	5%	8%	1%	2%	4%	3%	4%	4%	1%	1%		3%	3%
90	Schedule	7%	8%	14%	6%	10%	5%	5%	8%	3%	2%	2%	1%		6%	5%
91	Environment	2%	7%	1%	1%	0%	1%	1%	0%	0%	1%	1%	1%		1%	1%
92	Video	5%	5%	1%	7%	5%	4%	3%	1%	1%	4%	1%	1%		3%	3%
93																
94	Graded calls (does not include cancels, no shows, tests)															
95	A -- No problems noted															
96	B -- Problems fixed during setup															
97	C -- Problems briefly affect one service or site															
98	D -- Unresolved issues affecting multiple services/sites															
99	F -- Failure to establish call or so severe that cancelled															
100	? -- Setup and Test calls (omitted from grading)	0%	0%	0%	1%	5%	4%	1%	1%	1%	4%	3%	1%		2%	2%
101	? -- Calls not graded yet	2%	0%	0%	1%	4%	0%	0%	0%	0%	0%	1%	0%		1%	2%
102	Pass (A or B) -- Problems not visible to customer															
103	Fail (C thru F) -- Some problems visible to customer															
104																

Daily Log | TD Report | 2003 daily count | Data validation

Ready NUM

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Attachment 3: Definitions

Community of Interest	A DISA/DVS-G designator for identifying VTC room/site affiliation. The MDA COI consists of military, government, THE CONTRACTOR, and educational facilities. Prior to receiving a DVS-G designator, they must be approved by the COI manager and, as appropriate, accredited for unclassified or classified operations.
Computer Information Center (CIC)	Office, part of the local ITO organization, responsible for IT customer support/help desk.
Configuration Management	All activity associated with baselining and maintaining changes to an IT environment. The major CM activities include configuration audits, configuration status accounting, and configuration change control.
"A"-level Critical facilities	Generally speaking, critical facilities are DVS-G enabled rooms that routinely support flag officers. At present, this includes: • All rooms located within the current FOB2 Command Center (MIC, Main VTC Room, and DSCR) in Wing 8, due to be de-commissioned when the new Command Center comes online in Wing 7. • The SE conference rooms (40251 and its two satellite rooms). • The CS2 12th floor MIC. • The Presentation Center at the JNIC. • All rooms located within the new FOB2 Command Center (MIC, DSCR, Main VTC Room, and Operations Center) due to come online in Wing 7 in November 2004. • The Suffolk MIC, due to come online in the fourth quarter 2004.
DISN Video Services – Global (DVS-G)	DOD-wide video authority. Includes management and operations personal responsible for planning and management of the DOD-wide system. Establishes standards, policy and, as required, DOD requirements for all video related services.
Events	Any meeting of one or more personnel that requires Video Tele-Conferencing (VTC), Audio add on, and/or Audio/Visual (A/V) support.
Joint National Integration Center (JNIC)	MDA organization located at Schriever AFB, CO.
National Capital Region (NCR)	Designator for MDA rooms in/around the Washington, DC area. This includes rooms directly associated with FOB2 operations (that is part of the FOB2 It environment (currently FOB2, Sequoia Plaza, Suffolk Building, Crystal Square 2).
Non-critical facilities	Any facilities not defined as critical.
Success	No, or at worst, minimal disruption to the audio and/or video service.

Attachment 3: Definitions

Support	All activities required to test and operate Video Tele-Conferencing (VTC), Audio add on, Audio/Visual (A/V) equipment (including VCR, DVD, CD-ROM, and other media), room signage, cryptographic gear (KIV-7, KIV-19, KG-94, and KG-194, etc.), cameras and other audio/video playback/recording gear, and control systems (typically AMX panels and/or remotes). Typical activities include: • Power up. • Basic diagnostic and repair skills -- restoring cable connections, replacing bulbs, and other activities that require minimal tools, such as a screwdriver. • Set up – focusing, loading presentations, etc. • Operation – advancing slides, monitoring VTC sessions, etc. • End user training. • Basic technical support for PC hardware (typically operating the PC and directing video to room screens) and applications (ability to load and run PowerPoint presentations). Ability to repair PCs and networks is not required; only the ability to determine that a problem requiring attention from the CIC Help Desk exists.
Task Lead/er	Individual designated as the government authority for a specific task/set of tasks. In this document, task lead/er is the individual directly responsible for day-to-day operations and maintenance. Task lead also sits on the enterprise award/evaluation board.

