

DRAFT Scope of Work (SOW)

For

DoD Counter Narco-Terrorism Program Office (CNTPO)

Training Services Support  
W9113M-12-R-0005

**8 November 2011**

## **1.0 INTRODUCTION**

### **1.1 Overview**

This acquisition is one of four multiple award indefinite delivery, indefinite quantity arrangements (hereafter referred to as CNTPO MAIDIQs) administered by the Army Contracting Command – Redstone Arsenal, U.S. Army Space and Missile Defense Command/Army Forces Strategic Command Contracting and Acquisition Management Office (ACC-RSA USASMDC/ARSTRAT CAMO, or CAMO) on behalf of the Department of Defense (DoD) Counter Narco-Terrorism Program Office (CNTPO). The scope of each of these contracts is unique to the requirement; however, there may be some areas of unavoidable overlap based upon the nature of the requirements.

### **1.2 Background**

CNTPO is an acquisition program office working directly in support of the Office of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (OASD-SO/LIC) through the Deputy Assistant Secretary of Defense for Counter Narcotics and Global Threats (DASD-CN&GT). The DASD-CN&GT is the single focal point for DoD's Counternarcotics and Global Threats activities. The office of the DASD-CN&GT was established to ensure that DoD develops and implements a focused counternarcotics program with clear priorities and measured results. Consistent with applicable laws, authorities, regulations, and funding, the office ensures that sufficient resources are allocated to the counternarcotics mission to achieve high-impact results. The activities of the DASD-CN&GT span the full spectrum of response to the illicit exchange continuum and other forms of organized crime. For example, through its Combatant Commands (COCOMs), the Military Departments, and the Defense Agencies, DoD provides unique military platforms, personnel, systems, and capabilities that support federal law enforcement agencies and foreign security forces involved in counternarcotics missions. The DoD counternarcotics mission targets those terrorist groups worldwide that use narcotics trafficking and other organized crimes to support terrorist activities by deploying counternarcotics assets, in cooperation with foreign governments, in regions where terrorists benefit from illicit drug revenue or use drug smuggling systems.

In addition, the OASD-SO/LIC, through the DASD-CN&GT, provides additional program direction to the CNTPO to assist in a broader range of DoD missions, including threat finance, counter-terrorism, piracy, security assistance (e.g., FMS and pseudo-FMS case execution), humanitarian assistance, and disaster relief.

The mission of CNTPO is to provide technology and acquisition support to the DoD, Combatant Commanders (COCOMS), other Federal agencies, State and local authorities, and partner nation agencies to disrupt, deter, and defeat the threat to national security posed by illicit trafficking in all its manifestations: drugs, small arms and explosives, precursor chemicals, people, and illicitly-gained and laundered money; and in support of OASD-SO/LIC authorized missions. Since terrorist and militant organizations can easily tap into the transnational illicit marketplace (predominated by illicit drug proceeds) to underwrite their activities and acquire arms and other

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supplies to conduct insurgent operations, CNTPO must be able to respond to a wide range of acquisition requirements throughout the world and that extend beyond traditional DoD acquisition and contracting scopes.

Working primarily (but not exclusively) with the Counternarcotics Divisions of the Geographic Combatant Commands (GCC) and associated stakeholders, CNTPO performs acquisition, program management, technology exploration and development, and technical support activities to acquire and ensure delivery of services and supplies.

Due to political and operational considerations, projects and requirements are usually determined and must be responded to quickly. For existing goods and services, a typical timeline of 60-90 days from requirements identification to award is expected, with accelerated awards likely.

The Contractor will be required to provide services, equipment and materials at CONUS and OCONUS locations and must plan accordingly, to include but not be limited to ensuring appropriate export, Technical Assistance Agreement (TAA), International Traffic in Arms Regulations (ITAR), security, shipping and logistics requirements are satisfied.

