PERFORMANCE WORK STATEMENT

Acquisition Services Contract (ASC) for
FAA Acquisition and Contracting (AAQ)
Divisions 200, 300, 400, 500, 600, 700, and 900
9/3/2025

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1.0 INTRODUCTION

This is a non-personal services contract to provide acquisition services and support as defined in this Performance Work Statement (PWS). The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers are accountable solely to the Contractor who in turn is responsible to the Government.

1.1 Background

The FAA Acquisition and Contracting (AAQ) organization provides a wide range of acquisition services that enable FAA lines of business to accomplish our shared mission of a safe and efficient National Airspace System (NAS). Acquisition Services are required across the continental US. Services required, and the support thereof, include, but are not limited to, acquisition and administration of contracts for supplies, services, spares, repair and maintenance, research development and evaluation and construction in support of NAS facilities.

In addition, AAQ has a requirement for contract support to assist AAQ customers in preparing their up-front acquisition documentation in compliance with established acquisition policy and procedures. Contract support is also needed to provide Cost/Pricing Support for FAA Contracting Officers (COs) and Contract Specialists (CSs).

The purpose of this contract is to provide support to AAQ to facilitate the completion of the growing acquisition workload across the FAA. This PWS provides for professional acquisition support disciplines. This contract does not provide for Contractor employees to perform inherently governmental duties such as obligating funds or executing contractual documents.

The Contractor will be required to perform functions in accordance with (IAW) the FAA's acquisition policies, guidance, and practices and unique FAA business processes subject to DOT/FAA policies, executive orders, organizational-level work instructions, and other applicable guidance and policies that impact the FAA procurement activities.

Both DOT and FAA orders govern policy and procedures inclusive and exclusive of the acquisition process.

AAQ provides acquisition services in support of all FAA activities, policies, guidance and practices. The organization is comprised of the following divisions in direct and indirect support of acquiring and administering supplies and services for the following organizations:

- AAQ-200 (Enroute & Terminal Contracts Division)
- AAQ-300 (Systems and Operations Contracts Division)
- AAQ-400 (Contracting for Services Division)
- AAQ-500 (Regional Acquisitions)
- AAQ-600 (William J. Hughes Technical Center for Advanced Aerospace & Information and Technology Services Division)
- AAQ-700 (Aeronautical Center Acquisitions Division)
- ~~AAQ-900 (Real Estate Contracting Division)~~

1.2 Objective

The objective of this contract is to support AAQ by obtaining qualified personnel to provide acquisition support services in the contract specialist/contract administrator and business & financial analyst disciplines. The services required are not inherently governmental functions. The skill set will be substantially similar to the skill set required of the civil service OPM 1102 and 0501series with competence roughly equal to at the GS-5 through GS-

15 levels.

Some labor categories identified in this PWS may be bona fide professional labor and may be exempt from the Fair Labor Standards Act (FLSA).

Contractor services will be performed using materials provided by the Government. Facilities may be Government provided or remote depending on different AAQ organizations' practices.

The services performed must conform to this contract and the resulting work products must conform to all applicable Federal, FAA, state, and local regulations and policies including, but not limited to, the FAA's acquisition policies, guidance, and practices.

Program efforts, contracts, agreements, and other related projects to be supported under this contract will be assigned to the contractor by the FAA Technical Point(s) of Contact designated by the Division they support.

1.3 Definitions and Acronyms

AAQ – FAA's organizational designation code for acquisition and contracting support and services Used in this PWS to refer to all supported FAA organizations collectively.

ACQUISITION SERVICES CONTRACT (ASC) PROGRAM MANAGER – The FAA Program Manager (PM) assigned to this contract. The person authorized by AAQ to work on the requirements, funding justifications, and contract activities with the CO, the AAQ Division Managers, the Center POCs, and Managers. The FAA PM works collaboratively with the Contractor PM to resolve issues and to clarify activity assignments.

BMX – Business Management X-Solutions. This is a system used to initiate, process, and store quality reviews for AAQ procurement actions.

CAPITAL IMPROVEMENT PLAN (CIP) - A plan published by the FAA, generally on an annual basis, that reflects current system enhancements, modernization, and expansion requirements for facilities, equipment, and other capital needs of the agency. The plan is utilized for establishing detailed financial baselines for FAA projects and is located within the FAA SPIRE tool for managers.

CONTRACTOR – A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

CONTRACTING OFFICER (CO) – The FAA Contracting Officer assigned to this contract. The person authorized on behalf of the Government to negotiate, award, administer, and modify the contract. The assigned CO is the only individual with the authority to direct the work of the Contractor and is the only individual who can legally bind the government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR) – An employee of the U.S. Government appointed by the CO to administer the contract. Such appointment must be in writing and must state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract. The COR is responsible for coordinating task orders, in writing, with the contract site supervisor.

CONTRACTOR PROGRAM MANAGER – The designated contract key personnel who manages the contract performance, financial management, and contract employee relations. The Contractor PM is the primary contact for the CO and the FAA Program Manager for contract management.

DEFECTIVE SERVICE – A service output that does not meet the standard of performance associated with the

PWS.

DELIVERABLE – Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

DELPHI - a web-based financial management system based on Oracle Federal Financials. Delphi is integrated with the new acquisition/procurement system (PRISM) and is the backbone of the FAA financial system and data.

DOT- Department of Transportation.

eDOCS – The electronic document management system that standardizes the storage of FAA documents.
FAA- Federal Aviation Administration.

FAA ALTERNATE WORK SCHEDULE (AWS) – The ability to perform duties during alternate hours separate from the typical FAA 0800-1630 workday but between 0600 and 1800.

FAA SECURITY SPECIALIST – The individual who initiates the background investigation for new contract employees after the Contractor processes the request. This individual coordinates with the FAA Program Manager for the appropriate accounting information to process the investigation request.

FEDERAL TRAVEL REGULATIONS- Prescribed by the General Services Administration, for travel in the conterminous 48 United States, available on a subscription basis from the: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

FEDERAL PROCUREMENT DATA SYSTEM (FPDS) – Single source for US government-wide procurement data. The federal government uses the reported data to measure and assess the impact of federal procurement on the nation's economy, learn how awards are made to businesses in various socioeconomic categories, understand the impact of full and open competition on the acquisition process, and address changes to procurement policy.

GOVERNMENT PROPERTY – All property owned or leased to the Government or acquired by the Government under the terms of the contract.

KSN – Knowledge Sharing Network. This is a shared network drive used by AAQ for organizational-level guidance and instructions.

NATIONAL AIRSPACE SYSTEM (NAS) – The equipment and facilities used by the FAA throughout the United States and its territories for operational air traffic control.

PHASE-OUT – Periods used for transition or contract close-out. FAA CO will coordinate close-out or transition tasks as required. Negotiations will be conducted as required.

PHYSICAL SECURITY – Actions that prevent the loss or damage of Government property.

PRISM – PRISM is a comprehensive procurement management system. This system is integrated with DELPHI, DOT's financial system.

PROGRAM OFFICE – The Program Office is responsible for centralized management and is the single accountable office for the planning, integration, coordination, and implementation of various components. The program office is responsible for establishing the necessary infrastructure to ensure timely and efficient program execution.

PROGRAM MANAGEMENT REVIEW (PMR) – Quarterly review of the technical, cost, and schedule-controlled

activities under the contract. The PMR is facilitated by the Contractor Program Manager and details are described in the PWS Reporting Requirements.

QUALITY ASSURANCE – The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

QUALITY CONTROL – All necessary measures taken by the Contractor to assure that the quality of an end product or service meet contract requirements.

QUALITY CONTROL OFFICER – Designated FAA representative who maintains the associated business process for work assignments.

SITE SUPERVISOR – The site supervisor coordinates with the FAA COR to ensure adequate communication and contract performance. The site supervisor is considered key personnel.

STAKEHOLDERS – Organizations or individuals who have influence over, or interest in, the product, service, or those who provide the product or service.

SUBCONTRACTOR – One that enters into a contract with a prime Contractor. The Government does not have privity of contract with any Subcontractor.

WORKDAY – The number of hours per day the Contractor provides services in accordance with the contract.

WORK WEEK – Monday through Friday, unless specified otherwise.