Attachment 4 – Equipment Information (NCR - based on inventory taken in February 2004, JNIC as of 19 April 2004)

Priority	BUILDING	ROOM	SEATING	VTC EQUIPMENT	OTHER EQUIPMENT	SECURE	DIAL-UP	[illegible]
A	JNIC Bldg 720	1123	30	Tandberg 6000, Audio Add-On, VCR, Document Camera, Table Mics, classified/unclassified PC		Y	N	Y
B	JNIC Bldg 730	331	20	Tandberg 8000, VCR, Document Camera, Ceiling Mic, Unclassified PC		Y	Y	Y
B	JNIC Bldg 730	372	18	Tandberg 6000, Document Camera, Unclassified PC		N	Y	Y
B	JNIC Bldg 730	309T	30	Tandberg 6000 (moving to Presentation Center)		N	Y	Y
B	FOB2	40461	8	Tandberg 2500				
B	FOB2	40556	8	Tandberg 2500				
B	FOB2	47052 Ops Ctr	8	Tandberg 6000				
B	FOB2	10641		Tandberg 6000				
B	FOB2	27281		Tandberg 2500, projection screen, projector, document camera, audio add-on, DVD, VCR and CATV	Chart rail w/ white board			
B	FOB2	40602		Tandberg 6000,				
B	FOB2	G7312		Tandberg 2500, projection screen, projector, document camera, audio add-on, DVD, VCR and CATV	Chart rail w/ white board			
B	FOB2	47012		Tandberg 6000				
B	FOB2	47131 MIC		Tandberg 6000				
B	FOB2	47071 VTC		Tandberg 6000				
B	FOB2	82???	N/A	Tandberg 1000 desktop	N/A	N	Y	N
B	FOB2	82???	N/A	Tandberg 1000 desktop	N/A	N	Y	N
B	FOB2	82???	N/A	Tandberg 1000 desktop	N/A	N	Y	N
B	FOB2	82???	N/A	Tandberg 1000 desktop	N/A	N	Y	N
B	FOB2	18182	?	?	?		Y	
B	FOB2	G8402	?	?	?		Y	
B	FOB2	10752	16	PictureTel 960, single monitor, audio add-on, document camera, CATV & VCR	PC, projection screen & chart rail w/ white board	N	Y	N
A	FOB2	18331	12	PictureTel 960, single monitor, audio add-on, document camera, CATV & VCR	PC, projection screen & chart rail w/ white board	N	Y	N

Attachment 4 – Equipment Information (NCR - based on inventory taken in February 2004, JNIC as of 19 April 2004)

Priority	BUILDING	ROOM	SEATING	VTC EQUIPMENT	OTHER EQUIPMENT	SECURE	BACKUP	DVRS
A	FOB2	28061 DSCR	39	Tandberg 6000, 60" plasma screens (Q 3), document camera, audio add-on, table microphones, ceiling microphones, lecterns w/mic (Q2), DVD/CD player combination, audio cassette deck, CATV, VHS VCR, Beta Cam SX, SmartBoard 300i, projector, PC unclassified	Projection screen	Y	Y	Y
B	FOB2	18371	10	PictureTel 960, single monitor, audio add-on, document camera, CATV & VCR	PC, projector, projection screen & chart rail w/ white board	N	Y	N
B	FOB2	28341 EAC / Conf. Room A	20	VTEL Galaxy (PC platform), CATV, VCR, projection screen & projector		Y	Y	N
A	FOB2	28332 MIC	80	Tandberg 6000, 50" plasma screens (Q 4), NEC rear projection systems w/screens (Q 2), room cameras (Q4), document camera, audio add-on, table microphones, ceiling microphones, lecterns w/mic (Q2), DVD/CD player combination, audio cassette deck, CATV, VH		Y	Y	Y
A	FOB2	28301 VTC	40	Tandberg 6000, 50" plasma displays (Q 3), one 50" SmartBoard plasma overlay, audio add-on, CATV, VCR (Super VHS), Beta Cam SX, audio cassette deck, document Camera, PC unclassified, PC classified, table microphones & ceiling microphones		Y	Y	Y
B	FOB2	17051 Rooms 17051 and 17052 can combine to form one larger conf. room (17052).	12	PictureTel 960, single monitor, document camera, CATV & VCR	Projection screen	N	Y	N
B	FOB2	17052 Combo 51& 52	16		PC, projection screen, chart rail w/ white board & alcove whiteboard/ white board	N		
B	FOB2	40702	16	VTEL Galaxy (PC platform), single monitor, document camera, CAT,	Projector, projection screen & chart rail w/ white board	N	Y	N

Attachment 4 – Equipment Information (NCR - based on inventory taken in February 2004, JNIC as of 19 April 2004)