### **1.3 Objective**

The objective of this SOW is to provide services, equipment, material and minor construction services that will improve the capability and capacity of the DoD, Federal and State agencies, and partner nation agencies to detect, deter/disrupt, and defeat the threat to U.S. national security posed by trafficking of illicit products such as drugs, small arms and explosives, precursor chemicals, people, and illicitly-gained and laundered money; terrorism; and global threats such as natural disasters.

## **2.0 SCOPE**

This contract and issued task orders (TOs) shall provide training services, including incidental minor construction and equipment procurement as necessary to increase the capacity, capability, and expertise of U.S. agency and partner nation agency personnel and organizations. These requirements will support the objective as stated above, commensurate with the authorities granted to CNTPO, and the organizations/agencies supported. Work shall be accomplished under the task areas listed in the requirements section of this SOW, as further defined in each TO's Performance Work Statement (PWS).

The following definitions are provided to assist in defining the scope of requirements that may be ordered under this contract. These definitions are not meant to be exclusive or inclusive in nature, but rather to provide a rough differentiation of between services, equipment and material that may be ordered under this contract, as opposed to one of the other CNTPO MAIDIQ arrangements.

Training: Any organized activity aimed at transferring knowledge, skills, and abilities (KSA's) with the objective of improving individual or organizational performance, or to

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attain a required level of competency. Training that support these requirements include, but are not limited to:

- **Flight Instruction:** The contractor shall provide Pilot Instructor Training (PIT) flight instruction such that each student will receive a minimum of 40 hours of instruction with 30 sorties flown.
- **Training Services Class:** The Contractor shall provide one class for training for up to forty English speaking (40) Pakistani personnel on the operation and operational level maintenance of the 42' Fast Response Boat (FRB) to establish an Initial Operational Capability (IOC).
- **CNTA (Counter Narcotics Training Academy) Officer Basic Course:** Contractor shall provide all instructors, interpreters, administration, and management required to train students to become CNPA Officers.

**Plan of Instruction (POI):** A Plan of Instruction (POI) is a document that describes elements essential to designing training. The course elements of the POI include course goal, course objectives, rationale, participant and instructor qualifications, table of contents, etc. Unit elements include unit objectives, scope, methodology, and references.

**Mentoring:** A developmental partnership through which one person shares unique knowledge, skills, information and perspective to foster the personal and professional growth of someone else.

**Minor Construction:** A minor military construction project is a military construction project that is for a single undertaking at a military installation and has an approved cost equal to, or less than, the amount specified by law as the maximum amount of a minor military construction project.

### **3.0 PERFORMANCE REQUIREMENTS**

The performance requirements that may be supported under this contract are set forth below. These requirements are not meant to be definitive, but rather represent in summary form the general areas to be supported. Therefore, this SOW is deemed to be a basic expression of the contract requirement.

Specific performance requirements will be set forth in individual TOs issued during the course of contract performance and are applicable for the technical support areas described below. Each TO will contain additional specific details that will further define the required services and/or deliverable products. TOs will be issued in accordance with the basic contract for one or more of the following performance requirements.