1.4 Scope of Work

The Contractor must provide all qualified personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other non-personal services necessary to perform services as defined in this PWS, except for those items specified as government provided property and services. The Contractor must perform to the standards in this contract. The services include, but are not limited to, a wide variety of functions encompassing the entire spectrum of the acquisition process IAW any referenced documents and any other agency or locally developed policies and procedures. Below is a non-comprehensive list of tasks the Contractor will perform.

- Review and provide coordination (when applicable) for procurement request packages and supporting documents, i.e., specifications, plans, statements of work, Independent Government Cost Estimate (IGCE), Single Source Justifications (SSJs), planning templates, etc. to determine if they are complete and advise the customer of omissions and corrections when needed. Provide market research information and recommend appropriate small business set-aside concerns to enable the CO to determine proper acquisition strategy.

- Prepare and develop solicitation documents, such as Screening Information Requests (SIR), Request for Proposals (RFP), Requests for Offers (RFO), and Request for Quotes (RFQ) as well as the appropriate contract award documents for CO's signature. Effectively establish proposal and award criteria within Sections L and M to include appropriate level of proposal details required by the vendor(s), appropriate level of technical analysis, establishing one of various trade-off evaluation techniques leading to the best value for the FAA based upon documentation provided by requiring organization (i.e. Technical Evaluation Plan, Cost/Price, Management, Source Evaluation Plans, etc).

- Perform analysis of quotes, offers, and proposals received. If adequate competition does not exist or single source acquisition has been approved, then must be able to provide effective negotiation skills. Recommends price fair and reasonable determinations to COs.

- Provide information to the CO for determinations regarding offeror proposal conformance to solicitation, contractor responsibility, and evaluation of proposals against solicitation criteria.

- Prepare all final required contract documentation for award by the CO.
- Assist COs with post award vendor performance ratings related to cost, performance, and schedule.
- Prepare amendments to solicitations or contract modifications to reflect the Government's requirement.
- Monitor the progress of deliveries, initiating follow-ups and reporting findings of the facts causing delivery delays or otherwise affecting ordering terms and conditions to the CO, to include the review of invoices and other Contractor submittals.
- Distribute delivery and purchase orders and prepare responses to Contractor inquiries.
- Assist with cost and price analysis in accordance with applicable regulations and manuals.
- Prepare spreadsheets and pricing reports/memos in an easily understood, responsive and timely manner.
- Analyze salary and wage data submitted with proposals using pricing indices such as the Consumer Price Index, Global Insight, and the Producer Price Index.
- Identify delivery and/or performance nonconformances and recommend corrective actions to implement resolution.
- Prepare contract files for closeout to include reviewing files for incomplete deliveries, determining requirements for close out audit, initiating all documentation/actions required for contract closeout.
- Prepare documentation for administrative contract actions including task orders, modifications, and exercise of options.
- Prepare and develop data and materials required for presentations, meetings, and technical reviews. Provide and/or participate in presentations/briefings as required and actively participate in meetings and technical reviews.
- Perform other acquisition-related, non-inherently governmental functions as required such as but not limited to assisting in Quality Review of SIRs, RFQs, Pre-Award Documentation, Procurement Planning Documentation, Single Source Justification, and Post-Award Administration.
- Create and maintain working and official files for all procurement actions.

The services required will be provided for AAQ and its customers. The purpose of this PWS is to describe the technical requirements for the required services. Specific details regarding the required services are provided in Section 5, Performance Requirements.

1.5 Task Requirements

The Contractor is responsible for providing qualified personnel in each of the functional areas that meet the minimum experience and educational requirements for the corresponding labor category prior to performance of services. The supported AAQ Divisions provide cross-organizational leadership to ensure that the operational programs supported by multiple lines of business are delivered on time, efficiently, and effectively.

1.5.1 Task: Program Management

The Contractor must manage the performance under this contract to ensure all the necessary cost, schedule and deliverable requirements as defined by this PWS are met. The Contractor must assign a full-time centralized and

primary Program Manager (PM) for the base contract. Site Supervisors (SS) may be assigned at the individual or combined task order(s) level. These PM/SS must also coordinate to develop, communicate, implement, and execute agency-wide methodologies, processes and procedures described in each of the management plans listed in Section 6.0. The PM/SS must also monitor and report project status to the Government as described in Section 6.0. Program management tasks include but are not limited to:

- Interface on a regular basis with supported program offices and other supported FAA staff offices to coordinate all activities to ensure a smooth workflow between those offices and the contracts team.

- Support leadership by taking minutes of Senior Leadership Team Meetings, as well as ASRB and Volpe IAA Board meetings. The minutes will include identifying action items, actions, due dates, etc. Also, assist in developing procedural documents for internal operations of the AAQ organization and ensure that these documents, minutes, briefing materials, etc. are accessible through a Government-provided website such as KSN.

- Managing the program for the Contractor.

- Developing and maintaining Contract Deliverable Requirements List (CDRL) plans, including the Project Management Plan, Staffing Plan, Quality Control Plan and Transition-Out Plan.

- Serving as the primary point of contact for the supported CO and COR to resolve problems under the contract. The PM/SS must designate a representative as acting PM/SS whenever absent.

- Ensuring reports and other deliverables, to include CDRLs, are delivered on time.

- Maintaining the appropriate staffing levels to meet the Government's performance expectations. The cognizant PM must obtain prior approval from the CO before filling vacant positions (does not apply to 1.5.1.2). When Government approved vacancies are not filled within 20 workdays, the PM/SS must provide a written statement to the CO and COR outlining the reason(s) for not meeting the placement criteria with stated corrective actions to timely meet future employee placements and address any trends of increased turnover within contract performance.

- Attending meetings pertaining to contract performance as required by the cognizant CO, at any time during the term of this contract.

1.5.1.1 Site Supervision

The PM and SS are both management-level positions and may share some responsibilities. The SS is responsible for site supervising duties of specific AAQ being supported. The SS is responsible for providing day-to-day supervision of employees performing under this contract. The PM/SS will be responsible for all quality assurance as specified in the Contractor's Quality Control Plan (CDRL A0003). The PM/SS are the points of contact between the Contractor and the FAA COs/CORs. Site Supervisor Tasks may include, but are not limited to:

- Receiving, reviewing, signing, and accepting or rejecting Work Assignments from the cognizant CO or COR.

- Providing written justification for not accepting work.

- Identifying, communicating and resolving delivery problems related to contracting activities especially in the Simplified Purchase area.

- Assigning work to individual employees.

- Monitoring to ensure work is completed timely and accurately including close out of purchase orders and contracts; and exercise of options to established contracts.

- All direct management activities such as resolving discipline problems with Contractor's employees.

- Requesting overtime when needed.

- Resolving disputes with the COR or AAQ customer organization.

- Attending meetings pertaining to contract performance as required by the cognizant CO/COR.

1.5.1.2 Key Personnel

The Contract Program Managers/Site Supervisors (PM/SS) are considered Key Personnel. The Contractor must provide a Contract Program Manager who will be responsible for the performance of the work. The name of this person and an alternate who will act for the Contractor when the primary PM is absent will be designated in writing to the CO. The Contract Program Manager or alternate must have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. It is anticipated by the FAA that contractor staffing will consist of one PM and one alternate identified for base contract administrative responsibilities, and an individual site supervisor for each task order; however, this management structure may be ordered differently at the task order level based on the needs and best interests of the FAA.

The PM and SS are subject to core working hours. The PM or alternate must be available between the hours, 0800 to 1630 Central Time, Monday through Friday. The SS must be available between the hours of 0800 to 1630 local time of the physical location of the AAQ supported. The exception to core hours is Federal holidays or when the government facility is closed and contingency remote work is not authorized (See Sections 2.1-2.3).

1.5.1.3 Contract Administration Services

In addition to the above listed PM/SS duties, the individual deemed to be the PM/SS will also be responsible for Contract Administration Duties as listed in section 1.5.3 of the PWS.

1.5.2 Task: Simplified Purchase Services

1.5.2.1 Overview

The work outlined in this section will be performed primarily in support of the FAA Logistic Center acquisition requirements but may include other customers supported by AAQ organizations. The Contractor will be required to procure requirements valued at less than the current Acquisition Risk Threshold (ART) for such things as services, supplies, and repair of equipment. Utilizing simplified purchasing procedures, the Contractor will process all documentation required to award purchase orders, delivery orders, or call orders as required. Simplified purchasing requirements must be competed to the fullest extent practicable.