Priority	BUILDING	ROOM	SEATING	VTC EQUIPMENT	OTHER EQUIPMENT	SECURE	DMA/AP	DVRS
				VCR, audio add-on?				
B	FOB2	43282	15 - 20	Tandberg 6000, CATV, VCR, projection screen, SmartBoard, document camera & roaming camera	Projection screen & chart rail w/ white board	N	Y	N
B	SP2100?	18041	12	PictureTel 960, single monitor, document camera, VCR & CATV	Projection screen & chart rail w/ white board	N	Y	N
B	FOB2	G8172	12	PictureTel Concorde 4500, single monitor, document camera, audio add-on, CATV & VCR	Projection screen & chart rail w/ white board	N	Y	N
B	FOB2	40601	8	Polyscom iPower 900 series, CATV & VCR	Projection screens (Q2) & chart rail w/ white board	N	Y	N
B	FOB2	28252	12	PictureTel 960, single monitor, CATV & VCR	Projection screen & chart rail w/ white board	N	Y	N
B	FOB2	G8401	10	PictureTel Concorde 4500, single monitor, document camera, audio add-on, CATV & VCR	Projection screen & chart rail w/ white board	N	Y	N
B	FOB2	40441	12	PictureTel Concorde 4500, document camera, audio add-on, CATV & VCR	VCR, projector, projection screen, chart rail w/white board	N	Y	N
B	FOB2	44011	12	PictureTel 960, single monitor, CATV & VCR	Projector, projection screen, chart rail w/white board & SmartBoard	Y	Y	N
B	FOB2	37351	12	VTEL Galaxy (PC platform), CATV & VCR	Projector, projection screen & chart rail w/white board	N	Y	N
B	FOB2	37081	8	Tandberg 2500, video camera, document camera, DVD/VCR combination unit, projection screen, projector, ceiling microphones (Q4), ceiling speakers (Q4), audio add-on, PC & AMX wireless control panel	SmartBoard	N	Y	N
B	FOB2	46083	8	Tandberg 2500, video camera, document camera, DVD/VCR combination unit, projection screen, projector, ceiling microphones (Q4), ceiling speakers (Q4), audio add-on, PC & AMX wireless control panel	Chart rail w/white board	N	Y	N

Attachment 4 – Equipment Information (NCR - based on inventory taken in February 2004, JNIC as of 19 April 2004)

Priority	BUILDING	ROOM	SEATING	VTC EQUIPMENT	OTHER EQUIPMENT	SECURE	DIALUP	DVBS
B	FOB2	43221	10	PictureTel 960, projector, projection screen, document camera, CATV & VCR	SmartBoard & chart rail w/ white board	N	Y	N
A	FOB2	40251	25 to 30	Tandberg 6000, projectors (Q 2), projection screens (Q 2), document camera, CATV, VHS player & VHS/VCR recorder	SmartBoard & chart rail w/ white board	Y	Y	Y
B	FOB2	43041	10	Tandberg 6000, projector, projection screen, VCR & document camera	Chart rail w/ white board	Y	Y	Y
B	FOB2	43013	10	Tandberg 6000, projector, projection screen, document camera & VCR	Chart rail w/ white board	Y	Y	Y
B	FOB2	43013	12	Tandberg 6000, projector, projection screen, document camera & VCR	Chart rail w/ white board	N	Y	N
B	FOB2	40261	10	PictureTel 960 , projector, projection screen, document camera, CATV, VHS player & VCR	Chart rail w/ white board	N	Y	N
B	FOB2	42091	12	Polycom iSeries 900, projector, projection screen, document camera, CATV, VHS player & VCR	Chart rail w/ white board	N	Y	N
B	FOB2	40041	20	Polycom iSeries 900, projector, projection screen, document camera, CATV, VHS player & VCR	Chart rail w/ white board	N	Y	N
B	FOB2	42153	15 to 20	PictureTel 960, projector, projection screen, document camera, CATV & VCR	Chart rail w/ white board	N	Y	N
B	FOB2	42091		PictureTel 960, projector, projection screen, document camera, CATV & VCR	Chart rail w/ white board	N	Y	N
B	CS2	529	12	PictureTel Concorde 4500, document camera, CATV & VCR	Projector, projection screen & white board	N	Y	N
B	CS2	1001	12	PictureTel Concorde 4500		N	Y	N
B	CS2	12030	80	PictureTel Concorde 4500, single monitor, rear projection system, CATV & VCR		?	Y	N
B	CS2	12030	N/A	PictureTel 100 Desktop		N	Y	N
B	CS2	12030	80	Polycom ViewStation single monitor		Y	Y	N
B	FOB2		N/A	Accord Bridge	16 Ports w/#### total mpbs	N	Y	N

Attachment 4 – Equipment Information (NCR - based on inventory taken in February 2004, JNIC as of 19 April 2004)