#### **3.1 Strategic and Operational Training**

- 3.1.1 As directed by each TO, the contractor shall provide training in the areas of policy development, strategic communications, and administrative processes. Representative examples include, but are not limited to:
- Provide strategic communications counsel and training to officials of the Government of Pakistan and the Government of Colombia
  - Develop and deliver instructor-led and computer-based training to U.S. military officers on the relationship between narcoterrorism, insurgent activity and asymmetric threats in Afghanistan
  - Provide a Mobile Training Team (MTT) to conduct executive level security-focused Civil-Military operations and relationship training in support of the Trans-Sahara Counter-Terrorism Partnership
- 3.1.2 As directed by each TO, the contractor shall provide training in the areas of security, law enforcement, and intelligence analysis. Representative examples include, but are not limited to:
- Provide a turn-key program in Kabul, Afghanistan to train 150 Afghan students to become Narcotics Interdiction Officers, including the provision of student and instructor accommodations, and facilities management
  - Provide mentors to senior Afghanistan customs officials working throughout Afghanistan to assist in the development of personnel, policies, and resources
  - Operate four Afghanistan Border Police training sites (minimum of 4000 graduates annually) across Afghanistan including instruction, facilities management, and minor construction
  - Oversee all training operations (instruction and facilities; 720 graduates per year) of the Counter Narcotics Training Academy in Kabul, Afghanistan
  - Develop and implement a mentoring, training and operational support capability for the Counter Narcotics Police - Afghanistan (CNP-A)
  - Establish and operate an Advanced Border Management Academy (AABMA) to provide advanced border protection, customs, transit, and border management training for the Afghan Ministries whose primary focus is countering the trafficking of narcotics

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- Provide senior level mentors to work alongside principals and staff of the Afghanistan Ministry of Interior (MoI) to improve that organization's ability to perform its law enforcement function
- Conduct advanced vehicle driver training for selected security personnel within the Armed Forces of Mexico

### **3.2 Defense Article and Military Skills Training**

3.2.1 As directed by each TO, the contractor shall provide military skills training. Representative examples include, but are not limited to:

- Train Azerbaijan naval commandos to U.S. military standards for conducting counter narco-terrorism operations, including: combat swimming/diving; small boat handling and maintenance; and mission planning
- Train Colombian marines in advanced techniques to improve the effectiveness of riverine operations
- Conduct Night Vision Goggle (NVG) training to helicopter pilots and crew chiefs within the armed forces of Mexico

3.2.2 As directed by each TO, the contractor shall provide training in the operation and maintenance of platforms, systems, subsystems, facilities, or components. Representative examples include, but are not limited to:

- Provide UH-60, Schweizer 333, or OH-58 pilot training and UH-60 mechanics Non-Rated Crew Members (NRCM) training for crew members of the Mexican Secretariat of Public Security (SSP)
- Train up to 48 Mexican government personnel to command and pilot Bell 206 helicopters
- Provide introductory flight screening and undergraduate pilot training for up to 70 Afghanistan Air Force candidates in Shindand, Afghanistan
- Train Afghanistan National Army personnel to operate a multi-site supply depot system in Kabul, Afghanistan
- Train Colombian Air Force and Navy personnel to operate multiple squadrons of Scan-Eagle unmanned air vehicles

### **3.3 Commercial Item Use and Maintenance**

3.3.1 As directed by each TO, the contractor shall provide training in the use and sustainment of commercial items not otherwise described as a defense article, and including platforms, systems, subsystems and components. Representative examples include, but are not limited to:

- Train personnel from the Republic of Pakistan's Maritime Security Agency (MSA) to operate and maintain 42' Arch Angel class Patrol Boats, including both CONUS-based and Karachi, Pakistan-based training

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- Train civilian and military personnel within the Colombian Ministry of Defense on the use, application, and maintenance of a commercial Geographic Information System
- Train members of the Republic of Pakistan’s Customs and Coast Guard agencies on the use of handheld scanners used to detect narcotics and explosives

### **3.4 Training Products**

3.4.1 As directed by each TO, the contractor shall design, develop, modify, produce, store, and distribute materials used in the delivery of training. This includes, but is not limited to: training plans and courses of instruction; operating and maintenance manuals; instructor led and computer based courseware; specialized software used in simulation-based training; audio-visual media; and translations of existing training material into multiple languages.

### **3.5 Incidental Minor Construction**

3.5.1 As directed by each TO, the contractor shall provide incidental minor construction and equipment procurement as necessary to increase the capacity, capability, and expertise of U.S. agency and partner nation agency personnel and organizations.

