

"FINAL"

PERFORMANCE WORK STATEMENT
AMCOM EXPRESS TECHNICAL LOOP SUPPORT FOR THE
ENGINEERING DIRECTORATE
SPARE PARTS SUSTAINMENT SUPPORT

1.0 MISSION OBJECTIVE: The Engineering Directorate (ED) Industrial Operations Division (IOD) has a requirement for engineering support for spare parts acquisition for Army Aviation and Missile systems in accordance with the Defense Federal Acquisition Regulation (DFARS) Procedures, Guidance, and Instruction (PGI) for the Integrated Materiel Management Center (IMMC), the Program Executive Offices (PEOs), Project Management Offices (PMOs), the Defense Logistics Agency (DLA), and other U.S. Army Aviation and Missile Command (AMCOM) functional elements. The downsizing of the Department of Defense (DoD) combined with an increased workload make it necessary to seek contractual services for those engineering functions which are vital to the safe operation of Army aircraft. Additionally, the Industrial Operations Division (IOD) provides review of quality assurance requirements in support of missile/rocket system spares/repair parts acquisition Technical Data Packages (TDPs). The Requirements of the IMMC, PEOs, PMOs, DLA, and other AMCOM functional elements are over and above the available in-house personnel of IOD, therefore, contractor support is required.

2.0 PERFORMANCE REQUIREMENTS: This Performance Work Statement (PWS) shall be broken into four primary task areas. Unless otherwise stated, the performance of this PWS is covered within the Technical BPA SOW paragraph 3.8, IO1.

2.1 TASK 1 GENERAL: The contractor shall analyze TDP data (listings, engineering documentation and changes thereto) or TDP deficiencies and advise the Government if the present TDP baseline and detail drawings are adequate for competitive procurement and manufacture. The contractor shall, during TDP analysis, document any cost reduction opportunities in the TDP, using value engineering methodology as a generally accepted practice of cost analysis. The contractor shall prepare Engineering Change Proposals as needed to support this task IAW CDRL A026, Data Item Number DI-CMAN-80639C.

2.1.1 The Government will provide suspenses with each work package and will provide sufficient time for the contractor to adequately perform this task. However, the urgency of some work tasks may require results to be provided as soon as possible (in such instances, telephone responses will be acceptable) or within 24-48 hours.

2.1.2 The contractor shall assist in the following: Schedule and expedite the work under this task, draft and type correspondence, track and maintain a database, prepare briefing charts, monitor package status in the Procurement Aging and Staging System (PASS) stations, including the PM stations, and assist in any actions necessary to resolve process problems.

2.2 TASK 2 GENERAL: The contractor shall provide support to the government in processing Aviation weapon system Spares Technical Data Packages (STDPs) and Logistics Modernization Program (LMP) Breakout actions as part of the spare parts breakout program. The contractor shall perform independent technical support and shall not serve as a formal or informal, or as a

permanent or temporary member of ED in performing engineering tasks. These tasks (paragraph 2.1 through paragraph 2.4) are applicable to Express Technical SOW paragraph 3.8, IO3.

2.2.1 Spare Parts Breakout Support. This task shall be performed on-site.

2.2.1.1 The contractor shall prepare and update STDPs, perform breakout screenings, update the Breakout screens of LMP and the Interactive Configuration management and Procurement Program (ICAPP), and prepare responses to technical questions regarding drawings, STDPs, and manufacturing concerns. These actions will support live Procurement Work Directives (PWDs), Pre-Tech Loop (Pre-Tech) Reviews, Defense Logistics Agency (DLA) procurements, and testing reviews. For each action the contractor shall:

- a. Review all applicable drawings and other technical data and verify the current configuration to the maximum extent possible.
- b. Verify correctness of testing requirements, and procurement and casting/forging sources.
- c. Create a new or updated STDP per internal IOD policy and submit for government approval IAW CDRL DI-MISC-80508A, Data Item Number A002.
- d. Prepare technical certifications for other than Full & Open Competition IAW CDRL DI-MISC-80508A, Data Item Number A002.
- e. Perform screening for competitive breakout feasibility.
- f. Prepare and input (after government approval) updates to LMP Breakout screens and ICAPP.
- g. Verify LMP and ICAPP transactions and re-input if not complete.
- h. Analyze technical questions regarding configuration and design based on drawings and STDPs.
- i. Prepare written responses based on analysis IAW CDRL DI-MISC-80508A, Data Item Number A002.

2.2.1.2 The contractor shall maintain and status computer logs for Source Approval Requests (SARS), STDPs, PWDs, screenings, suspenses, Pre-Techs, DLA requests, and other actions. This action shall include input of data into logs, modification of log programming and structure, and reconciliation of information. The current system being utilized is Microsoft SQL (Sequel) Server 2005 Express.