Priority	BUILDING	ROOM	SEATING	VTC EQUIPMENT	OTHER EQUIPMENT	SECURE	DIAL-UP	DVBS
B	CS2		N/A	Montage Bridge	?# Ports w/### total mpbs	N	Y	N
B	SP	1071	30	Tandberg 2500, projection screen, projector, document camera, audio add-on, CATV & VCR	SmartBoard	?	Y	N
B	SP	3181	20	Polycom ViewStation single monitor	Portable dividing wall & projector	?	Y	N
B	SP1	SA1102	25	?	Sequoia Plaza I	?	Y	N
B	SP?			Tandberg 2500, projection screen, projector, document camera, audio add-on, CATV & VCR		?	Y	N
B	SF	04C43	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV		?	Y	N
B	SF	05C43	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	06C43	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	07C43	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	04C27	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	05C27	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	06C27	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N
B	SF	07C27	14	Tandberg 2500, projection screen, projector, audio add-on, DVD, VCR and CATV	Chart rail and electronic whiteboard capability	Y	Y	N

Attachment 4, Table 1 - NCR Room Usage for CY03

Room	Type	Count Of Type
10752	Dialup	181
	DVSG	5
	Meeting	4
	Multi	1
17011	Dialup	34
17052	Dialup	2
17092	Dialup	18
18041	Dialup	27
	Meeting	1
18331	Dialup	8
18371	Dialup	151
	DVSG	1
	Meeting	1
	Multi	1
28172	Meeting	1
28181	Dialup	2
28341	Dialup	2
37081	Dialup	4
37351	Dialup	62
	Meeting	1
	Multi	1
40241	DVSG	1
40251	Audio	20
	Audio Add	7
	Dialup	213
	DVSG	38
	Meeting	29
	Test	5
402561	Dialup	3
40261	Dialup	1
	Meeting	1
40291	Dialup	1
40311	DVSG	1
40441	Dialup	55
	Meeting	1
40601	Dialup	25
	DVSG	1
	Meeting	1
40702	Dialup	32
40702	Multi	1
40731	Dialup	4

Attachment 4, Table 1 - NCR Room Usage for CY03

Room	Type	Count Of Type
42091	Audio	7
	Audio Add	9
	Dialup	8
	Meeting	1
	N/A	1
42153	Meeting	1
43011	Dialup	1
	DVSG	4
43013	Dialup	1
	DVSG	1
43041	Test	1
43221	Meeting	2
43251	Dialup	1
	Meeting	1
43281	Dialup	1
43282	Dialup	128
	Meeting	2
44011	Dialup	24
	DVSG	10
447011	Dialup	1
46083	Dialup	2
6/27/03	Dialup	1
Between 7 & 8	Meeting	1
Dial-up room?	Audio	1
DSCR	Dialup	6
	DVSG	11
EA Conf Room	Dialup	1
FBSCR	Dialup	1
G7232	Dialup	5
G8172	Dialup	4
G8401	Dialup	10
G8402	Dialup	1
HENDERSON HALL	Setup	1
MIC	Briefing	3
	Ceremony	1
	Dialup	14
	DVSG	183
	Equip Install	1
	Meeting	181
	MTG	1
	Special Event	1
	Test	12

Attachment 4, Table 1 - NCR Room Usage for CY03

Room	Type	Count Of Type
	Training	2
on MDA Grounds outdoors	Meeting	1
SE	Dialup	1
TE PLANNING ROOM	Dialup	1
VTC Room	(VTC)	2
	Audio Add	1
	Dialup	35
	DVSG	239
	Meeting	101
	MTG	1
	Multi	4
	Test	5
VTC ROOM (ARLNGTNNAVANX2-MDA-DD)	?	2

Attachment 4, Table 2 - Documented CY03 Usage

Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
01/17/03	5
01/21/03	9
01/22/03	9
01/23/03	7
01/24/03	5
01/27/03	7
01/28/03	6
01/29/03	4
01/30/03	5
01/31/03	4
02/03/03	3
02/04/03	8
02/06/03	10
02/10/03	8
02/11/03	12
02/12/03	12
02/14/03	6

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
1/17/03	3
1/21/03	8
1/22/03	9
1/23/03	6
1/24/03	4
1/27/03	7
1/28/03	6
1/29/03	4
1/30/03	5
1/31/03	4
2/3/03	3
2/4/03	8
2/6/03	8
2/10/03	6
2/11/03	8
2/12/03	7
2/14/03	5

Attachment 4, Table 2 - Documented CY03 Usage

Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
02/19/03	15
02/20/03	9
02/21/03	8
02/24/03	8
02/26/03	12
02/27/03	6
02/28/03	6
03/03/03	4
03/04/03	5
03/07/03	3
03/10/03	10
03/11/03	6
03/13/03	11
03/14/03	10
03/17/03	8
03/20/03	10
03/25/03	10
03/26/03	10
03/27/03	13
03/28/03	8
03/31/03	10
04/01/03	12
04/02/03	13
04/03/03	12
04/04/03	13
04/07/03	6
04/08/03	11
04/09/03	13
04/10/03	11
04/11/03	8
04/15/03	13
04/16/03	10
04/17/03	5
04/18/03	9
04/21/03	6
04/22/03	6
04/23/03	11
04/24/03	9
04/25/03	13