## **4.0 GENERAL SUPPORT REQUIREMENTS**

### **4.1 Program Management**

- 4.1.1 As directed by each TO, the contractor shall develop a management plan which shall be presented as a formal document, power point presentation or other means which identifies, at a minimum, technical approach, performance plan, schedule, and cost and risk control metrics. (CDRL A00G)
- 4.1.2 The management plan shall include an organization chart that identifies individuals and their responsibilities, a description of processes, events and milestones which are critical to execution of the TO and management controls designed to grade performance and mitigate risk associated with performance, schedule and cost.
- 4.1.3 The Contractor shall establish a single management focal point to accomplish the administrative, managerial and financial aspects of contract and task order performance.
- 4.1.4 The Contractor shall provide the capability to perform a wide variety of tasks as described in paragraphs 3.1 through 3.4 and as further detailed in individual TOs.
- 4.1.5 As directed by each TO, the Contractor's technical effort shall be under the direction of a Project Manager (PM). The PM shall provide the overall management of the TO,

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including personnel, planning, quality control, direction, coordination, and reviews necessary to ensure effective contract performance.

- 4.1.6 The Contractor shall ensure that adequate technical capability is available to provide responses to specific tasks during a 40-hour work week. The Contractor may be required to provide labor hours in excess of 40 hours per workweek to include holidays, weekends, and/or during irregular times and shifts based upon mission operations and exercises. If required, the Contractor shall provide services and support 24 hours a day/7 days per week as directed by the responsible contracting officer or written designee. It is the Contractor's responsibility to provide and maintain a sufficiently trained workforce capable of providing the services specified in the TOs issued under this contract. All related training, continuing education, certification courses, and other similar events are the financial responsibility of the Contractor, except as otherwise specified in individual TOs. Task priorities, short-notice suspenses, operational constraints, and other potential impacts shall be managed so as to maintain schedule requirements on all TOs. Further requirements for personnel qualifications are set forth in the attached Labor Categories and Section H of the contract.
- 4.1.7 The Contractor shall assume total performance responsibility for work performed and data delivered under each TO, ensure proper management of subcontractors through analysis, critique, and assessment of the adequacy, timeliness, and cost effectiveness of work performed, and shall adhere to the small business subcontracting plan incorporated into this contract.

#### **4.2 Equipment and Material Procurement**

- 4.2.1 The contractor shall use Commercial Off The Shelf (COTS), Government Off The Shelf (GOTS) and Government Furnished Equipment (GFE) whenever feasible and practical.
- 4.2.2 The contractor shall maintain software integrity within the licensing agreement of the producer until such software is delivered to the Government or otherwise disposed of in accordance with Government direction.
- 4.2.3 The contractor shall purchase all material, equipment, hardware, etc. required to accomplish each task unless otherwise indicated in the TO as Government Furnished.
- 4.2.4 As directed by each TO, the contractor shall develop an acceptance test plan for procured equipment and material to ensure final products meet or exceed acceptable quality levels.

#### **4.3 Work Location, Facilities and Government Furnished Equipment/Property (GFE/GFP)**

- 4.3.1 Certain GFE/GFP, services, and/or facilities, to include office or laboratory space, machine shop areas, etc. may be provided to the contractor in support of specific task efforts. The Government COR designated for each TO will provide the contractor access to all such items as required by and specified in each TO.

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- 4.3.2 The contractor may be asked to provide facilities, to include office or operational areas via lease or purchase, in order to execute the TO. If required, the contractor shall provide a facilities utilization plan, which defines the approach to utilization and operation procedures for each TO.

#### **4.4 OCONUS PERFORMANCE**

- 4.4.1 The contractor may be required to perform work in dangerous areas including theaters of operations, combat zones and partner nations. As directed by TO, the contractor may be required to attend DoD training prior to traveling and working in OCONUS locations. Unless otherwise provided in a specific TO, all related training, continuing education, certification courses, and other similar events are the financial responsibility of the contractor.
- 4.4.2 The contractor shall ensure that all requirements for foreign travel as specified in the DoD Foreign Clearance Guide (<https://www.fcg.pentagon.mil>) are met prior to traveling to work locations OCONUS.

