

## **PERFORMANCE WORK STATEMENT (PWS)**

### **Army Expert Authorized Stockage List (ExASL) Team Support**

**1.0 MISSION OBJECTIVE:** The Army Expert Authorized Stockage List (ExASL) Team provides Authorized Stockage List (ASL) reviews and analyses of ASL's for Army organizations. The Team performs stockage determination analyses using the Enhanced Dollar Cost Banding (EDCB) and other stockage determination requirements models with an emphasis on meeting Department Of the Army (DA) performance metrics goals and standards. This centralized team serves as the sole authoritative source for retail level stockage determination products across the entire Army, performing over 600 ASL reviews annually and supporting over \$3.2B in Army inventory. The ExASL Team evaluates, adjusts, and implements ASL levels throughout the Army for all Army (Active, National Guard, and Reserve) components. ASL reviews are provided annually and as required for Tactical and Fixed Base Supply Support Activities (SSA) in Southwest Asia (SWA), Korea, Europe and Contiguous United States (CONUS). The Team provides Army units with a variety of ASL products - making ASL recommendations for Brigade Combat Team (BCT) planning, theater retention planning, new equipment fielding, separate unit support, and contingency force packages designed to meet changing Army missions and deployments. With the migration to the Global Combat Support System - Army (GCSS-A), the mission of the ExASL Team includes Authorized to Forecast (ATF) stock planning, Planned Delivery Time (PDT) calculations, Maintenance Significant Parts (MSP) uploads, Safety Stock implementation, and excess management to support the Army mission of developing and maintaining Supply Support Activities in the Enterprise Resource Planning (ERP) environment.

**2.0 PERFORMANCE REQUIREMENTS:** The contractors performing the Performance Work Statement (PWS) will co-locate with the Army ExASL Team. The PWS shall be performed at a Government facility located on Redstone Arsenal, Alabama. The contractor shall interact with other contractors, military personnel and Department of the Army Civilians (DACs) in the performance of this effort. The contractor shall provide the Contractor's Progress, Status and Management Report to the Contracting Officer Representative (COR) and the Technical Monitor, IAW CDRL A003.

**2.1 (ILS4, a; ILS8, a, d)** The contractor shall provide input and recommendations to ASL supply reports, technical procedures and processes for the Army Expert ASL Team. The contractor shall use decision support tools within the Enterprise Resource Planning (ERP) Solution, Logistics Support Activity (LOGSA) Logistics Information Warehouse (LIW), LOGSA Common Development Environment, LOGSA Local Area Network (LAN), and/or other DoD logistics systems determined necessary to perform the ASL reviews and analyses. The decision support tools include: Oracle, TOAD, Procedural Language/Structured Query Language (PL/SQL), Statistical Analysis System (SAS), UNIX Operating System, Visio, Business Intelligence Suite of Tools and Microsoft Suite of Tools. IAW CDRL A002, Subtitle: Decision Support Tools.

2.2 (ILS4, a) The contractor shall provide input, modifications and recommendations for ASL review schedules and reports for all SSAs IAW CDRL A002, Subtitle: ASL Review Schedules, using Army Logistics data found in the LIW and/or DoD Logistics Systems. The contractor shall extract and analyze ASL data for each supply activity, package ASL review products for use by requesting units, and provide summary reports of results with each package IAW CDRL A002, Subtitle: ASL Reviews & Summaries.

2.2.1 (ILS4, a; ILS14, d, (3)) The contractor shall review reports from SSAs regarding worldwide theater retention levels of supply items to provide input and recommend retention levels while considering demands and other analytical criteria for all SSAs according to review schedules, including creation of transaction records for wholesale retention level management. The contractor shall deliver retention level recommendations IAW CDRL A002, Subtitle: Retention Levels.

2.2.2 (ILS4, a; ILS14, d, (3)) The contractor shall modify ASL review schedules; monitor ASL performance levels, make stockage level recommendations, and compute costs of implementing recommendations IAW CDRL A002, Subtitle: Cost/Financial Data & Performance Report.

2.2.3 (ILS4, b) The contractor shall review supply systems, logistics data and metrics of current stockage levels and recommend appropriate stockage levels for all ASL reviews and analyses, based on unit equipment changes and physical warehouse space constraints to prepare for each ASL review IAW CDRL A002 Subtitle: ASL Review Data.

2.3 (ILS4, a) The contractor shall extract current stockage levels, conduct analysis and recommend stockage level changes for all ASL reviews. The contractor shall provide the resulting reports to the Army Expert ASL Team and/or the respective Installation Supply Representative (ISR) for review and approval for distribution to the requesting Unit IAW CDRL A002, Subtitle: ISR Review.