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
2/19/03	8
2/20/03	7
2/21/03	6
2/24/03	6
2/26/03	10
2/27/03	3
2/28/03	6
3/3/03	1
3/4/03	3
3/7/03	3
3/10/03	8
3/11/03	5
3/13/03	9
3/14/03	5
3/17/03	5
3/20/03	7
3/25/03	6
3/26/03	5
3/27/03	11
3/28/03	7
3/31/03	7
4/1/03	11
4/2/03	8
4/3/03	7
4/4/03	8
4/7/03	6
4/8/03	7
4/9/03	8
4/10/03	6
4/11/03	7
4/15/03	10
4/16/03	10
4/17/03	5
4/18/03	7
4/21/03	5
4/22/03	5
4/23/03	8
4/24/03	8
4/25/03	7

Attachment 4, Table 2 - Documented CY03 Usage

[redacted]	
Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
04/28/03	9
04/29/03	11
05/01/03	12
05/02/03	14
05/06/03	4
05/08/03	8
05/09/03	6
05/12/03	11
05/13/03	11
05/14/03	13
05/15/03	10
05/16/03	15
05/19/03	12
05/20/03	12
05/21/03	14
05/22/03	11
05/23/03	12
05/27/03	14
05/28/03	12
05/29/03	16
05/30/03	10
06/02/03	9
06/03/03	13
06/04/03	10
06/05/03	12
06/06/03	11
06/09/03	9
06/10/03	7
06/12/03	6
06/13/03	6
06/17/03	13
06/18/03	9
06/19/03	12
06/20/03	9
06/23/03	11
06/24/03	8
06/26/03	10
06/27/03	8
06/30/03	10

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
4/28/03	7
4/29/03	10
5/1/03	10
5/2/03	9
5/6/03	3
5/8/03	5
5/9/03	2
5/12/03	7
5/13/03	9
5/14/03	11
5/15/03	7
5/16/03	10
5/19/03	11
5/20/03	11
5/21/03	13
5/22/03	9
5/23/03	8
5/27/03	13
5/28/03	10
5/29/03	12
5/30/03	8
6/2/03	9
6/3/03	9
6/4/03	8
6/5/03	11
6/6/03	10
6/9/03	7
6/10/03	7
6/12/03	5
6/13/03	5
6/17/03	11
6/18/03	8
6/19/03	10
6/20/03	9
6/23/03	8
6/24/03	5
6/26/03	8
6/27/03	6
6/30/03	8

Attachment 4, Table 2 - Documented CY03 Usage

Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
07/01/03	13
07/03/03	9
07/07/03	10
07/08/03	11
07/09/03	9
07/10/03	10
07/14/03	13
07/15/03	11
07/16/03	10
07/18/03	8
07/21/03	13
07/22/03	8
07/23/03	15
07/25/03	8
07/28/03	10
07/29/03	10
08/01/03	6
08/04/03	10
08/06/03	12
08/07/03	10
08/08/03	7
08/11/03	9
08/12/03	9
08/13/03	12
08/15/03	9
08/16/03	1
08/18/03	12
08/19/03	16
08/20/03	12
08/21/03	11
08/22/03	8
08/25/03	12
08/26/03	10
08/27/03	12
08/28/03	5
09/02/03	11
09/03/03	10
09/04/03	8
09/05/03	11

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
7/1/03	12
7/3/03	8
7/7/03	6
7/8/03	8
7/9/03	7
7/10/03	10
7/14/03	11
7/15/03	11
7/16/03	6
7/18/03	7
7/21/03	7
7/22/03	7
7/23/03	12
7/25/03	8
7/28/03	9
7/29/03	9
8/1/03	4
8/4/03	8
8/6/03	11
8/7/03	10
8/8/03	5
8/11/03	9
8/12/03	8
8/13/03	8
8/15/03	8
8/16/03	1
8/18/03	9
8/19/03	13
8/20/03	10
8/21/03	6
8/22/03	6
8/25/03	10
8/26/03	8
8/27/03	9
8/28/03	4
9/2/03	7
9/3/03	8
9/4/03	7
9/5/03	9

Attachment 4, Table 2 - Documented CY03 Usage

Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
09/08/03	16
09/09/03	8
09/10/03	13
09/11/03	8
09/12/03	12
09/15/03	10
09/16/03	10
09/17/03	11
09/18/03	1
09/19/03	1
09/22/03	8
09/23/03	10
09/24/03	13
09/25/03	10
09/26/03	9
09/29/03	12
09/30/03	12
10/02/03	12
10/06/03	9
10/07/03	12
10/08/03	14
10/09/03	9
10/10/03	8
10/14/03	12
10/15/03	13
10/16/03	10
10/17/03	13
10/20/03	12
10/21/03	10
10/22/03	11
10/23/03	9
10/24/03	9
10/27/03	12
10/28/03	8
10/29/03	9
10/30/03	12
11/03/03	13
11/04/03	10
11/05/03	10