#### **4.5 International Organizations**

- 4.5.1 The contractor may be asked to work closely with multiple international governments, institutions and companies.
- 4.5.2 As directed by each TO, the contractor will identify an International Operations Plan that describes the documentation and process for interacting with foreign organizations (CDRL A001).
- 4.5.3 The International Operations Plan shall address details that ensure the requirements of International Traffic in Arms Regulations are met, including seeking rulings of commodity jurisdiction, development of Technical Assistance Agreements (TAA), addressing foreign organization Conflicts of Interest (COI) and other operational approaches.

#### **4.6 Security**

- 4.6.1 Contractor personnel may be required to access, view, possess, process and/or use classified information, information systems and workspaces to successfully complete certain functions as defined in individual TOs. The contractor shall develop a security plan and training program designed to ensure the proper generating, handling, protecting, processing, storing, implementing, and oversight of classified data, software, and hardware. The security clearance level required for contractor personnel will be defined in each TO. At a minimum, all key personnel performing under this contract must possess a SECRET security clearance, with some efforts requiring a TOP SECRET clearance.
- 4.6.2 In addition, certain key personnel may be required to possess TOP SECRET (TS)/Sensitive Compartmented Information (SCI) CLEARANCE access and/or be

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eligible for immediate adjudication by the appropriate cognizant security authority upon award of the contract. Requirements for SCI-eligible personnel will be established by individual TOs. The responsible contracting officer or written designee will notify the contractor of any increased security requirements.

- 4.6.3 Some TOs issued under this contract may require access to, and clearance for, Special Access Programs (SAPs) up to and including the TS/SAP level. The TOs requiring such access will be awarded or modified accordingly with a task-specific DoD Contract Security Classification Specification, DD Form 254 allowing appropriate access and outlining the specific security requirements.
- 4.6.4 The contractor shall submit completed clearance packages within ten (10) calendar days of identification of any increased security requirements. Security requirements are defined by the DoD Contract Security Classification Specification, DD Form 254, located elsewhere in the basic contract.
- 4.6.5 The contractor shall perform in accordance with the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22M) and ensure that all classified material is handled in accordance with the NISPOM and the appropriate security/program guides/directives. The contractor shall obtain appropriate security clearances for required personnel.
- 4.6.6 The contractor shall develop and implement an Operations Security (OPSEC) Plan, (CDRL A001) for control of critical program information, classified material, and sensitive data. The plan, as updated, shall continue to conform to the requirements of the CDRLs; DoD Contract Security Classification Specification, DD Form 254; and further instructions contained in the current AR 530-1.

#### **4.7 Safety and Environmental Considerations**

- 4.7.1 The contractor shall comply with all applicable Federal, State and local safety, health and environmental regulations, including the National Environmental Policy Act (NEPA).
- 4.7.2 For OCONUS performance and in accordance with applicable Federal law, such as U.S. international treaties, the contractor shall comply with any regulations applicable to the operating region or partner nation.
- 4.7.3 The contractor shall identify and evaluate system safety and health hazards, define risk levels, and establish a program that manages the probability and severity of all hazards associated with contractual tasks.
- 4.7.4 The contractor shall keep records documenting system safety and health hazards, plans, performance, and incidents and make these records available to the Government upon request.
- 4.7.5 Safety and health hazards shall be managed consistently with mission requirements and all inherent hazards shall be identified, evaluated and either eliminated or controlled to ensure minimum risk to the environment and personnel.

#### **4.8 Hazardous Materials**

4.8.1 The contractor shall implement a hazardous material management program to reduce and control hazardous materials utilized in the performance of this contract. The use of hazardous or corrosive materials shall be reduced in accordance with DODD 4210.15. Class I Ozone Depleting Substances shall not be used or delivered in the performance of this contract.