2.4 (ILS4, a) The contractor shall maintain POC listings and distribute the approved ASL Reviews to the Army Expert ASL Team and/or the ISR for use in replenishing inventory levels at the SSA IAW CDRL A002, Subtitle: Approved ASL Report to Life Cycle Management Commands (LCMCs) / Defense Logistics Agency (DLA).

2.5 (ILS4, a) The contractor shall, with input from Army Expert ASL Team, modify a schedule for "YEB" (Document Identifier Code which effects ASL changes) supply transaction submission; recommend an acquisition schedule to implement ASL modifications; generate formatted "YEB" transactions and submit those transactions for processing to the Corps Theater Automation Service Center (CTASC) or replacement Agency/Activity IAW CDRL A002 Subtitle: YEB submittal to CTASC.

2.6 (ILS4, a) The contractor shall compute and conduct analyses of the final ASL cost projections in support of commodity management, which includes the dollar value of all item additions, stock level increases, all item deletions, and stock level decreases by LCMC/DLA for each ASL, and provide IAW CDRL A002 Subtitle: LCMC/DLA Cost Projections.

2.7 (ILS4, a) The contractor shall provide input and recommendations for the appropriate Readiness Driver and/or Maintenance Significant Parts (MSP) National Item Identification Number (NIIN) and/or Materiel list/supply report utilizing the Equipment Downtime Analyzer (EDA) database, Statistical Analysis System (SAS), or other SAP (Enterprise Resource Planning software tools) environment tools IAW CDRL A002, Subtitle: Readiness Driver NIIN List.

2.8 (ILS4, a) The contractor shall provide input and recommendations for a supply report listing demand/consumption streams and historical data of the current 36 months or greater IAW CDRL A002, Subtitle: Demand/Consumption streams w/ History. If required months of demand/consumption are not available, the contractor shall utilize existing government procedures to mitigate and resolve any conflicts to ensure enough demand/consumption data is available to effectively execute an ASL review.

2.9 (ILS4, a) The contractor shall conduct analysis by collecting required ASL performance data and conducting a trend analysis for each Supply Activity using logistics data found within government databases, including Enterprise Resource Planning (ERP), LIW and/or SAP environment tools to generate supply reports. The contractor shall prepare a trend analysis report for each Supply Activity that maintains an ASL IAW A002 Subtitle: SSA Trend Analysis.

2.10 (ILS4, b) The contractor shall review ASL logistical performance data and identify specific Supply Activities who's metrics are performing below Department of the Army (DA) goals IAW Army Regulation 710-2 for fill rates and readiness driver fill rates; review/research the associated metrics for issues with demand accommodation and demand satisfaction rates and recommend solutions to correct deficiencies in those rates IAW CDRL A002, Subtitle: SSA Performance Data.

2.11 (ILS4, a) The contractor shall monitor and maintain ASL commodity management information (review findings, recommendations and results, performance data, schedules and trends) on an existing, restricted access Army Knowledge Online (AKO) ASL website or replacement DoD knowledge sharing website. IAW CDRL A002, Subtitle: AKO ASL Website, identifying changes/revisions.

2.12 (ILS4, a; ILS14, d, (3)) The contractor shall provide contributions to supply functions and compiling reports by attending meetings, workshops, and conferences related to ASL stockage determination. The contractor shall provide meeting minutes, action reports IAW CDRL A002, Subtitle: Meeting, Workshop and Conference Attendance, and IAW CDRL A006, Subtitle: Report and Meeting Minutes. The contractor shall conduct a quarterly In Process Review (IPR) within 15 calendar days after the end of each quarter IAW CDRL A002 Subtitle: Meeting, Workshop and Conference Attendance.

3.0 **TRAVEL:** CONUS travel may be required in performance of this PWS. The contractor must receive approval from the COR prior to performing any travel. A trip report is required IAW CDRL A006, DI-ADMW-81505.

4.0 **SECURITY:** The Contractor shall provide security to a level necessary to meet the requirements of the tasks requested. Contractor's work effort shall not be above the level of

SECRET. Contract personnel shall retain a SECRET level clearance for the duration of the task order. The Contractor shall comply with all applicable security classification guides.

4.1 Antiterrorism Training (AT) Level I Training (general). All prime contractors, including subcontractors identified by the Government, working in CONUS shall complete AT Level I awareness training with 30 calendar days after contract award. The contractor shall maintain certificates of completion for inspection purposes. AT Level I training is available at <https://atlevel1.dtic.mil/at>.