1.5.2.2 Task List

Major duties include but are not limited to the following:

- Receive initial procurement documents and Purchase Requests (PR). Evaluate for completeness in accordance with established contract file checklists and inspect for accuracy. Identify procurement history, vendor codes and any other information necessary to aid in the acquisition process.

- Obtain unit price, delivery time, FOB point and other terms and conditions by issuing a written request for quotation or by obtaining a verbal quotation on urgent requirements or other requirements that require a verbal quotation such as the FAA computer systems being offline.

- Ensure that necessary funds are available or take action to request an increase in funding as required.

- Complete all required documentation, including the simplified purchase summary, to document such things as type of procurement, basis for determining fair and reasonable price (including negotiations in single source environment), vendor qualifications and competition.

- Make telephone and/or email contact with vendors, item managers and other stakeholders as necessary.

- Accomplish order administration duties that include, but are not limited to reviewing, analyzing, and following up on delinquent orders; contacting vendors, accounting technicians and item managers by the most efficient means as required; timely accomplishment of invoice review including resolving discrepancies; and performing all necessary actions to resolve any discrepancies on orders issued.

- Reconcile open requisition listing on a weekly basis, providing status on open requisition listing to the site supervisor.

- Ensure electronic documents are properly created and maintained in the designated electronic filing system in accordance with current policy and guidance for each contract action.

- Ensure all entries into current contracting and reporting systems are accurate and that when notified of errors, corrections are made in a timely manner.

- Other tasks as assigned, not delineated in the previous bullet points, but that would be appropriate for individuals with the stated personnel qualifications, and which are neither inherently governmental functions nor performed as personal services.

1.5.3 Task: Contract Administration Services

1.5.3.1 Task Overview

The Specialist is to perform assignments including, but not limited to, the administration and oversight of contracts and orders. The AAQ Organization Managers will provide, through the CO/COR and the Contract Site Supervisor, administrative and technical direction with the assignment of projects given in terms of objectives, priorities, and deadlines.

The Specialist will keep the cognizant CO and/or COR apprised of work status on a continuing basis. Completed work is reviewed prior to signature to ensure appropriate factors have been considered. All documents, such as orders, modifications, and supporting documentation will be prepared for the cognizant CO's signature. Skill level and qualifications of employees performing this workload must be consistent with the complexity of the workload they are assigned.

The CO may at any time require the Contractor to either increase or decrease the number of hours to be provided by the Contractor in any particular contract labor category or assigned to the contract as a whole. Funds availability, changes in workload levels, or changes in technical requirements may create a need for such changes. The Contractor must obtain prior approval from the cognizant AAQ Program Manager (PM) and authorization from the cognizant CO before filling vacant positions (does not apply to task 1.5.2).

1.5.3.2 Task List

Major duties include but are not limited to the following:

Apply a practical working knowledge of principles, techniques, methods and procedures applicable to acquisition regulations, laws and concepts of government purchasing and contracts employed by the FAA.

- Apply proper interpretation of laws.

- Apply sound business judgment.

- Apply knowledge of the prevailing commercial market conditions.

- Utilize knowledge of purchasing methods such as competitive open market, Federal Supply Schedule, mandatory supply sources, Federal Prison Industries and sheltered workshops for all contract types and workload types including construction, supplies, and services.

- Apply analytical ability and judgment in interpreting and applying acquisition policies and guidelines to a variety of contract administration and termination situations.

- Assure Contractor compliance with specific contract/order provisions.

- Analyze, evaluate, and make recommendations related to purchase order/delivery order/task order/contract revisions, and other situations concerning a variety of procurement scenarios.

- Prepare documentation for administrative contract actions including modifications, exercise of options, etc.

- PM/SS will need to ensure Vendor Performance Evaluations are sent to appropriate AAQ Organization Manager immediately after exercise of options and contract closeouts.

- Provide information to assist the CO in resolving problems with contract performance. Maintain records related to Contractor performance for CO's use in evaluating Contractor's performance.

- Prepare contract modifications to reflect changes to the Government's requirement.

- Monitor the progress of deliveries, initiating follow-ups and report findings of the factors causing delivery delays, or otherwise affecting ordering terms and conditions to a CO.

- Timely accomplishment of invoice review including resolving discrepancies prior to recommending payment approval/disapproval to CO.

- Prepare spreadsheets and pricing reports/memorandums in an easily understood, responsive and timely manner. These reports/memorandums include such things as funding logs, modification logs, delivery order/task order logs, and invoice logs.

- Ensure electronic documents are properly created and maintained in the designated electronic filing system IAW current policy and guidance for each contract action.

- Ensure all entries into contracting systems such as PRISM and FPDS are accurate and that when notified of errors, corrections are made in a timely manner.

- Ensure official Agency correspondence relating to contract award, performance, contract administration, and any other related correspondence to be issued by the FAA CO is prepared per Agency guidelines and CO direction.

- Prepare contract files for closeout. This includes reviewing files for incomplete deliveries, unpaid invoices, and identifying any remaining fund balances to include queries in DELPHI, prior to processing closeout action in PRISM. Additionally, when applicable, determine requirements for close-out audit, initiate actions for post completion inquiries, contractor release forms, and complete all actions required as identified on the FAA contract close-out checklist.

- PM/SS will need to ensure Vendor Performance Evaluations are sent to appropriate AAQ Organization Managers immediately after exercise of options and contract closeouts.

- Other tasks as assigned, not delineated in the previous bullet points, but that would be appropriate for individuals with the stated personnel qualifications, and which are neither inherently governmental functions nor performed as personal services.

1.5.4 Customer Liaison for Front End Planning and Pricing Support

The services provided will include but are not limited to the following tasks:

- Assist AAQ customers and requiring organizations with procurement planning and preparation of complete procurement packages, which may include such items as: Procurement Plans, Market Analysis, Statements of Work, Independent Government Cost Estimates, Technical Evaluation Plans, Evaluation Criteria, and Single Source Justification etc.

- Act as a Liaison between the cognizant CO and requiring organizations in the finalization of a complete procurement package.

- Assist AAQ COs/CSs by performing price analysis and/or cost analysis on various types of acquisitions and contract actions.

- Perform other acquisition-related, non-inherently governmental functions as required such as, but not limited, to assisting in Quality Review of SIRs, RFQs, Pre-Award Documentation, Procurement Planning Documentation, Single Source Justification, Awards, Modifications, and Post-Award Administration. Acquisition methodologies will vary.

1.5.5 Task- Formal Acquisition Services

The FAA anticipates using Contractors for formal acquisition services beyond the Simplified Purchasing Services listed in para 1.5.2. These functions may include, but are not limited to:

- Receive initial procurement and requirements documents. Inspect for completeness and accuracy. Contractor employees are responsible for carefully reviewing such documents and resolving omissions, errors, and ambiguities before proceeding to solicitation development.

- Conduct Market research, review and provide coordination (when applicable) on procurement request, packages and supporting documents, i.e., specifications, plans, statements of work, statements of objective, contract deliverable requirements lists and data item descriptions, Independent Government Cost Estimate (IGCE), Single Source Justifications (SSJs), planning acquisition or procurement templates, drafting Small Business program coordinations etc.to determine if they are complete.

- Utilize SAM.gov, or the otherwise current official public portal, to draft pre-solicitation announcements, receive and file responses, verify active registrations and small business statuses, and identify any active Government business exclusions of vendors therein. CO to review and release announcements.

- Ensure milestones plans are completed in PRISM and provide information to enable the CO to determine proper acquisition strategy.

- Prepare and develop for CO's signature, solicitation documents such as: Screening Information Requests (SIR), Request for Proposals (RFP), Requests for Offers (RFO) and Request for Quotes (RFQ). Ability to effectively establish proposal and award criteria within Sections L and M to include the appropriate level of proposal detail required by the vendor(s) and the appropriate level of technical analysis (i.e. Best Value,

Lowest Price Technically Acceptable or Lowest Price) based upon documentation provided by the requiring organization (i.e. Trade Off or Lowest Price Technically Acceptable Source Evaluation Plans, etc.). Obtain CO approval prior to release of any kind to interested vendors.

- Support the development of the Acquisition Strategy Review Board (ASRB) and Chief Financial Officer (CFO) packages including the preparation of Independent Government Cost Estimate (IGCEs) and Business Case Analyses (BCAs)

- Perform analysis of quotes, offers, and proposals received. If adequate competition does not exist or single source acquisition has been approved, then must be able to provide effective negotiation strategies to support the Contracting officer and document determination of price fair and reasonable.