#### **4.9 Pollution Prevention Program**

4.9.1 The contractor shall implement a pollution prevention program to minimize the environmental impact and costs associated with environmental compliance. Pollution shall be prevented or reduced at the source whenever feasible. Pollution that cannot be prevented or recycled shall be processed in an environmentally safe manner, and in accordance with applicable environmental regulations.

#### **4.10 Work Control**

4.10.1 All program requirements, contract actions and data interchange shall be conducted in a digital environment using electronic and web-based applications. At minimum, such data shall be compatible with the Microsoft Office 2007® and Adobe Acrobat 7 family of products. The Government will designate a standard naming convention for all electronic submissions.

4.10.2 The contractor shall submit all electronic documentation without embedding or using security rules (e.g., locking spreadsheet cells, password protection, document security restrictions).

#### **4.11 Quality Assurance**

4.11.1 The contractor shall implement and maintain a quality assurance system to ensure that product and service integrity meets the requirements described below. These requirements are commonly accepted practices employed by industry both in national and international environments.

#### **4.12 Quality Approach**

4.12.1 The contractor shall establish and maintain an approach to ensure product quality and to satisfy contract or order requirements.

#### **4.13 Initial Quality Planning**

4.13.1 During the earliest practical phase of the contract, the contractor shall conduct a complete review of the contract requirements to identify all test and inspection resources necessary to ensure that non-conforming products or services can be identified and corrected in a timely manner.

#### **4.14 Control of Purchases**

4.14.1 The contractor shall ensure that all procured supplies and services conform to contract requirements. The contractor shall be responsible for controlling the quality of subcontractor services and supplies.

#### **4.15 Records**

4.15.1 The contractor shall maintain records of all inspections and tests to demonstrate that the quality approach satisfies contract requirements and make these records available to the Government upon request.

#### **4.16 Document Control**

4.16.1 The contractor shall ensure that the latest revisions of drawings, specifications, work instructions, inspection/test instructions, and other documents required to satisfy the contract are used in TO performance or in the performance of basic contract requirements.

#### **4.17 Corrective Action**

4.17.1 The contractor shall promptly act to correct nonconforming product or service that does not satisfy contract requirements.

#### **4.18 Continuous Improvement**

4.18.1 The contractor shall monitor the effectiveness of their quality system and continually improve quality processes.

### **5.0 DELIVERABLES**

#### **5.1 General**

5.1.1 In accordance with the requirements and schedules set forth in the DD Form 1423, Contract Data Requirements List (CDRL). It is not the intent of the Government to have new data formats prepared where existing ones may suffice. Thus, all Contractor internal procedures, which are equivalent to the requirements of data item(s), must be reviewed by the Contracting Officer and certified as acceptable in order to be submitted to the Government for its use. To the greatest extent practical, the Contractor shall submit data and reports in digital formats and shall establish a collaborative Integrated Digital Environment (IDE) for information sharing among all participants in the contract.

5.1.2 Documentation developed under this contract shall be delivered as specified in individual TOs. Individual TOs will indicate the media type, as well as the quantity of copies of the work products required for delivery. The Contractor shall be proficient in the use of the current Government/command-standard software and shall possess the capability to

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deliver the automated data in the command-standard software format. Delivery will typically be required only in electronic media form; all such deliveries shall be virus free and unlocked.

**5.2 TO Requirements**

- 5.2.1 All deliverables, either stated in a given TO or required as a standard item pursuant to this contract, shall be strictly in accordance with the DD Form 1423 CDRL.
- 5.2.2 As directed by individual TOs, all written documentation (such as reports, studies, analyses, etc.) or software (both source and executable code) developed pursuant to (or incidental to) the performance of this contract shall be considered a “Special Work” pursuant to DFARS 252.227-7020, Rights in Special Works, or other applicable provision(s) or clause(s) contained in the controlling TO or as mandated by the basic contract
- 5.2.3 As directed and further modified by each TO, the contractor shall submit one or more specific deliverables based on the set of CDRL’s listed below. If required, additional deliverables not otherwise included in this list will be identified in the individual TO along with a corresponding DD Form 1423.

