

W31P4Q-08-A-0018/0002

Performance Work Statement (PWS)

Technical Support for Technical Data Management Division

1.0 MISSION STATEMENT: The contractor shall implement processes in accordance with developed practices and procedures in order to complete configuration management, data management, status accounting, and standardization support projects for Aviation and Missile Command (AMCOM) managed weapon systems and their components; Program Executive Offices (PEOs), Project Management Offices (PMOs), and other AMCOM functional elements. The requirements of the PEOs and PMOs are above the abilities and the on-board government staff therefore, contractor support is required.

2.0 PERFORMANCE REQUIREMENTS:

The contractor shall provide all necessary labor to accomplish the subtasks listed in the description of work presented in the paragraphs below. All tasks may be performed on and/or off site as required to execute. The contractor shall provide technical expertise for the centralized planning, direction, and control of configuration management, status accounting, data management, and standardization programs. The contractor shall maintain physical network connectivity to all automation resources required to perform the tasks outlined below.

2.2 Status Accounting (TD 3)

2.2.1 As specified by individual Technical Instruction (TI), the contractor shall implement and maintain a quality control program to comply with the government-furnished Status Accounting Quality Control Plan, which shall also encompass overseeing the entry of accurate data into the automated database(s).

2.2.2 As specified by individual TI, the contractor shall maintain and provide input to the government-furnished automated database and data entry user guides. The contractor shall revise these user guides and manuals in accordance with (IAW) DI-IPSC-81444 and DI-IPSC-81445.

2.2.3 As specified by individual TI, the contractor shall provide support to the Command automated status accounting system training facility. The contractor shall ensure that the equipment and software are functioning properly; schedule training sessions; ensure that training material is accurate and readily available, and train personnel in using the system. Personnel assigned to perform this training shall be able to tailor the briefing and presentations to the specific audience and to accommodate any time constraints. Training materials shall be updated IAW DI-ADMN-80925 to reflect the current status accounting database(s) and business practices.

2.2.4 As specified by individual TI, the contractor shall perform continuous system analysis of the status accounting database(s) to ensure optimum performance. Recommendations for system changes shall be prepared IAW DI-MISC-80508. The contractor shall also perform system

analysis of automated data processing functions and equipment with TDMD. Recommendations and results from the analysis shall be prepared IAW DI-MISC-80508.

2.2.5 As specified by individual TI, the contractor shall perform capability demonstrations of the automated status accounting system to all levels of government and contractor personnel. These demonstrations may include presentation to Aviation and Missile Life Cycle Command (AMCOM LCMC), Research, Development and Engineering Command (RDECOM), Department of Defense (DoD) executive, senior and command level personnel, as well as small and large groups. The personnel assigned to perform these demonstrations shall be able to tailor the briefings and presentations to the audience and to accommodate any time constraints. The briefing material shall be prepared IAW DI-ADMN-81373.

2.2.6 As specified by individual TI, the contractor shall load, verify, maintain or validate data currently in the command status accounting system via government furnished drawings, associated lists, specifications, contracts, and changes thereto and other documentation as prescribed in individual TIs. This task includes classified, unclassified, limited and unlimited rights data. The contractor shall gain Non-Disclosure Agreements (NDAs) as required with companies to ensure contractor support personnel can view limited or restrictive rights documentation.

2.2.7 As specified by individual TI, the documentation to support the status accounting mission shall be prepared IAW DI-IPSC-81428, DI-IPSC-81430, DI-IPSC-81431, and DI-IPSC-81437. The contractor shall prepare for and conduct tests of the automated status accounting system and other related databases. The software test plan(s) shall be prepared IAW DI-IPSC-81438, and the software test report(s) shall be prepared IAW DI-IPSC-81440.

2.2.8 As specified by individual TI, the contractor shall support the review, analysis, testing and implementation of next generation automation tools to support the technical data management mission. Recommendations and analysis results shall be prepared IAW DI-MISC-80508. Test results shall be prepared IAW DI-IPSC-81440. Briefing materials shall be prepared IAW DI-ADMN-81373.

2.3 Drafting (TD 2)

2.3.1 As specified by individual TI, the contractor shall provide technical drafting support to review and prepare engineering documentation. The contractor shall use best commercial practices, marked-up, red-lined documents, and utilize a government furnished drafting manual as a guide in preparing the engineering documentation. Each TI shall specify the drafting work to be accomplished, the type of documents to be prepared, and the required date for completion. The documentation shall be prepared IAW DI-SESS-81000.