- Assist in the determination of best acquisition strategies to acquire goods and services such as Government-Owned Contractor-Operated, managed service, leased service, government owned, etc.

- Provide information to the CO related to offeror responsiveness and responsibility, cost and pricing, overall proposals, to include past performance.

- Analyze prospective Contractor's financial statements and prepare a report for use by the CO regarding the financial responsibility of any prospective Contractor (financial pre-award survey).

- Analyze salary and wage data submitted with proposals using pricing indices such as the Consumer's Price Index, the Producer's Price Index, and Global Insight, etc.

- Prepare and develop data and materials required for presentations, meetings, and technical reviews including follow-up actions. Provide and/or participate in presentations/briefings as required and actively participate in meetings and technical reviews.

- Develop CDRLs and DIDs for Agile or waterfall development.

- Prepare all documentation and file requirements prior to contract award. Submit to CO for review prior to release of any kind.

- Ensure electronic documents are properly maintained in the designated electronic filing system IAW current policy and guidance for each contract action.

- Ensure all entries into contracting and reporting systems are accurate and when notified of errors, corrections are made in a timely manner.

- Ensure official Agency correspondence relating to contract award, performance, contract administration, and any other related correspondence is prepared according to the Agency guidelines and CO direction.

- Provide support with teaming agreements, reimbursable agreements, other transaction agreements, consulting agreements based on Federal Aviation Administration authorities, as well as non-disclosure agreements and other contract related documents.

- Develop and maintain spreadsheet tools to track and monitor contract values, funding, billings, delivery orders, etc.

- Review invoices/vouchers, and make recommendations for payment to the CO.

- Track expenditures to determine burn rates for cost projections. Correlate to EVM reports for contract.

- Track funding to include data on appropriation codes for separation of types of funds and year of funds, maintain contract databases, track undefinitized contract actions.

- Evaluate Earned Value Management System Reports and alert the CO of impending cost/schedule issues.

- Support the CO in coordinating activities among the Prime Contractor, program office, extended Government team.

- Analyze impact of DCAA/DCMA findings on contractor rates or Cost Accounting System compliance.

- Support CO(s) with in-plant contract administration functions as designated by the CO.

- Support CO(s) in understanding impact of the use of various contract type CLINS in hybrid vehicles.

- Other tasks as assigned not delineated in the previous bullet points but that would be appropriate for qualified Contractor personnel and are neither inherently governmental functions nor performed as personal services.

1.5.6 Cost and Pricing Analysis Support

The FAA anticipates using Contractors for Cost and Pricing Analysis Support throughout pre-award and post-award tasks. These functions may include, but are not limited to:

- Support CO(s) in software lines of code (SLOC) cost analysis, this includes and is not limited to review of the *software development metrics and cost algorithms, software maintenance estimates , integration and test estimates to ensure appropriate proposed labor and hours for the software build, resulting in FAA response for negotiations*

- Assist with evaluation and analyzing contractor's projected estimated costs for reasonableness, allowability, and allocability.

- Analyses include a detailed review of significant direct and indirect elements, such as labor, overhead, general and administrative expenses, facilities, special tools, packaging and packing, transportation, material, and other costs.

- Provide detailed documentation of the contractor's methodology in arriving at the proposed cost of each element and recommends agreement or disagreement with the proposed amount.

- Recommend final price negotiation position for such elements and costs.

- Review technical and audit reports, if available, for various cost elements such as material, labor, and profit to determine the reasonableness.

- Support the Contracting Officer (CO) with preparing a cost/price analysis report of conclusions reached for complex financial proposals.

- Assist with evaluating the Independent Government Cost Estimate (IGCE) or contractor's cost proposals, analyzing the contractor's historical costs of similar procurements, standards and/or other quantitative techniques in producing like or similar items.

- Obtain historical data or IGCE to support price comparisons, collect and verify cost or pricing data and conduct fact-finding of supplier quotes or proposals.

- Provide recommendation for acceptable cost and price and prepare and present cost analysis and price analysis

report(s).

- Use existing pricing models and historical (trend) analysis to support supplier-contracting activities.

- Provide analysis on allowability and allocability of costs based on reviews of data, proration and aggregation of overhead costs, type of contract, and emergency conditions.

- Analyze budgets and prepare funding analysis spreadsheets for contract funding requirements.

1.5.7 Agreements Support

The Contractor must provide support for the full range of pre-award, proposal review, award, post-award and closeout activities for Agreements in accordance with FAA's policies, guidance, and practices.
This support includes everything already covered under this PWS plus the following:

- Award and administer a mixed portfolio of Intragovernmental and Non-Federal Agreements.

- Maintain the status of all assigned work activities, on a weekly basis, utilizing Government furnished Excel spreadsheets.

- Draft, edit, and review various types of Agreements between the FAA and other Federal Agencies, and between the FAA and Non-Federal Entities. All documentation will be prepared and developed for the FAA CO review and signature.

Additional invoicing requirements to include review and process of Military Interdepartmental Purchase Requests (MIPRs), Intragovernmental Collection and Payments (IPACs), and standard invoices. In all cases, the contractor will be required to review the financial document against the Agreement and make a recommendation to the CO.

1.5.8 Contract Personnel Effectiveness

In performance of all tasks under the contract the Contractor must comply with the following standards of effectiveness:

- Effectively communicate with all stakeholders, in a professional and courteous manner.

- Keep the Government stakeholders advised on project status, potential problems, changes and other project activities.

- Ensure all correspondence, including "controlled" correspondence, is accurate, grammatically correct and accomplished in a timely and responsive manner.

- Ensure timeliness and accuracy of work products consistent with contractor's Quality Control Plan (QCP) CDRL 003.

- Conduct training of employees when needed to address common or recurring non-conformances or apparent lack of knowledge of FAA acquisition policies, guidance, practices and procurement process with contractor employees when identified by AAQ Managers or CO.

- Ensure electronic documents are properly maintained in the designated electronic filing system IAW current policy and guidance for each contract action.

2.0 GENERAL REQUIREMENTS

2.1 Hours of Operation

AAQ's personnel observe a variable work schedule performed during the hours of 0600-1800, Monday through Friday, for the local time of the office being supported. The Site Supervisor (SS) must be available daily 0800-1630 (local time of site supported), unless otherwise approved by the CO. The Contractor must provide continuous full-time (i.e. eight workhours per day), acquisition support services, Monday through Friday, unless otherwise requested and approved by the CO/COR, which can begin not earlier than 0600 and end not later than 1800. The Contractor is neither required nor prohibited from participating in alternate work schedules utilized by AAQ Organizations, consistent with meeting contract requirements as well as being coordinated and approved by the CO/COR.

2.2 Observance of Legal Holidays and Facility Closures:

Contractor will not normally be required or allowed to work when their assigned facility is on holiday or closed. During such periods, the Contractor will not be compensated for labor hours without 1) advanced direction by the CO or COR or 2) the work being a response to a Government emergency. Following is a list of U.S. Federal holidays and potential reasons for facility closures:

a. New Year's Day, January 1
b. Martin Luther King's birthday, the third Monday in January
c. Washington's birthday, the third Monday in February
d. Memorial Day, the last Monday in May
e. Juneteenth Day, June 19
f. Independence Day, July 4
g. Labor Day, the first Monday in September
h. Columbus Day, the second Monday in October
i. Veteran's Day, November 11
j. Thanksgiving Day, the fourth Thursday in November
k. Christmas Day, December 25
l. Friday following Thanksgiving Day
m. Friday after Christmas when Christmas fall on a Thursday
n. Monday before Christmas when Christmas falls on a Tuesday
o. Any other day/time designated by Federal statute, Executive Order, or Presidential Proclamation

When any such day falls on Saturday, the preceding Friday is normally observed and when any holiday falls on Sunday, the following Monday is normally observed. The Contractor will not generally be permitted or required to work on Federal holidays.

The Contractor will not be paid for hours not worked under the T&M contract line item number (CLIN) of this contract.

2.3 Alternate Work Schedules

The Contractor is neither required nor prohibited from participating in alternate work schedule systems utilized at respective AAQ organizations, consistent with meeting contract requirements. Alternate work schedules for the convenience of the Contractor and its employees will not be utilized if there is an additional cost to the Government (i.e. overtime premium or other pay differentials). Alternate Work Schedules must be coordinated with and approved by the CO/COR. The work schedules for current contractor employees must be provided as an attachment to CDRL A0010, Monthly Staffing Report.