Title	DID	CDRL #
Acceptance Test Plan	DI-QCIC-80553A	A00B
Accident/Incident Report	DI-SAFT-81563	A00V
Activity Report	--	A00W
Certificate of Compliance	DI-MISC-81356A	A00T
Construction Plan	DI-MISC-81623	A00M
Contractor's Progress, Status and Management Report	DI-MGMT-80227	A002
Contractor Manpower Report	--	A00N*
Funds and Man-hour Expenditure Report	DI-FNCL-80331A	A00F
Property Inventory Report	DI-MGMT-80269	A00J
Health Hazard Assessment Report	DI-SAFT-80106B	A006
Integrated Master Schedule	DI-MISC-81183A	A00H
Licenses, Export Agreements & Certifications	--	A00U
Management Plan	DI-MGMT-80004A	A00G
Operations Security Plan	DI-MGMT-80934C	A001
Program Progress Report	DI-MGMT-80555A	A004*
Quality System Plan	DI-QCIC-81449	A00K
Report, Record of Meeting/Minutes	DI-ADMN-81505	A00P
Scientific & Technical Report	DI-MISC-80711A	A00D
Software Code	DI-IPSC-81488	A028
Software Development Plan	DI-IPSC-81427A	A008

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Title	DID	CDRL #
Software Installation Plan	DI-IPSC-81428A	A012
Software Product Specification	DI-IPSC-81441A	A007
Software Requirements Specification	DI-IPSC-81433A	A009
Status Report	DI-MGMT-80368A	A003
Syllabus / Plan of Instruction	DI-MISC-81459A	A00Q
System Safety Assessment Report	DI-SAFT-80101B	A005
System Safety Program Plan	DI-SAFT-81626	A00L
Technical Report – Study/Services	DI-MISC-80508B	A00E
Test Plan	DI-NDTI-80566A	A00A
Test Procedure	DI-NDTI-80603A	A009
Transition / Implementation Plan	--	A00Y
User Manual and Supplemental Data	DI-TMSS-80527C	A00R
<b>*Government format required</b>		

**5.3 Contract Management Plan (CMP) (CDRL A00G)**

5.3.1 The Contractor shall provide a Contract Management Plan (CMP) that defines the contractor’s approach to planning and controlling the execution of multiple TOs. The CMP must delineate how the Contractor plans to staff a “back office” Program Management Office (PMO).

5.3.2 The CMP shall, at a minimum, contain the following:

- Listing of PMO personnel by name and title, including phone and email contact information
- Description of personnel responsibilities and organizational alignment
- Estimated direct productive person-hours (DPPH) required to perform the PMO functions

5.3.3 The CMP shall discuss the contractor’s approach to property management and, at a minimum, contain the following:

- Name and contact information of person responsible for property management
- Property management standard operating procedures
- Copy of most recent DCMA surveillance results

**5.4 Contractor Manpower Reporting (A00N)**

5.4.1 The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>.

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The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment of contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

## **5.5 Operations Security (OPSEC) Plan (CDRL A001)**

- 5.5.1 The Contractor shall develop and implement an OPSEC Plan for control of critical program information, classified material, and sensitive data. The plan, as updated, shall continue to conform to the requirements of the DD Form 1423, DD Form 254 (DoD Contract Security Classification Specification), and further instructions contained in the current AR 530-1 (Operations Security).