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
9/8/03	16
9/9/03	6
9/10/03	9
9/11/03	6
9/12/03	12
9/15/03	9
9/16/03	7
9/17/03	9
9/22/03	8
9/23/03	9
9/24/03	8
9/25/03	7
9/26/03	7
9/29/03	10
9/30/03	11
10/2/03	7
10/6/03	9
10/7/03	10
10/8/03	8
10/9/03	7
10/10/03	6
10/14/03	10
10/15/03	11
10/16/03	7
10/17/03	10
10/20/03	10
10/21/03	8
10/22/03	7
10/23/03	5
10/24/03	7
10/27/03	9
10/28/03	6
10/29/03	7
10/30/03	7
11/3/03	12
11/4/03	6
11/5/03	6

Attachment 4, Table 2 - Documented CY03 Usage

Average	9.7
Max	17
Mode	10
Median	10
Date	**Events**
11/07/03	1
11/10/03	12
11/12/03	13
11/13/03	12
11/14/03	8
11/17/03	17
11/18/03	14
11/19/03	10
11/20/03	13
11/21/03	10
11/24/03	13
11/25/03	12
11/26/03	7
11/28/03	2
12/01/03	15
12/02/03	11
12/03/03	15
12/04/03	11
12/05/03	8
12/08/03	9
12/09/03	11
12/10/03	7
12/11/03	9
12/12/03	10
12/16/03	10
12/17/03	14
12/18/03	12
12/19/03	11
12/22/03	8
12/23/03	6
12/29/03	5
12/30/03	4
12/31/03	2

Calls only	
Average	7.7
Max	16
Mode	7
Median	8
Date	**Calls**
11/7/03	1
11/10/03	11
11/12/03	9
11/13/03	9
11/14/03	7
11/17/03	14
11/18/03	13
11/19/03	8
11/20/03	10
11/21/03	7
11/24/03	12
11/25/03	11
11/26/03	5
11/28/03	1
12/1/03	13
12/2/03	10
12/3/03	10
12/4/03	9
12/5/03	7
12/8/03	8
12/9/03	10
12/10/03	5
12/11/03	6
12/12/03	8
12/16/03	8
12/17/03	11
12/18/03	7
12/19/03	9
12/22/03	7
12/23/03	6
12/29/03	5
12/30/03	3
12/31/03	2

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

(b)(2),(b)(4)

Attachment 3
HQ0006-04-C-0011

OCI ANALYSIS/DISCLOSURE FORM

1. Contract Number	*2. Program Title*
HQ0006-04-_____	Events Management - MDA/D

3. Contractor Name and Address	*4. Telephone Number and POC*

5. Type of work to be performed under this solicitation:

(a) Providing Systems Engineering and Technical Direction ( )
(b) Preparing Specifications or Work Statements ( )
(c) Providing Technical Evaluation or Advisory & Assistance Services (x)

Other MDA or BMD-related work requiring analysis and determination:	*6. Contract Number and Program Title*

7. Brief Summary/Description of work performed under Block 6 action:

8. Relationship between requirements of Block 1 action and work performed under Block 6 action (If None, State Why):

9. Offeror/Contractor OCI Evaluation and Assessment (If either answer is yes, attach a copy of the SOW and complete Block 10):

(a) Does Actual OCI exist? ( ) Yes ( ) No
(b) Does Potential OCI exist? ( ) Yes ( ) No

10. Summary of actual/potential OCI, including actions planned to avoid, neutralize, or mitigate conflict or potential conflict:

11. Typed Name of Responsible Official	*12. Signature*	*13. Date*

14. Typed Name of Contracting Officer	*15. Approval Signature*	*16. Date*

INSTRUCTIONS FOR COMPLETING OCI ANALYSIS/DISCLOSURE FORM

Blocks 3 and 4: Self-explanatory.

Block 6: Fill in the number and the short, official title by which the contract or subcontract requiring analysis and determination is formally known. This is work that has already been awarded, is being performed by your company, and requires a comparison with that work described in Blocks 1-5.

NOTE: One OCI Analysis/Disclosure Form shall be submitted for EACH BMD or BMD-related contract or subcontract currently being performed.

Block 7: Provide a brief, but specific, narrative summary of the SOW and work performed on the contract or subcontract listed in Block 6, including the period of performance and the value.

Block 8: Provide a brief, but specific, narrative summary of ANY relationship between the work to be performed under the action listed in Block 1 and the previous work performed under the action listed in Block 6. Please be as specific as possible by citing the specific RFP/SOW paragraph where possible.