2.4 FAA Facility Closures

Unless required under the terms of the contract or authorized by the CO, the Contractor will not work at any FAA facility, nor should any deliveries under this contract be made to any FAA facility on any federal holidays or other days when the FAA work site is closed.

In the event of inclement weather or other unanticipated closures, the Contractor will be expected to continue performance remotely in the same manner as Federal Employees when authorized to work off-site based upon respective FAA facility status.

2.5 Extended Workdays

The Government reserves the right to request work beyond a normal 8-hour workday on a case by case basis. Requirements for extended workdays must include the period of estimated hours anticipated, labor support required, objectives to be accomplished. Upon approval from the FAA COR, the FAA CO will coordinate the requirement with the Contract PM and issue authorization for extended workdays to the COR. The Contractor must ensure CO authorization is issued prior to incurring extended hours and related costs for the support services.

2.6 Compensation Packages

The compensation packages must be the same for both the prime contractor's employees and any employees that are under the management of subcontractors.

2.7 Off-site/Remote Work

The Government may, at the discretion of the supported AAQ organization at the task order level, and approved by CO or COR, permit remote work when determined to be in the best interest of the Government in meeting work requirements. The contractor must have an established program subject to review by the Government, the program should reflect a Self-Certification Safety Checklist Secure Remote Work Checklist substantially the same as the FAA's Telework documents provided as an attachment to the PWS para 10.0. The Government will not reimburse the contractor for remote costs including, but not limited to internet service, telephone service, or hardware. The contract employee must be available online via the FAA instant messaging system and must respond within 10 minutes of initial contact during normal duty hours of the employee.

2.8 Contractor Identification

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Contract personnel will be issued a contractor identification card identifying them as a contractor employee. The identification cards must be worn while performing services under this contract and at any time the individual is on FAA property.

2.9 Non-Disclosure Agreements

To ensure the integrity of Government contracting and AAQ operations, all Contractor personnel must execute a Non-Disclosure Agreement before each individual begins work on the contract. This requirement will be upheld for any Contractor personnel added to the contract after the beginning of the original period of performance. Non-Disclosure Agreements are the responsibility of the Contractor and can be requested at any time for review by the FAA.

2.10 Proficiency with Computer Applications

Contractor personnel must be proficient in the use of the latest computer applications including Word, Excel, PowerPoint, and Outlook, Adobe Acrobat, or any other applications in common use by the agency that replace them during the life of the contract.

This PWS refers to existing automated information systems which are used in support of AAQ in the FAA and across the Government. These systems include but are not necessarily limited to: PRISM (the FAA's current automated procurement system), DELPHI and e-invoicing (the FAA's automated financial management system), and the FAA's current electronic contract filing system). Other regularly supported information systems include but are not limited to: SAM.gov, KSN, eFAST, GSA, SE 2025, eLMS, SBA, FAST, Zoom, and MS Teams. Contractor support staff must utilize these systems to accomplish the performance requirements set forth in this PWS.

Should the FAA upgrade or change any of these systems in the future, the CO will work with the Contractor to evaluate any impacts to continue to support all requirements of the PWS.

Appropriate access to Government systems needed to perform assigned work will be provided to Contractor employees. All of these systems are owned by and will be maintained by the FAA or cognizant Government agency and may be subject to various security protocols and/or background checks.

2.11 Standards of Conduct for Contract Personnel.

The Contractor is required to provide personnel who are physically and emotionally competent to perform the work required by this Contract. All persons assigned to perform work under this Contract must, at all times, be under the control and supervision of the Contractor. The Contractor is responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and for taking such disciplinary actions as are necessary if in violation of these standards. In addition, all personnel working on this contract must adhere to the FAA Accountability Board standards and procedures relating to employee harassment and/or allegations of such behavior. These standards are defined by the FAA Accountability Board and can be found at:

https://my.faa.gov/content/myfaa/en/org/staffoffices/ahr/offices/accountability_board.html.html

2.12 Work Area Professionalism

The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of Government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a Government Contractor.

Contractor personnel must ensure their work area reflects a professional work environment. Surplus items will be stored out of sight and personal effects must be kept to a minimum. Playing music or other noise must be kept to a minimum.

2.13 Contractor Communication Skills

The Contractor must be able to effectively communicate with other individuals at all levels of diverse social, cultural or educational backgrounds. Good oral and written communication skills, ethical conduct, and diplomatic behavior are required when performing services under this contract.

2.14 Government/Contractor Relationship

The services to be delivered by the Contractor to the Government are non-personal services. No employer-employee relationship will exist between the Government and the Contractor and/or between the Government and the Contractor's employees. At no time will the Government supervise Contractor personnel. Furthermore, FAA personnel will in **no** way be involved directly in the process of hiring, selecting/non-selecting, work assignment,

work related awards or discipline, approving work schedules/absences, labor-management issues, career planning, or compensation for any individual working or with potential to work under this PWS. FAA personnel are not authorized to participate in interviews or screening resumes (except to ensure compliance with position requirements) for the purpose of selecting personnel to work under this PWS. Any suspected or actual incident of FAA personnel being involved in these processes must be reported to the CO.

2.15 Invoicing

All invoices submitted under the resulting contract must be reviewed and approved by the CO and COR for payment. Invoices are to be submitted within 30 calendar days from the last day of the month to be invoiced and must track costs at the CLIN and task level to provide auditable details for payment approval. An invoice report must be submitted by task to the CO, applicable COR and the PM, pursuant to CDRL A0009 (Contract Invoicing and Payment Report).

2.16 Places of Performance

At this discretion of each AAQ, place of performance may be remote for one, some, or all contractor employees. Services may be principally performed at FAA facilities, which include, but are not limited to the following locations across the United States:

FAA National Headquarters
800 Independence Ave, SW,
Washington, DC 20591-001

FAA Southwest Regional Office
10101 Hillwood Pkwy
Fort Worth TX 76177-1524

FAA Regional Office in Atlanta
107 Charles W. Grant Parkway
Hapeville, GA 30354

FAA Regional Office in Seattle
2200 S. 216th St.
Des Moines, WA 98198

William J. Hughes Technical Center
Atlantic City International Airport, Building 300
Atlantic City , NJ 08405

Mike Monroney Aeronautical Center
6500 S. MacArthur BLVD
Oklahoma City, OK 73169-6901

2.17 Travel

Travel may be required for work performed under this contract. The Contractor must coordinate travel with the CO/COR and obtain prior written authorization for travel from the CO prior to incurring any travel costs. Authorized travel costs incurred by Contractor personnel in support of the services herein will be reimbursed to the extent they are allocable, allowable, and reasonable and in accordance with the applicable Federal Travel Regulation (FTR).

2.18 Productive Labor Hours

For purposes of developing time-and-material proposals and estimating the amount of man years of effort for

different labor categories needed to accomplish a given task, the total number of direct productive labor hours in a work year (otherwise known as a man year of effort) is considered to be 1880.

2.19 Inspection and Acceptance Criteria

The cognizant COR will monitor the Contractor's efforts at specific stages of task accomplishment to ensure compliance with task requirements. Quality checks by the Government do not relieve the Contractor from establishing their own quality assurance procedures. See Section 7.0.

2.20 FAA Unique Requirements

These requirements may be unique to the FAA, but they are applicable to all positions under this PWS. Contractor employees will be required to become proficient with FAA acquisition policies, guidance, and practices in performing the required functions. Individuals are required to possess computer literacy in electronic file management as well as possess the ability to archive data on multiple types of electronic media. Individuals must also be proficient in use of typical office software applications such as word processing, spreadsheet, electronic document management systems, electronic mail and search engine software to access/utilize the Internet.

2.21 Disclosure and Avoidance of Inherently Governmental Functions

The Contractor must not perform or give the appearance of performing inherently governmental functions as described in FAA acquisition policies, guidance, and practices.

2.22 Organizational Conflict of Interest

Contractor and Subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interest (OCI) as defined in FAA acquisition policies, guidance, and practices. The Contractor must notify the CO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and must promptly submit a plan to the CO to avoid or mitigate any such OCI. The determination of acceptability of the Contractor's mitigation plan is solely at the discretion of the CO and in the event the CO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the CO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participating in subsequent requirements which may be affected by the OCI.