4.2 AT Awareness Training for Contractor Personnel Traveling Overseas. All contractor employees, including subcontractor employees, required to travel overseas as a condition of this contract will receive Government provided AT awareness briefing specific to the destination countries. Additionally, all contractor employees, including subcontractor employees stationed or deployed in OCONUS contingency operations areas or designated combat zones will receive Government provided AT awareness training specific to the area of responsibility (AOR) at their overseas location. Specific AOR training content is directed by the combatant commander, with the Antiterrorism Officer (ATO) being the local point of contact.

4.3 iWATCH Training. The contractor shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days after contract start date or within 30 calendar days of the start date of any new employee(s). The contractor shall submit training results and/or certificates of completion to the COR within 10 work days following completion of the training.

4.4 Access to General Protection/Security Policies and Procedures. All contractor employees including subcontractor employees stationed or assigned on a Government facility shall comply with applicable installation, facility access procedures and local security policies (provided by the Government security personnel). The contractor workforce shall comply with all personal identification verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause in this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security processes or procedures. All contractors stationed or deployed in OCONUS contingency operations areas or designated combat zones shall, upon request, provide all information required for background checks to meet installation access requirements to be accomplished by authorized Government personnel.

4.5 Access to Government IT Systems. All contractor employees who require access to government information systems shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services.

4.6 Utilization of Government OPSEC SOP/Plan. The contractor shall develop an OPSEC Standard Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it

needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

4.7 Information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training and sign an Acceptable Use Policy (AUP) before issuance of network access and annually thereafter. Required IA training and AUP can be found at <https://ia.signal.army.mil>. Appropriate Personally Identifiable Information (PII) training must also be completed. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

4.8 Information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M , DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01- M must be completed upon contract award.

4.9 OPSEC Training for On-Post Contractors. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.

#### **5.0 GOVERNMENT FURNISHED PROPERTY:**

5.1 The PWS shall be performed at a Government facility located on Redstone Arsenal, AL. The Government shall provide standard work space, furniture, telephone services, normal office supplies; computers; computer network access; and peripheral equipment along with development software tools for contractor employees performing this effort.

5.2 The Government shall provide as required identification badges, car decals, and computer access identification numbers and passwords based upon contractor personnel having the necessary security clearances and on a need-to-know basis.

5.3 At the end of the contract period, any equipment, documents, or software obtained from the Government shall be returned to the Government.

6.0 **DELIVERABLES:** Data provided shall be delivered as follows: Deliverables shall be provided to the Technical Monitor unless otherwise requested. Delivery shall be made to the COR upon request.

6.1 A Contractor's Progress, Status and Management Report shall be submitted monthly IAW CDRL A003, Paragraph 2.0, and Data Item Number DI-MGMT-80227.

6.2 The Technical Report-Study/Services shall be submitted as required IAW CDRL A002, Paragraphs 2.2, 2.2.1, 2.2.2, 2.2.3, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, DI-MISC-80508B.

6.3 The Reports, Records of Meeting/Minutes shall be submitted in the three (3) and five (5) working day timelines IAW CDRL A006, Paragraphs 2.13 and 3.0, DI-ADMN-81505.

**7.0 ACCOUNTING FOR CONTRACTOR SUPPORT:** The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the **Army Expert ASL Team** via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>, and then click on “Department of the Army CMRA” or the icon of the DoD organization that is receiving or benefitting from the contracted services.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk by clicking on “Send an email” which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component’s CMR website.

## **8.0 PERFORMANCE OBJECTIVES/METRICS:**

8.1 This performance-based service task order 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, Basic BPA provision 45.

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><b>High Quality Technical Performance</b></p>	<p><b>TO requirements met with little rework/re-performance required and with few minor and no significant problems encountered</b></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 input 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><b>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.</b></p>	<p><b>Routine Inspection of Deliverable Products/Services</b></p>	<p><b>Assignment of performance rating for QUALITY criteria:</b></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><b>Adherence to Schedule</b></p>	<p><b>TO milestones, periods of performance, and/or data submission dates are met or exceeded</b></p>	<p><b>Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)</b></p>	<p><b>Routine Inspection of Deliverable Products/Services</b></p>	<p><b>Assignment of performance rating for SCHEDULE criteria:</b></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><b>Control of Labor Resources</b></p>	<p><b>Contract labor mix is controlled in efficient and effective manner</b></p>	<p><b>Actual TO labor resource mix is maintained within 20% of originally awarded TO resource mix</b></p>	<p><b>Routine Inspection of TO Performance, Performance/Cost Reports, Payment Invoices</b></p>	<p><b>Assignment of performance rating for COST CONTROL criteria:</b></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>