## **5.6 Quality System Plan (CDRL A00K)**

- 5.6.1 The contractor shall develop and implement an over-arching quality system plan (QCP). This plan may complement, but cannot be used to satisfy specific TO Quality Control (QC) requirements, if specified. The plan shall, at a minimum, address the following:
- Personnel involved in Quality Control / Quality Assurance (QC/QA) activities (by name, title or both)
  - Contractor's specific approach to performing QC/QA, including methods/processes to be used
  - Approach to monitoring Plan effectiveness, including specific performance metrics used

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- Master contract QC/QA schedule
- Subcontractor QC/QA approach
- Treatment of non-conforming product or service
- Corrective action tracking
- Invoice QC and reviews, including how invoice reviews will be conducted, to include discussion on how the primes, subcontractor and supplier supporting data will be reviewed for consistency with task order requirements and the Contractor's approach to execute the task order

**5.7 Program Management Review (CDRL A004)**

- 5.7.1 The contractor shall prepare, deliver and participate in PMRs quarterly or as notified in advance by the Government.
- 5.7.2 The contractor shall present data at the TO level and in aggregate. Refer to DD1423 for CDRL A004 for specific report components, frequency, and distribution.

**6.0 OTHER PERFORMANCE REQUIREMENTS**

- 6.1 Program Changes: Changes in emphasis and program direction are highly likely, and may be frequent, in approved projects. The contractor shall be responsive to such changes as they are defined by the issuance of TOs.
- 6.1.1 Meetings/Briefing/Publications: The contractor shall participate in Technical Interchange Meetings (TIMs) to be scheduled on request of the responsible Contracting Officer or written designee, to discuss and to informally evaluate the contractor's efforts and accomplishments in direct relation to specific T/Os. During these meetings, the contractor shall present necessary data to enable a joint review of its various assigned tasks, along with attendant schedules, and resource expenditures. The contractor shall present and participate in technical discussions and shall inform, in a timely fashion, the Contracting Officer's Representative (COR) of any problems with contract execution and any proposed solutions. The contractor shall attend and participate in Program Management Reviews (PMRs), Integrated Process Teams (IPTs), and other meetings, as scheduled by the responsible contracting officer or written designee.
- 6.1.2 Temporary Duty Travel (TDY): The Contractor shall perform TDY non-local travel, as required in the performance of T/Os and as directed by individual T/Os. The TDY locations include various CONUS facilities and various OCONUS locations. The T/Os will specify authorized travel locations and the Not-to-Exceed (NTE) ceiling for the given effort. Travel to locations other than those specified in the T/O requires the prior written approval of the responsible contracting officer or written designee. For all travel,

the Contractor shall comply with the requirements of the Joint Travel Regulations (JTR) and will only be reimbursed for travel expenses allowable under the JTR.

## **6.2 Contractor Performance Requirements**

- 6.2.1 Contractor Program Management: The Contractor shall provide the capability to perform a wide variety of tasks (to be defined in detail in the individual T/Os issued during the period of performance) related to the effort defined in paragraph 4.0 above. The Contractor must be capable of providing flexible, responsive, and high quality management, systems analysis, special operations, and technical support relating to the requirements as set forth in individual T/Os
- 6.2.2 Contractor Workforce and Training All related training, continuing education, certification courses, and other similar events are the financial responsibility of the Contractor, except as otherwise specified in individual T/Os. Task priorities, short-notice suspenses, operational constraints, and other potential impacts shall be managed so as to maintain schedule requirements on all T/Os. Further requirements for personnel qualifications are set forth in the attached Labor Categories and Section H of the contract.
- 6.2.3 Contractor Responsibilities: The Contractor shall assume total performance responsibility for work performed and data delivered under each T/O, shall ensure proper management of subcontractors through analysis, critique, and assessment of the adequacy, timeliness, and cost effectiveness of work performed, and shall adhere to the small business subcontracting plan incorporated into this contract. The Contractor shall coordinate management efforts with Government personnel as required. The Contractor shall provide reporting as described in the basic contract and in each T/O to support Government oversight. The Contractor shall identify issues and formulate and provide alternatives for issue resolution.