2.23 Data Integrity

The Contractor is responsible for effectively using the PRISM, Federal Procurement Data System (FPDS), the designated electronic filing system, and other procurement applications. The Contractor must ensure that contract data is entered accurately into PRISM, FPDS, and the designated electronic filing system and conforms to the AAQ implementation and operating standards.

2.24 Removal of Contractor Personnel

The CO may withdraw a previously issued approval or assignment of Contractor personnel to this contract and direct that the individual be removed from the contract for cause.

2.25 Phase Out Period

To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor must have personnel on board during the 30 days phase out period.

2.26 Regulations and Guidance Documents

The Contractor must comply with Federal, Agency, Center, Organization and other comparable regulations and guidance documents applicable to the work performed under this PWS.

2.27 Document/Data Control and Protection

The Contractor must comply with all applicable guidance regarding the control and protection of sensitive, proprietary, or other special document categories. Additionally, the Contractor must comply with all data access concerns. Any data produced under this contract is the property of the Government.

3.0 GOVERNMENT PROVIDED PROPERTY AND SERVICES

3.1 General

The Government will provide without cost to the Contractor equipment, materials, and services listed below. Facilities may be Government provided, or work may be done remotely depending on different AAQ organizations' practices. Remote positions will be determined at the task order level.

The Government-provided items and services, as part of this contract, are to be used by the Contractor only to perform under the terms of this contract and in accordance with contract GFP clauses. The Contractor must manage GFP identified by the PWS Government Furnished Property List incorporated into the contract, if any.

Additionally, contract employees will be responsible for compliance in accordance with FAA Safety and Security policies as required by the respective facility's servicing security element (SSE). At any time under the performance of the contract, individuals may be held responsible for compliance as related to electronic information, computers, communication equipment, and transportation vehicles. The Contractor and their employees are responsible for compliance with all identified training. No expectation of personal privacy or ownership using any FAA electronic information or communication equipment can be expected.

Utilization of Government telecommunications information systems and internal mail distribution systems will be provided to the extent that contract performance requires their use. Systems must not be used for Contractor or individual employee purposes. Contractor personnel may use available initial emergency medical services and concessions located in Government facilities.

3.2 Facilities and Utilities

The Government will provide suitable space and facilities plus associated utilities and housekeeping equivalent to that provided to FAA personnel for the Contractor to perform the work defined in this PWS. Facilities provided are to be used exclusively in support of this contract. The Contractor must not make any alterations to Government furnished space or facilities except as approved in writing by the CO/COR with no direct cost to this contract. Whenever the Contractor vacates Government space, such space and facilities must be restored to their original condition, considering any approved alterations plus normal wear and tear, at no direct cost to the Government.

3.3 Equipment and Supplies

3.3.1 Office Furniture

The Government will provide workstations, desks, chairs, filing cabinetry, and telephones for Contractor personnel when performance takes place at an FAA facility. Any furnishings provided are at the sole discretion of the Government (e.g., type, model, style, etc.).

3.3.2 General Supplies

The Contractor is responsible for providing their general office supplies. Company specific supplies and materials required by the Contractor, (e.g., pre-printed stationary, business cards, and timecards) will not be supplied by the Government. It is at the Government's discretion to provide general office supplies in support of contract requirements.

The Government will provide the appropriate supplies needed (e.g., toner, ink cartridges, etc.) for Government furnished equipment.

3.3.3 Use of Government Property

3.3.3.1 Telephone Usage

Government telephones are provided for use in conducting official business.

3.3.3.2 Mail/Postage

Contractor employees will not have their personal mail directed to the Government office or use Government-furnished postage, either metered or stamps, for personal benefit.

3.3.3.3 Convenience Copiers

Convenience copiers are to be used to copy material for official Government business only in performance of the required services.

3.3.3.4 Fax Machines

Contractor employees will not use Fax machines for other than official Government business in support of the required services.

3.3.3.5 Electronic Mail (E-mail)

All e-mail access and use by Contractor employees must be in support of the individual's official duties and responsibilities. All information created, transmitted, received, obtained, accessed, or in any way captured electronically using FAA e-mail systems is the property of the Government.

3.3.3.6 Computers and Internet

All Internet and electronic media access accomplished by Contractor employees (utilizing Government-furnished equipment) is for official Government business and in support of required services only. Use of computer systems for personal use is prohibited.

3.3.4 Computer Hardware and Software

With the exception of computer hardware and software required by the Contractor management and administrative personnel, the Government will maintain and distribute all computer equipment and software typically required to fulfill requirements as requested by the Government under this contract, subject to availability and based on workload priorities. Contractor personnel must not install, uninstall, move or make modifications to any hardware or software on computers designated for Contractor individual use without prior approval from the COR and in coordination with the cognizant government Property Custodian. Each individual contractor that is provided GFE, will be accountable to the PM/SS.

3.3.5 Information

The Government will provide information, material and forms unique to the FAA for supporting the task. All FAA unique information related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for identification of any required information to be supplied

by the Government.

3.4 FAA Computer Network

The FAA maintains a computer network and provides Contractor access. The Government will provide contract personnel with access as required for Contractor support requirements. All Contractor personnel using FAA computer resources or accessing the FAA network must agree to, and sign, the current FAA network access agreement prior to receiving access. The COR will be responsible for obtaining the network access and any clearances necessary through the Government. Contractor personnel must not connect any computer equipment to the FAA network without prior authorization from the COR.

3.5 Misuse of FAA Computer Network

All Contractor personnel must adhere to all FAA Intranet, Internet, network and computer use policies and orders. Misuse of FAA-provided computer equipment or network by Contractor personnel will result in a determination by Government management as to appropriate corrective action for each infraction. Depending upon the nature and severity of the infraction, corrective actions can range from loss of privileges (e.g., loss of access to the Internet, government e-mail system, etc.) to a recommendation to the CO for removal of Contractor personnel. Further, these determinations are not subject to appeal. Lastly, these provisions do not preclude the imposition of any applicable civil or criminal penalty resulting from an infraction. For further information, please refer to FAA Order 1370.121A 'FAA Information Security and Privacy Program & Policy', https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1038496.

3.6 Government Property Physical Security

The Contractor is responsible for safeguarding all Government property for Contractor use. At the close of each work period, Government facilities, equipment, and materials must be secured.

3.7 Conservation of Utilities

The Contractor must instruct employees in utilities conservation practices. The Contractor is responsible for operating under conditions, which preclude the waste of utilities including:

- Lights must be used only in areas where and when work is actually being performed.
- Mechanical equipment controls for heating, ventilation, and air conditioning systems must not be adjusted by Contractor employees unless authorized.
- Water faucets or valves must be turned off after the required usage has been accomplished.
- Computer equipment must be powered down during off hours, unless otherwise coordinated with the COR.

3.8 Data Rights

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract are Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the CO. All materials supplied to the Government are the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

4.0 DIRECTIVES/REFERENCES

The Contractor must perform the effort described herein in accordance with all applicable government directives (publications, notices, FAA orders, etc.) as identified by the CO or COR during the life of the contract. The Contractor must obtain said directives via the internet at http://www.faa.gov/regulations_policies/. In the event that a directive is not available on line, the CO must be contacted to make alternative arrangements to view said document. It is the responsibility of the Contractor to be aware of any changes to these government directives.

The Contractor's work products and services must comply with the following:

- FAA acquisition policies, guidance, and practices
- FAA Acquisition System Toolset (FAST)
- FAA Publication Contractor's Guide for Control of Government Property
- FAA Order 1370.81 Electronic Mail Policy
- FAA Order 1370.79A INTERNET Use Policy
- FAA Order 1370.83 INTERNET Access Points
- FAA Order 1370.84 INTERNET Services

Websites:

- FAA Acquisition Management System: https://fast.faa.gov/
- Contractor & Industrial Security Program: https://www.faa.gov/regulations_policies/faa_regulations/
- Orders and Notices: https://www.faa.gov/regulations_policies/orders_notices/
- Forms: http://www.faa.gov/library/forms/
- Standard Operating Procedures:

https://my.faa.gov/org/staffoffices/afn/finance/sop.html

Other local work instructions, or individual AAQ organization procedures, may apply to the location where the work is being performed.

During the life of this contract, it is anticipated that the current agency acquisition policy, procedures, guidance, work instructions, and other regulating articles may be amended, updated, or replaced by the agency. Such changes could render references throughout this PWS obsolete. In the event such changes occur, the Contractor is responsible to continue performance of the overall scope of duties in accordance with the most current versions of directives and regulations governing acquisition support services applicable to the FAA workforce.