2.2.2 The contractor shall provide stable storage of full scale Mylar templates. These templates shall be reproduced and mailed upon request. Redrafting of poor quality masters may be required.

Approximately 1400 Mylar's will require storage. A storage environment shall be provided that will maintain the stability of the Mylar templates. Approximately 50 Mylar's shall require reproduction and mailing per year. This task shall be performed off-site.

2.2.3 The contractor shall provide application programming and computer related services for the accomplishment and enhancement of the functions supported under Task 1 and 2. Such actions may include establishment and maintenance of databases to track various types of actions or development of expert systems for processing actions. Excel, Access, Oracle, and other Microsoft Office product applications may be required, as well as other languages or applications. This task shall be performed on-site.

2.2.4 The contractor shall retrieve drawings and applicable documentation from the Contractor Integrated Technical Information Services (CITIS) database for appropriate weapon systems. This data shall be transferred electronically to the Joint Engineering Data Management Information and Control System (JEDMICS) Repository for use by Acquisition for the procurement of detail and assembly parts. This task shall be performed on-site.

2.3 TASK 3 GENERAL: The contractor shall provide engineering expertise during the DFARS PGI review of TDPs for Missile/weapon system spare and repair parts to ensure quality assurance aspects are fully considered, documented, and entered into ICAPP.

2.3.1 The contractor shall perform an independent review of drawings and associated Technical Data Package List (TDPL) documents within the TDP to determine the adequacy and identify shortcomings/deficiencies in performance specifications and the quality program requirements for each TDP.

2.3.2 The contractor shall coordinate with Program Management Offices (PMOs), other divisions within the Engineering Directorate, AMCOM's DLA Engineering Support Focal Point, and other AMCOM functional elements in resolving quality assurance shortcomings/deficiencies identified during the contractor's TDP review and establishment of quality program requirements.

2.3.3 The contractor shall document within ICAPP the results of coordination with PMOs, other Engineering Directorate divisions, and other AMCOM functional elements in the establishment of quality requirements and resolving identified shortcomings/deficiencies in both TDP hardcopies and the ICAPP prior to forwarding to the next reviewing activity.

2.4 TASK 4 GENERAL: The contractor shall provide expertise in the areas of 3D model review, 3D modeling technical data analysis, 3D model development, and analysis of lists of items for specific technical data gathering as required and as necessary to support Tasks 1,2, and 3 above.

3.0 TRAVEL: Travel may be required under this PWS. Prior approval must be obtained from the Contracting Officer's Representative (COR).

4.0 SECURITY: The contractor shall provide security to a level necessary to meet the requirements of the task required. No classified data shall be reviewed in support of tasks. Some

material shall be of a procurement sensitive nature and the contractor shall be expected to obtain, file as required, and comply with nondisclosure requirements. A Secret clearance shall be required for personnel to be stationed in Building 5400, Redstone Arsenal, Alabama.

5.0 GOVERNMENT FURNISHED PROPERTY (GFP): Work in support of this TO shall be performed on-site at Governmental facilities located at Redstone Arsenal, Alabama. The Government will provide computers, desks, telephones, tools, books, office supplies and work space. Mylar's for storage will be placed in the possession of the contractor. The contractor will have access to local breakout files and Command automated systems.

6.0 DELIVERABLES:

6.1 The contractor shall prepare Performance and Cost Reports IAW CDRL DI-MGMT-80227, Data Item Number A003.

6.2 The contractor shall prepare trip reports and submit IAW CDRL DI-ADMN-81505, Data Item Number A006.

6.3 The contractor shall prepare a status report IAW CDRL DI-MGMT-80368, Data Item Number A001.

7.0 ACCOUNTING FOR CONTRACTOR SUPPORT: 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>. 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 subcontractors); (6) Estimated direct labor dollars paid this reporting period (including subcontractors); (7) Total payments (including subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC code for each subcontractor 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 subcontractors 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 or contingency contractor language; and (13) Number of contractor and subcontractor 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 September 30 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.

8.0 PERFORMANCE OBJECTIVES/METRICS: *The performance objectives, metrics, and incentives discussed below have been established for utilization under EXPRESS task orders and are set forth at Appendix A, Performance Requirements Summary Matrix. Utilization of different objectives/metrics will require the development of a separate task order Quality Assurance Surveillance Plan.*

8.1 This performance-based service contract incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to TO schedule, milestone, and delivery requirements; and (3) Efficient and effective control of labor resources. It is the contractor's responsibility to employ the necessary resources to ensure accomplishment of these objectives. The Government's assessment of the contractor's performance in achieving these objectives will utilize the standards, acceptable quality levels, surveillance methods, and performance incentives described in the Performance Requirements Summary matrix set forth in Appendix A. The performance incentives will be implemented via the Government's past performance assessment conducted in accordance with Part 42 of the Federal Acquisition Regulation (FAR), as applicable, and the "Task Order Performance" criteria of the annual award term evaluation.