2.3.2. As specified by individual TI, the contractor shall incorporate changes from Engineering Change Proposals (ECPs), Notices of Revisions (NORs), or marked-up (red-lined) comments into the appropriate engineering drawing, associated list, or specification IAW DI-ADMN-80925. The contractor shall utilize MIS-STD-52406(IS) for engineering data interface requirements.

2.4 Repository Maintenance (TD 2)

As specified by individual TI, the contractor shall provide for maintaining a repository by organizing and filing engineering documentation, locating the documentation manually and by computer, data entry from the documentation, and responding to inquiries which pertain to data or documentation residing in the repository.

2.5 Configuration Management (TD 2)

2.5.1 As specified by individual TI, the contractor shall conduct studies and monitor the effectiveness of assigned configuration management (CM) programs to control, improve, and simplify the CM systems. Results shall be prepared IAW DI-MISC-80508.

2.5.2 As specified by individual TI, the contractor shall provide technical support to develop, generate, and review all types of CM technical documentation. Results shall be prepared IAW DI-MISC-80508.

2.5.3 As specified by individual TI, the contractor shall develop and monitor CM budgeting, regulations, management principles, planning, and programming in order to assess economic and technical impact on the various CM programs. Results shall be prepared IAW DI-MISC-80508.

2.5.4 As specified by individual TI, the contractor shall participate in and conduct configuration audits (Physical Configuration Audits (PCAs); Functional Configuration Audits (FCAs); Configuration Item Verification Reviews (CIVRs); etc.; technical audits, and Configuration Control Boards (CCBs). Audit plans shall be prepared by the contractor, when directed, IAW DI-MISC-80508. Audit results shall be reported.

2.5.5 As specified by individual TI, the contractor shall develop new, and provide recommendations for update of existing specifications IAW MIL-STD-961 and provide technical expertise in allocating the functional system baseline and controlling subsystem interfaces. Results of reviews shall be prepared IAW DI-MISC-80508. Specifications shall be prepared IAW DI-MISC-80508.

2.5.6 As specified by individual TI, the contractor shall develop/prepare/evaluate Engineering Change Actions. Engineering Change Proposals (ECPs), Notices of Revision (NORs), Specification Change Notices (SCNs), Engineering Release Records (ERRs), and Requests for Deviation and Waivers (RFDs/RFWs). The contractor shall provide administration analysis, coordination and technical support in the management of engineering change actions. ECPs shall be prepared IAW DI-CMAN-80639. NORs shall be prepared IAW DI-CMAN-80642. SCNs shall be prepared IAW DI-CMAN-80643. ERRs shall be prepared IAW DI-CMAN-80463. RFDs/RFWs shall be prepared IAW DI-MISC-80508.

2.5.7 As specified by individual TI, the contractor shall review and prepare CM plans and procedures. CM plans shall be prepared IAW DI-CMAN-80858. If not part of a CM plan, procedures shall be prepared IAW DI-MISC-80508.

2.5.8 As specified by individual TI, the contractor shall ensure adequacy of technical data, perform technical review of engineering drawings, specifications, and technical data packages (TDPs). The contractor shall provide recommendations for upgrading engineering drawings and specifications. Results shall be prepared IAW DI-MISC-80508.

2.5.9 As specified by individual TI, the contractor shall identify and document the performance, interoperability, interface, physical, and/or functional characteristics for each hardware or software configuration item, including controlling changes to those characteristics. The contractor shall record and report change processing and implementation status throughout the life cycle of the system. Results shall be prepared IAW DI-MISC-80508.

2.5.10 As specified by individual TI, the contractor shall participate in fact-finding, should-cost studies, contractor qualification evaluations, Integrated Product Teams (IPTs), In Process Reviews (IPRs), Production Readiness Reviews (PRRs) Product Oriented Surveys (POSS), and other technical working groups. Results shall be prepared IAW DI-MISC-80508.

2.5.11 The contractor shall assist CM personnel in acquiring engineering drawings and specifications. The contractor shall use data bases and other means to acquire engineering drawings for Freedom of Information Requests, audits, and other assigned purposes.

2.6 Defense Specification and Standardization Program (DSP) (TD 1)

2.6.1 As specified by individual TI, the contractor shall provide support in performing market survey and analysis of military specifications that may be candidates for conversion to commercial item descriptions (CIDs). The contractor shall prepare reports and comments of such analysis IAW DI-MISC-80508.

2.6.2 As specified by individual TI, the contractor shall provide general and technical support in the development and maintenance of Commercial Item Descriptions IAW the Federal Standardization Manual. Market research and analysis may be required to affiliate best commercial practices and with acquisition initiatives. The contractor shall prepare draft and final documents IAW DI-MISC-80508 using AMC-P 715-17, SD-5, and SD-15 as reference and information.