Block 9: Place an "X" in the appropriate ( ) for your responses.

Block 10: If you answer yes either to 9(a) or to 9(b), provide a summary of the actual or potential OCI.

Blocks 11, 12, and 13: Provide the name of your company official with responsibility for and/or authority to discuss and commit the company on matters relating to OCI issues. That official should then sign and date each form.

PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM (PPBES) NON-DISCLOSURE AGREEMENT

MDA-related PPBS data: Current or future Planning, Programming, Budgeting and Execution System (PPBES) data regarding any activity relating to the MDA Program or any of its projects regardless of the funding source or date of the document. **Planning data** defines the national military strategy; integrates the military forces necessary to accomplish that strategy; prioritizes the resources for effectively accomplishing the mission; and provides decision options. **Programming data** reflects the systematic analysis of missions and objectives to be achieved, alternative methods, and effective allocation of limited resources. **Budgeting data** are detailed financial estimates of the MDA Program or any of its related projects.

CERTIFICATION

The undersigned understands, acknowledges, and agrees:

a. To read and comply with the applicable provision of the "Contractor Access to Planning, Programming, Budgeting and Execution System (PPBES) Data" clause of the contract indicated below.

b. That any MDA-related PPBES information entrusted to you ONLY shall be used in accordance with applicable DoD and MDA governing regulations, for the purpose for which it is provided, and within the contract Statement of Work/task order(s) under which you are employed.

c. Not to divulge MDA-related PPBES data (obtained directly or indirectly in the performance of the contract indicated below unless directed by the Contracting Officer) to any individual, except Government personnel whom you know to have a need-to-know and non-Government persons whom you know to have MDA authorization. Even though data becomes part of the public domain, you are bound by the provisions of this agreement not to confirm or deny questions regarding MDA-related PPBES data. Inquiries by unauthorized persons should be referred to the contracting Officer's Representative or the Contracting Officer. (*Verification of companies authorized to maintain MDA-related PPBES data and individuals who have signed agreements can be obtained from the *MDA Contracting Officer or the Deputy for Program Integration, MDA.*)

d. Not to transport (by *any* medium), process, or maintain MDA-related PPBES material outside a Government facility unless the removal or preparation of such data at the facility is accomplished in accordance with a company's plan approved by the MDA. (*A plan is not required for personnel who have a fully executed agreement to transport, process or maintain such data at a Government or an MDA-approved Contractor facility.*)

e. Not to accept *any* portion of any document which is described on the reverse side of this agreement, unless the portion of the document contains ONLY MDA-related PPBES data.

f. To notify the *MDA Contracting Officer or Deputy for Program Integration, MDA promptly if any non-Government person(s) or company(s) requests access to MDA-related PPBES data.

* Contracts awarded or managed by MDA.

Violation of this agreement may result in adverse contractual actions and/or criminal prosecution.

1. Individual Requiring Access to PPBES Data (Signature)	2. Date Signed
3. Individual Requiring Access - Name (Last, First, MI)	4. Employer Name
5. Prime Contractor Name	6. Prime Contract Number(s)
7. Contract Period of Performance - Dates (To - From)	8. Primary Task Order, if Applicable
9. Briefly Describe the Activities that Require Your Access to MDA-related PPBES Data	

AUTHORIZATION

10. COR/Government Employee Sponsor	11. Deputy for Program Integration, MDA	
a. Signature	a. PPBES Access ☐ Approved ☐ Denied	
b. Date Signed	b. Signature	c. Date Signed
c. Last Name	c. Last Name	

MDA FORM 099 (NOV 03)

Non-government personnel may be given access to MDA-related PPBES data derived or extracted from the following documents; however, *the documents in their entirety may not be released to any non-government personnel, unless the document contains ONLY MDA-related PPBES data and the individual has received approval from the MDA.*

PLANNING

- Defense Planning Guidance

PROGRAMMING

- Fiscal Guidance (*when separate from Defense Planning Guidance)*
- Program Objectives Memorandum (POM)
- POM Defense Program (*formerly FYDP*) documents, all Appropriations
- Program Review Proposals
- Issue Papers (*e.g.*, Major Issue Papers, Tier II Issue Papers, Cover Briefs)
- Proposed Military Department Program Reductions (or Program Offsets)
- Tentative Issue Decision Memoranda
- Program Decision Memoranda (PDM)

BUDGETING

- Defense Program (*formerly FYDP*) documents for budget estimate submission
- Program and Budget Reviews
- President's Budget
- RDT&E (R-1), Procurement (P-1), and Construction (C-1) Program Annexes
- Program Budget Decisions (PBD)/Defense Management Review Decision
- Reports Generated by any of the automated systems from the Offices of the Undersecretary of Defense
- DD Form 1414 Base for Reprogramming
- DD Form 1416 Report of Programs
- Contract Award Reports
- Congressional Data Sheets
- Congressional Descriptive Summary