5.0 LABOR CATEGORIES, PERSONNEL QUALIFICATIONS, TRAINING, AND DEFECTIVE SERVICES

Individuals will be accepted for assignment based collectively on the required qualifications stated in the contract and this PWS, conforming to industry/Government standards and related to the inherent requirements of the work to be done. The Government retains the authority to accept or reject the qualifications of any personnel determined to be key to successful completion of the contracted effort. Furthermore, in the event that any individual working on this contract does not conform to the required qualifications with performance, they will be disqualified for work under the contract. The Contractor has the responsibility to notify their employee(s) of the qualifications for the particular effort to which they are assigned.

All personnel employed in support of this contract are required to meet specified minimum experience and/or education requirements for their respective position, as described in this PWS (Excluding section 1.5.2). The FAA reserves the right to review the qualifications of any proposed support personnel under this contract to ensure all stated minimum qualifications established for the position are met. The Contractor must, in advance of employees reporting to the work site, furnish to the CO, one summary resume for each position to be filled or replaced on the respective task; giving the proposed employees' education/training, experience, skill levels, affiliations and other characteristics that relate to requirements/qualifications of the work to be done on the task order. The Contractor must provide any and all factual data (dates, certification, etc.) to the CO with submission of each employee's resume. Any qualification information questioned or requiring verification will be identified to the Contractor for action and be resubmitted. Concurrence of the CO is required for employees to work during verification or revision of their qualification resume. The CO or COR will identify to the Contractor any qualifications requiring verification or questioned for action or resubmission. The FAA may negotiate with the Contractor after receipt of the response to a task request and the Contractor's proposed personnel submission(s). The minimum experience and/or education requirements for all key personnel must be submitted with the initial proposal.

Contract employees assigned under this contract must be fully competent to perform assigned skills.

Contractor personnel will not be instructed on-the-job or in classes at Government expense in basic or generic skills/techniques under this contract. Instruction in organization or site-specific procedures will be provided.

Contractor employees may be included in FAA sponsored specialized training provided/purchased for Government purposes (i.e., change in mission, procedures, and equipment), on a space available basis or at a prorated cost to the Contractor, at the discretion of the user organization and subject to workloads, cost and other FAA considerations. Procedures for service contract employees to attend FAA sponsored training are included in FAA acquisition policies, guidance, and practices. Time in training will not be charged to the contract unless specified, funded, and approved by the CO. When provided by the CO, any negative trends identified in regard to the performance of the contractor must be addressed by the contractor by providing adequate training, or other corrective action as approved by the CO, for the improvement of such trends.

The following labor skills are comparable in scope and complexity with General Schedule (GS) 1102, 0501, and 0343 series. The following is a consolidated list of all labor skills that are further explained below:

- Procurement Clerk (Comparable with GS-1102-5-7)
- Contract Specialist 1 (Comparable with GS-1102-7-9)
- Contract Specialist 2 (Comparable with GS-1102-10-11)
- Contract Specialist 3 (Comparable with GS-1102-12)
- Pricing Analyst / Subject Matter Expert (SME) (Comparable with GS-1102-13-14)
- Business/Financial Analyst - Senior II (Comparable with GS-0501-14)
- Business/Financial Analyst - Senior Special Certification (Comparable with GS-0501-13)
- Business/Financial Analyst - Senior I (Comparable with GS-0501-12)
- Business/Financial Analyst - Intermediate II (Comparable with GS-0501-9-11)
- Business/Financial - Analyst Intermediate I (Comparable with GS-0501-8-9)
- Business/Financial - Analyst Associate (Comparable with GS-0501-5-7)
- Program Manager/Site Supervisor (PM/SS) (Comparable with GS-0343-13-14)

This list consists of labor categories at the time of the original award. This list is subject to change if needed in response to any changes to Agency needs within the overall scope of this contract, or to align with any changes made to Government information driven by law, statue, or official Government policy during the life of this contract.

Further descriptions of these labor skills, by category, are provided below.

5.1 Acquisition/Procurement/Contract/Analyst Series

Description: This series provides expertise ranging from entry level acquisition support to senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. but requires insight and knowledge of all other functional areas.

Basic Requirements for Procurement Clerk through Contract Specialist Level 3

A 4-year course of study leading to a bachelor's degree with a major in any field;

or

At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts,

purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

The following table shows the amounts of education and/or experience required to qualify for positions of Procurement Clerk thorough Contract Specialist (CS) Level 3 by this standard.

5.1.1 Education/Experience

Contractor Labor Category	Government Comparable Labor Categories	Education	Specialized Experience
Procurement Clerk	GS-1102-5-7	Must have a high school diploma or equivalent. An associates degree or higher is preferred.	(No experience equivalent to education)
Contract Specialist Level 1	GS-1102-7-9	Preferred to have a bachelor's degree from an accredited university or possess at least 24 hours of accredited college business credits in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	Must have at least one (1) year of current (within last three (3) years) experience in procurement, preferably government/preferably FAA acquisition policies, guidance, and practices, or closely related field.
Contract Specialist Level 2	GS-1102-9-11	Preferred to have a bachelor's degree from an accredited university or possess at least 24 hours of accredited college business credits in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	Must have at least two (2) years of Federal contracting experience at the next lower level, preferably government/preferably FAA acquisition policies, guidance, and practices, (within the last four (4) years). Must have documented experience in and working knowledge of FAA or other Government acquisition policies, guidance, and practices. Must have FAA CO/S Level I Certification, DAWIA Level I CO/S Certification, or FAC-C Entry Level I Certification or four (4) years of Federal contracting experience.
Contract Specialist Level 3	GS-1102-12-13	Must have a bachelor's degree from an accredited university and possess at least 24 hours of accredited college business credits in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing,	Must have at least three (3) years of relevant experience in contracting at the next lower level (within the last five (5) years). Documented experience in and working knowledge of Government

		quantitative methods, or organization and management. There is no exception to the minimum education requirements for this level.	contracting, preferably within FAA acquisition policies, guidance, and practices is required. Must have excellent writing skills and be able to communicate orally and in writing. Must be familiar with FAA or other Government acquisition policies, guidance, and practices. Must have FAA CO/S Level II Certification, DAWIA Level II Certification CO/S, or FAC-C Mid-Journeyman Level II Certification, or a Level I Certification and six (6) years of Federal contracting experience.

5.1.2 Duties

The following chart represents the scope and complexity of the Procurement Clerk and Contracting Specialist labor categories. This chart is not an all-inclusive list of functions, but rather a reference to the level of skill expected to be provided to the FAA. These procurement tasks marked below with an 'X', and other tasks not mentioned of similar complexity, are expected to be performed by the contractor employees' respective labor category with little to no assistance from AAQ personnel, marked below with 'X'.

Clerk	CS Level 1	CS Level 2	CS Level 3	PROCUREMENT PLANNING	REFERENCE
X	X	X	X	Reviews/Inspects/Corrects Initial Procurement Packages (Non-Complex Requirements)	AMS 3.2.1 AMS T3.2.1A
		X	X	Reviews/Inspects/Corrects Initial Procurement Packages (Complex Requirements)	AMS 3.2.1 AMS T3.2.1A
	X	X	X	Reviews/Inspects/Corrects Single Source Justifications (Non- Complex)	AMS 3.2.1.3.7 AMS 3.2.2.4 AMS T3.2.2.4
		X	X	Reviews/Inspects/Corrects Single Source Justifications (Complex)	AMS 3.2.1.3.7 AMS 3.2.2.4 AMS T3.2.2.4
		X	X	Drafts Market Surveys and Other Pre-Solicitation Notifications for Public Release	AMS 3.2.1.2 AMS T3.2.1.2
	X	X	X	Recommends Appropriate Procurement Set-Asides for Small Business Concerns	AMS 3.6.1 AMS T3.6.1
Clerk	CS Level 1	CS Level 2	CS Level 3	PRE SOLICITATION	REFERENCE
X	X	X	X	Verbal Requests for Quote	
	X	X	X	Request for Quote (RFQ)	AMS 3.2.1.3.1.1 AMS T3.2.2.5A1i
		X	X	Request for Offer/Screening Information Request (RFO/SIR)	AMS T3.2.2.3A6