2.6.3 As specified by individual TI, the contractor shall provide general and technical support in the development and maintenance of specifications, standards, handbooks and data item descriptions IAW MIL-STD-961, MIL-STD-962, MIL-STD-963, and MIL-STD-967. The contractor shall prepare draft and final documents IAW DI-ADMN-80925, DI-SDMP-81465 and DI-MISC-80508 using AMC-P 715-17, SD-5, and SD-15 for reference and information only.

2.6.4 As specified by individual TI, the contractor shall provide technical and administrative support to Integrated Product Teams (IPTs) and working groups associated with the DSP or requiring DSP support. The contractor may be required to attend IPT and working group meetings in support of the AMRDEC Standardization Office. The contractor shall prepare reports and comments IAW DI-MISC-80508.

2.6.5 As specified by individual TI, the contractor shall provide general and technical support to the DSP policy and procedures defined in DOD 4120.24-M and with current acquisition initiatives. The contractor shall prepare reports, analysis and comments IAW DI-MISC-80508.

2.6.6 As specified by the individual TI, the contractor shall develop, distribute and coordinate correspondence to facilitate the execution of the DSP. The contractor shall prepare the documentation IAW DI-MISC-80508.

2.7 Parts Management (TD 1)

2.7.1 As specified by individual TI, the contractor shall provide technical/administrative support to the coordination and/or review of Parts Management Plans and Processes, standardization projects such as Interchangeability/Substitutability Studies, Item Reduction Studies, and Requests for Nomenclature. Reports and comments shall be prepared IAW DI-MISC-80508.

2.7.2 As specified by individual TI, the contractor shall assist in the implementation of DSP procedures for acquisition programs and to facilitate the identification and resolution of Data Management Studies (DMS) and obsolescence issues. The contractor shall maintain, update and administer DMS automated tools necessary for obsolescence management of AMCOM weapon systems. The contractor shall prepare Reports, analysis and comments IAW DI-MISC-80508.

2.8 Aviation and Missile Program/Projects (TD 1) As specified by individual TI, the contractor shall provide engineering and general support to the development and maintenance of aviation and missile specifications/standards, non-government standards, commercial item descriptions, missile specifications aeronautical design standards, and joint service specification guides. The contractor shall prepare reports, analysis and comments IAW DI-MISC-80508.

2.9 International Standardization (TD 1)

2.9.1 As specified by individual TI, the contractor shall provide engineering and general support to the AMRDEC international standardization program. This shall include development, review, analysis, and coordination of international standardization agreements to support international organizations (NATO, ABCA, and ASCC) and standardization working groups/parties/panels. Analysis and review results shall be prepared IAW DI-MISC-80508. The contractor shall be required to attend meetings to include travel outside the Continental United States in support of this task.

2.9.2 As specified by individual TI, the contractor shall provide engineering and general support to the management of international standardization working groups/parties/panels. This shall include development, review, analysis, and coordination of international standardization actions. The contractor shall prepare analysis and review results IAW DI-MISC-80508. The contractor shall be required to attend meetings to include travel outside the Continental United States in support of this task.

2.10 Data Management (DM) Contract Requirements Package (CRP) Support (TD 1, 2, 3)

2.10.1 As specified by individual TI, the contractor shall perform data management reviews of CRPs to ensure compliance with DOD 5010.12-M, the ASSIST database and DOD 4120.24 -M. The Contractor reviews shall be accomplished via documents red-line mark-up or electronic edit. The contractor shall document all reviews IAW DI-ADMN-80925.

2.10.2 As specified by individual TI, the contractor shall provide Standards Executive support reviewing Specifications and Standards for compliance with MIL-STD-961, MIL-STD-962, DOD 4120.24-M and policy Memorandums located on the Defense Standardization program Office Web Site. The contractor shall review Military Specification and Standard to ensure compliance with the AMCOM and PEO Aviation Master Action Plan. The contractor reviews shall be accomplished via document red-line mark-up, and/or electronic edit. The contractor shall document all reviews IAW DI-ADMN-80925. The contractor shall provide Functional Requirements Authentication Board (FRAB) support for Standards Executive CRP certification. The contractor shall schedule, coordinate and distribute FRAB documentation for support of the FRAB. The contractor shall prepare FRAB agendas IAW DI-ADMN-81249 and FRAB minutes IAW DI-ADMN-81250.

2.10.3 As specified by individual TI, the contractor shall provide data management IPT support for CRP development and review meetings to ensure requirements comply with DOD 5010.12-M, the ASSIST database and DOD 4120.24-M. The contractor reviews shall be accomplished via document red-line mark-up, and/or electronic edit. The contractor shall document all reviews IAW DI-ADMN-80925.