8.2. The performance objectives, standards, and acceptable quality levels shall be applied on a TO basis with performance incentives to be implemented on an annual basis. The Government will conduct informal interim counseling sessions with the contractor's Program/TO Manager to identify any active TO performance that is not meeting the acceptable quality levels. These sessions will be conducted at least on a quarterly basis in order to provide the contractor a fair opportunity to improve its performance level.

8.3 The Control of Labor Resources criteria will be reflected under the "Cost" category of the performance assessment. Although the criteria of Business Relations and Management of Key Personnel are not specifically included in the Performance Requirements Summary Matrix, the overall performance assessment will continue to include these criteria.

8.4. The contractor will be notified, in writing, of the Government's determination of its performance level for each performance objective including all instances where the contractor failed to meet the acceptable quality level.

APPENDIX A

PERFORMANCE REQUIREMENTS SUMMARY MATRIX

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
<p>High Quality Technical Performance</p>	<p>TO requirements met with little rework/re-performance required and with few minor and no significant problems encountered</p> <p><i>Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment</i></p> <p><i>Assessments, evaluations, analyses, recommendations, and related assistance are thorough, reliable, highly relevant to TO requirements, and consist of substantial depth and breadth of subject matter</i></p> <p><i>Deliverable reports contain all required data and meet all applicable CDRL requirements</i></p>	<p>Contractor delivery of products and/or services meets all TO requirements. Performance occurs with no required re-performance/rework at least 80% of time. Problems that are encountered are minor and resolved in a satisfactory manner.</p>	<p>Routine Inspection of Deliverable Products/Services</p>	<p>Assignment of performance rating for QUALITY criteria:</p> <p><u>EXCEPTIONAL</u> <i>Performance and deliverables meet all and exceed many TO requirements. Performance delivered with no required re-performance/rework at least 95% of time; problems that are encountered are minor and resolved in a highly effective manner.</i></p> <p><u>VERY GOOD</u> <i>Performance and deliverables meet all and exceed some TO requirements. Performance delivered with no required re-performance/rework at least 90% of time; problems that are encountered are minor and resolved in an effective manner.</i></p> <p><u>SATISFACTORY</u> <i>Performance and deliverables meet all TO requirements. Performance delivered with no re-performance/rework at least 80% of time; problems that are encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>MARGINAL</u> <i>Some TO requirements not met and/or performance delivered with re-performance/rework required more than 20% of time. Problems encountered were resolved in a less than satisfactory manner.</i></p> <p><u>UNSATISFACTORY</u> <i>Many TO requirements not met. Numerous re-performances/rework required. Substantial problems were encountered and inadequate corrective actions employed.</i></p>

<p>Adherence to Schedule</p>	<p>TO milestones, periods of performance, and/or data submission dates are met or exceeded</p>	<p>Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)</p>	<p>Routine Inspection of Deliverable Products/Services</p>	<p>Assignment of performance rating for SCHEDULE criteria:</p> <p><u>EXCEPTIONAL</u> TO milestones/ performance dates met or exceeded at least 100% of time (excluding government caused delays)</p> <p><u>VERY GOOD</u> TO milestones/ performance dates met or exceeded at least 90% of time (excluding government caused delays)</p> <p><u>SATISFACTORY</u> TO milestones/ performance dates met or exceeded at least 80% of time (excluding government caused delays)</p> <p><u>MARGINAL</u> TO milestones/ performance dates met less than 80% of time (excluding government caused delays)</p> <p><u>UNSATISFACTORY</u> TO schedule/performance dates met less than 70% of time</p>
<p>Control of Labor Resources</p>	<p>Contract labor mix is controlled in efficient and effective manner</p>	<p>Actual TO labor resource mix is maintained within 20% of originally awarded TO resource mix</p>	<p>Routine Inspection of TO Performance, Performance/Cost Reports, Payment Invoices, Etc.</p>	<p>Assignment of performance rating for COST CONTROL criteria:</p> <p><u>EXCEPTIONAL</u> Actual TO resource mix maintained within 10% of originally awarded TO resource mix</p> <p><u>VERY GOOD</u> Actual TO resource mix maintained within 15% of originally awarded TO resource mix</p> <p><u>SATISFACTORY</u> Actual TO resource mix maintained within 20% of originally awarded TO resource mix</p> <p><u>MARGINAL</u> Actual TO resource mix maintained within 25% of originally awarded TO resource mix</p> <p><u>UNSATISFACTORY</u> Actual TO resource mix exceeds 25% of originally awarded TO resource mix</p>