Source: DoD Directive 7045.14

Performance Award Fee Determination Plan for
Missile Defense Agency Executive Support
Video Teleconferencing Capabilities (VTC) Operation & Maintenance (O&M) Support
April 30, 2004

The overall objective of this award fee plan is to provide incentive to the contractor to provide high quality, reliable, secure video teleconferencing services to the locations covered under this contract. Although criteria documented below are necessary to meeting these objectives, one overriding factor will be evaluated—that is increasing the percentage of total VTC minutes without anomalies to the video and/or audio portions of VTC sessions.

As such, criteria below support the overall objective and will be evaluated in terms of increasing the total number of successful VTC minutes against the total VTC minutes. Award fee will be based on (though not exclusively):

- Supporting the goal of 99.5% of successful VTC minutes;
- Accomplishing the goals and meeting the performance measures as identified in Table 1, Performance Measures, of the Statement of Objectives (SOO); and
- Providing the deliverables as identified in Table 2, Deliverables, of the SOO.

a. AWARD FEE EVALUATION

(1) The award fee may be earned by the Contractor in whole or in part. The amount of award fee for each evaluation period, as described hereafter, shall be determined by the Government's subjective evaluation of the Contractor's performance. Unearned award fee from an evaluation period shall not be added to potential award fee for any subsequent evaluation periods.

(2) Evaluation periods will be every six (6) months.

b. PERFORMANCE CRITERIA

The Government will use the following performance criteria as a basis for determining the amount of award fee.

(1) Performance Of Work

(a) Quality. Compliance with contract specifications, technical procedures and regulatory guidelines.

(b) Timeliness. Compliance with schedule requirements and response to unscheduled tasks. Ability to perform effectively under the schedules and time frames established for the services.

(c) Technical Data Requirements. Completeness, accuracy and timeliness of records, logs and reports required by the technical specifications of the contract.

(2) Technical Management

(a) Staffing and Personnel. Contractor's recruitment, placement, and training of personnel to the levels deemed necessary for performance. Ability to adjust to changed conditions and requirements.

(b) Efficiency. Effective utilization of personnel, e.g., control of nonproductive time, use of skills appropriate to the tasks, adequacy of supervision, work scheduling, and use of materials and supplies.

(c) Problem Resolution and Communication. Effectiveness of contractor's decisions and recommendations for preventing and correcting deficiencies. Adequacy and effectiveness of the contractor's

communication with the Government. Authority, responsibility, and degree to which the contractor relies on the government for guidance or decisions in areas that are properly the contractor's responsibility.

(3) Business Management (as applicable)

(a) Cost Control. Contractor's efforts to control costs and procedures for validating cost requirements. Reasons for significant variances from anticipated costs.

(b) Subcontracting Plans and Practices. Contractor's implementation of accepted subcontracting plan, including degree of goal achievement. Performance relative to small business and labor surplus area programs, and subcontract/supplier management and administration.

(c) Government property. Contractor's implementation of approved property control plan, including identification, control, inventory, care, maintenance, and utilization of government property.

(d) Local Autonomy and Corporate Support. Timeliness and effectiveness of business decisions by local and corporate office, channels of communications, and government/contractor interface.

(e) Management/Employee Programs. Effect of contractor's overall management and employee programs on contract performance.

(4) Quality Control

(a) Quality Control (QC) System Implementation. Implementation of Contractor QC Plan. Effectiveness of changes/modifications to established procedures to improve performance, anticipate problems, and eliminate deficiencies.

(b) Corrective Action. Contractor implementation of internal and government corrective actions.

(c) Documentation, Records, and Reports. Efficiency and effectiveness of the Contractor's documentation, records, and reporting if quality related to issues and results.

(5) The above explanations of the performance criteria are not all encompassing and are provided only to give the contractor an overview of the scope of the criteria.

c. The Government will perform a monthly evaluation of the Contractor's performance according to the criteria stated above. The Government may elect to allow the Contractor's input into the monthly evaluation if the Government deems such input would clarify or explain significant occurrences or contractor actions.

d. It is the Government's intent to adhere to the above described performance criteria throughout the duration of the contract. However, the Government retains the right to unilaterally change these criteria factors if they are not in the Government's best interest. The Contractor will be notified of any such changes prior to the start of a new evaluation period.

e. The maximum amount of potential award fee shall be fixed at the time of award of contract.

f. Payment of the award fee shall be made upon the issuance of an unilateral change order setting forth the amount earned for the evaluation period and subsequent submission of an invoice by the Contractor.

g. The award fee decision shall be a unilateral determination made by the Government and shall not be subject to the "Disputes" clause of the contract.