2.10.4 As specified by the individual TI, the contractor shall provide database development support on Data Management and Standardization requirements. The database documentation shall be prepared IAW DI-IPSC-81437.

2.11 Data Management-Policy/Procedures Support (TD 1, 2, 3)

2.11.1 As specified by the individual TI, the contractor shall provide DM acquisition streamlining policy distribution and coordination of DOD and the Army Materiel Command policy and guidance.

2.11.2 As specified by the individual TI, the contractor shall develop articles, information papers and newsletters documenting acquisition streamlining and data management policies, procedures, guidance and information. The contractor shall prepare the documentation IAW DI-MISC-80508.

2.11.3 As specified by the individual TI, the contractor shall develop, distribute and coordinate correspondence to facilitate data management and processes and procedures. The contractor shall prepare the documentation IAW DI-MISC-80508.

2.12 Standardization, Data Rights, Data Requirement and Data Management Training (TD 1, 2, 3)

2.12.1 As specified by the individual TI, the contractor shall develop training course documentation material for acquisition streamlining, data rights, data requirement development and documentation, data item description (DID) development, data management, specification and standard development for classroom instruction IAW DOD 5010.12-M the ASSIST database and DOD 4120.24-M, MIL-STD-962, MIL-STD-963 and MIL-STD-961. The training documentation shall be prepared IAW DI-SESS-81523.

2.12.2 As specified by the individual TI, the contractor shall provide support to presentation of training for acquisition streamlining, data rights, data requirements development and documentation, data item description (DID) development, data management, standard and specification development classroom instruction developed IAW DOD 5010.12-M the ASSIST database and DOD4120.24-M, MIL-STD-962, MIL-STD-963 and MIL-STD-961. The training documentation shall be prepared IAW DI-SESS-81523.

3.0 Travel

The contractor shall travel to contractor and other facilities when requested to perform the tasks described herein. The contractor shall have no authority to incur travel costs without prior written approval (email is acceptable) of the Contracting Officers Representative. Each TI will spell out trip requirements. A trip report is required within five (5) working days and shall be prepared IAW DI-ADMN-81505.

4.0 Security

The contractor shall provide security to a level necessary to meet the requirements of the tasks described herein. The basic contract contains a DD Form 254. A list of Appropriate Security Classification Guides applicable to work up through "Secret" can be provided as necessary.

5.0 Government Furnished Property

The contractor shall provide the required services both off-site and on-site. The contractor shall perform off-site tasks using their own facilities and automation resources. For the on-site support, the Government will provide work space, telephone, office supplies and access to copy and facsimile machines. The Government will supply the necessary automation resources in support of the on-site efforts. The Government will provide access to data and information required for the execution of this effort. The Government will also coordinate access to all Government and contractor facilities to be visited as part of this effort.

6.0 Deliverables

Written results of evaluations, analyses, and other task activities shall be provided to the Contracting Officer's Representative (COR) and/or appropriate personnel in contractor or COR directed format as required:

6.1 Status Reports shall be prepared IAW DI-MGMT-80368 (A001)

6.2 Performance and Cost Reports shall be prepared IAW DI-MGMT-80227 (A003).

6.3 Technical and Management Work Plans shall be prepared IAW DI-MGMT-81117 (A005)

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 shall 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, COR; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, Email; (5) Estimated direct labor hours (including sub-contractors); (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 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, county, 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 system(s) to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

8.0 Performance Objectives/Metrics

8.1 This performance-based service contract incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to TI 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 shall 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 technical 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 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 services meets all TO technical requirements.</p> <p>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 annual Performance Assessment Report (PAR) rating for QUALITY criteria:**</p> <p><u>EXCEPTIONAL</u></p> <p><i>Performance and deliverables meet all and exceed many TDO technical 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></p> <p><i>Performance and deliverables meet all and exceed some TO technical 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></p> <p><i>Performance and deliverables meet all TO technical requirements. Performance delivered with no re-performance/rework at least 80% of time; problems that are</i></p>

**For Task Orders <\$1M, change to: "Input to TO Performance Criteria of Annual Award Term Evaluation."

				<p><i>encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>MARGINAL</u></p> <p><i>Some TO technical requirements not met and performance delivered with no re-performance/rework <u>less</u> than 80% of time. Problems encountered were resolved in a less than satisfactory manner.</i></p> <p><u>UNSATISFACTORY</u></p> <p><i>Many TO technical requirements not met. Numerous re-performances/rework were required and substantial problems were encountered and no corrective actions employed.</i></p>
Adherence to Schedule	TO milestones, periods of performance, and data submission dates are met or exceeded	Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)	Routine Inspection of Deliverable Products/Services	<p>Assignment of annual Performance Assessment Report (PAR) rating for SCHEDULE criteria:**</p> <p><u>EXCEPTIONAL</u></p> <p><i>TO milestones/performance dates met or exceeded at least 100% of time (excluding government caused delays)</i></p> <p><u>VERY GOOD</u></p> <p><i>TO milestones/performance dates met or exceeded at least 90% of time (excluding government caused delays)</i></p> <p><u>SATISFACTORY</u></p> <p><i>TO milestones/performance dates met or exceeded at least 80% of time (excluding government caused delays)</i></p> <p><u>MARGINAL</u></p> <p><i>TO milestones/performance dates met</i></p>

				<p><i>less than 70% of time (excluding government caused delays)</i></p> <p><u>UNSATISFACTORY</u></p> <p><i>TO schedule/performance dates met less than 70% of time</i></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 annual Performance Assessment Report (PAR) rating for COST CONTROL criteria:**</p> <p><u>EXCEPTIONAL</u></p> <p><i>Actual TO resource mix maintained within 10% of originally awarded TO resource mix (excluding gov't initiated deviations)</i></p> <p><u>VERY GOOD</u></p> <p><i>Actual TO resource mix maintained within 15% of originally awarded TO resource mix (excluding gov't initiated deviations)</i></p> <p><u>SATISFACTORY</u></p> <p><i>Actual TO resource mix maintained within 20% of originally awarded TO resource mix (excluding gov't initiated deviations)</i></p> <p><u>MARGINAL</u></p> <p><i>Actual TO resource mix maintained within 25% of originally awarded TO resource mix (excluding gov't initiated deviations)</i></p> <p><u>UNSATISFACTORY</u></p>

				<i>Actual TO resource mix exceeds 25% of originally awarded TO resource mix (excluding gov't initiated deviations)</i>
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****For Task Orders <\$1M, change to: "Input to TO Performance Criteria of Annual Award Term Evaluation."**

Technical Instruction

Repository, Configuration Management and Technical Support to the U.S. Army Test, Measurement, and Diagnostic Equipment (TMDE) Activity, PWS paragraph(s) 2.3, 2.4, 2.5

TASK:

- 1.1 The contractor shall be responsible for maintaining the PMTMDE engineering documentation in a current status in the repository by organizing and filing the TMDE technical data packages. The contractor shall be responsible for the status and location of all engineering documentation at all times. In order to support this effort, the Government will provide the contractor access to JEDMICS as well as the Configuration Management Automated Repository System (CARS) databases.
- 1.2. The contractor shall review and evaluate engineering documentation including engineering change proposals for format and content. The Government will provide access to the Multi-user Engineering Change Proposal Automated Review System (MEARS).
- 1.3. The contractor shall review configuration management documents, including configuration management plans and statements of work establishing the contract work requirements for PMTMDE contracts.
- 1.4. The contractor shall provide technical configuration management and engineering functional support to PMTMDE configuration control boards and other technical meetings.
- 1.5. The contractor shall review technical data for acquisition intercepts and post award intercepts and input data into the Post Award Intercept Database (PAID). The contractor shall review and input data into the Procurement Aging and Staging System (PASS) as required.
- 1.6. The contractor shall participate in product team meetings as directed by the Government.
- 1.7. The contractor shall make changes to drawings or draw new documents according to Notices of Revision (NORs) from approved ECPs.
- 1.8. The contractor shall prepare Engineering Release Records (ERRs) for review and signature by the Government.
- 1.9. The contractor shall participate in Physical Configuration Audits (PCAs) and Functional Configuration Audits (FCAs) as directed by the Government.
- 1.10. The contractor shall draft a drawing tree as directed by the Government.
- 1.11. The contractor shall provide personnel to assist with physical configuration audits as required.

Travel

The contractor shall provide personnel as necessary to support the maintenance and development of technical data systems.

DELIVERABLES:

1. Technical reports shall be prepared IAW DI-MISC-80508A (CDRL A002).
2. TDP reviews shall be prepared IAW DI-MISC-80508A (CDRL A002).
3. Action item logs shall be prepared IAW DI-MISC-80508A (CDRL A002).
4. Performance and cost reports shall be prepared IAW DI-FNCL-80331 (CRDL A008) and DI-MGMT-80368 (CDRL A001).
5. The contractor shall prepare trip report IAW DI-ADMN-81505