Clerk	CS Level 1	CS Level 2	CS Level 3	CONTRACT AWARD	REFERENCE
	X	X	X	Delivery Order/Task Order/Blanket Purchase Agreement (BPA) Call	AMS T3.8.3
	X	X	X	GSA Schedule or Federal Supply Service Orders	AMS T3.8.3
X	X	X	X	Technical Support Facility (TSF) Orders	AAQ700WI-20016
		X	X	Blanket Purchase/Ordering Agreement (BPA/BOA) (Ref: AMS PG T3.2.1A1)	AMS T3.2.1A1
X	X	X	X	Purchase Orders (PO) For Supplies	AMS T3.2.2.5A3
		X	X	Purchase Orders (PO) For Services	AMS T3.2.2.5A3
		X	X	Contract (Supplies/Services/Construction) Under $250K and Non-Complex in Nature	AMS T3.2.2.5A3
			X	Contract (Supplies/Services/Construction) Over $250K or Complex in Nature	AMS T3.2.2.3A
			X	Contract (Indefinite Delivery/Indefinite Quantity or Cost Type)	AMS T3.2.4A5
Clerk	CS Level 1	CS Level 2	CS Level 3	CONTRACT ADMINISTRATION	REFERENCE
X	X	X	X	Contract Modifications (Administrative or otherwise non-complex)	AMS T3.10.1A5
		X	X	Contract Modifications (Bilateral agreements and more complex changes) (Ref: AMS PG T3.10.1A5)	AMS T3.10.1A5
		X	X	Contract Modifications (Exercise of Options)	AMS T3.2.4A9
	X	X	X	Contract Closeout	AMS T3.10.1

References provided in the table above are current at the time of the initial contract award. In the event references are updated, changed, or replaced, the current FAA acquisition policies, guidance, and practices apply to these tasks.

5.1.3 Pricing Analyst/Subject Matter Expert (SME) (Comparable with GS 1102-13-14)

The SME must possess the knowledge skills and abilities of the Contracting Specialist Level 3 as well as in-depth knowledge of all aspects of Government acquisition transactions, preferably within FAA acquisition policies, guidance, and practices, including initiation of an SIR/RFP in acquisition planning, SIR/RFP preparation, market research/analysis, selection and recommendation of terms and conditions, and cost and price analysis for assistance with preparation of Independent Government Cost Estimates. The SME must also be fully capable of furnishing advisory, planning or reviewing services on specific problems, projects or programs. Individuals must have experience with Cost Reimbursable, Fixed Price, Time and Materials, Commercial and/or General Services Administration (GSA) Federal Supply Schedule contracting. The SME must have a thorough knowledge of laws and regulations applicable to Government acquisition; these may include but are not limited to, the Federal Acquisition Regulation (FAR) and the FAA Acquisition Management System (AMS), which includes FAA acquisition policies, guidance, and practices - Guidance and Procurement Toolbox, DOT Orders, and FAA Orders/Directives. The SME must also provide contract price/cost analyses in accordance with paragraph 1.5.6, Agency Policy and Guidance, the FAA Pricing Handbook, and AAQ organization-specific Work Instructions.

5.3.1 Experience: The SME must have a minimum of ten (10) years of experience performing a combination of contract buying, contract administration, or cradle-to-grave experience in a Government setting, preferably

within FAA acquisition policies, guidance, and practices, at the FV-I and/or GS-13 level or above. This experience must have been within the past five (5) years. The SME must be fully experienced in Cost/Price Analysis and must have strong communication skills.

Must have FAA CO/S Level III Certification, DAWIA Level III Certification CO/S, or FAC-C Senior/Expert Level III.

5.3.2 Education: Must have a bachelor's degree from an accredited university and possess at least 24 hours of accredited college business credits in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. There is no exception to minimum education requirements for this level.

5.4 Business/Financial/Management/Analyst Series (See below for Comparable GS Labor Grades)

5.4.1 Description: The business/financial/management/analyst series focuses on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

5.4.2 Qualifications: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management, or commensurate experience in FAA financial analysis is required.

Contractor Labor Category	Government Comparable Labor Categories	Education	Specialized Experience
Business/Financial/Management/ Analyst (Associate)	GS-0501-5-7	A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, or quantitative methods, or organization and management is required. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	At least 1 year of work experience in a related field.
Business/Financial/Management/ Analyst (Intermediate I)	GS-0501-8-9	Same as above. Degree required. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	Must demonstrate at least 3 years of experience with FAA or Government business/financial/management policies, guidance, and practices. Must demonstrate at least 1 year of experience performing duties comparable with

			the next lower level.
Business/Financial/Management/ Analyst (Intermediate II)	GS-0501-9-11	Same as above. Degree required. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	Must demonstrate at least 5 years' experience with FAA or Government business/financial/management policies, guidance, and practices. Must demonstrate at least 1 year of experience performing duties comparable with the next lower level.
Business/Financial/Management/ Analyst (Senior I)	GS-0501-12	Same as above. Degree required. Experience in lieu of education may be accepted on a case-by-case basis with approval from the CO.	Must demonstrate at least 8 years' experience with FAA or Government business/financial/management policies, guidance, and practices. Must demonstrate at least 1 year of experience performing duties comparable with the next lower level.
Business/Financial/Management/ Analyst (Senior Special Certification)	GS-0501-13	Same as above and an Advanced Degree in one of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management, and/or professional academically recognized certification in an applicable discipline required (the CO will determine the applicability/acceptability of the submitted certification). Experience in lieu of education and/or certification may be accepted on a case-by-case basis with approval from the CO.	Must demonstrate at least 10 years' experience with FAA or Government business/financial/management policies, guidance, and practices. Must demonstrate at least 1 year of experience performing duties comparable with the next lower level.
Business/Financial/Management/ Analyst (Senior II)	GS-0501-14	Same as above and an Advanced Degree in one of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management, and/or professional academically recognized certification in an applicable discipline required (the	Must demonstrate at least 15 years' experience with FAA or Government business/financial/management policies, guidance, and practices. Must demonstrate at least 1 year of

		CO will determine the applicability/acceptability of the submitted certification). Experience in lieu of education and/or certification may be accepted on a case-by-case basis with approval from the CO.	experience performing duties comparable with the next lower level.

Program Manager/Site Supervisor (PM/SS) Series (Comparable with GS-0343-13-14)

The PM/SS must have at a minimum a bachelor's degree, successfully completed 24 hours of college level management or business courses and have at least five (5) years of project management/managerial experience in private industry or the Government. In addition to the PM/SS duties the individual will be expected to perform Contract Administration duties as outlined in Section 1.5.3. The PM/SS must possess the following qualifications:

- Be highly experienced in management of projects of the magnitude of this contract.
- Have a working knowledge of Government Contracting operations.
- Possess effective management, organization, and problem-solving skills.

5.5 Training Categories

Training that is to the primary benefit of the Contractor or the employee and does not have a direct benefit to the Government, cannot be charged to the contract. Training that is provided for the purpose of allowing a contractor employee to qualify for a higher-level position is not chargeable to the contract as it is considered individual development for that employee and not a direct benefit to the Government.

Training may be made available by the Government through computer-based training, workshops, or training sessions provided by Government personnel. Contractor personnel may attend these sessions on a space available basis if notification is provided in advance and approved by the FAA COR and authorized by the CO. Whether or not any cost associated with the training can be charged to the contract depends upon the purpose of the training as described in the preceding paragraphs.

The Contractor's training program will address on-the-job training and will include a plan for increasing skills of its employees. The plan will also include orientation training for new employees as well as desk procedures to standardize performance and facilitate new employees becoming productive with a minimum amount of orientation. The training program must be included in the Staffing Plan CDRL A0002 due with the proposal.

This contract supports a fully operational FAA contracting organization. The purpose of this contract is to aid and overall benefit to AAQ's mission. As such, the contractor is responsible for providing capable, qualified, and trained workers that can perform their assigned roles, either personally, or with contractor management's assistance. AAQ personnel will not be responsible for, nor provide, extensive on-the-job training for the contractor's employees for routine procurement activities.

5.7.1 Personnel Training

Individual Contractor employees must adapt their previous training and experience to the FAA acquisition policies, guidance, and practices. All Contractor personnel assigned under this contract must have a common up-to date

understanding of the FAA acquisition policies, guidance, and practices, or be effectively trained by the contractor prior to duty assignment under this contract. The Contractor must also ensure that all of their employees are properly trained and are qualified to perform tasks assigned under this PWS. The training must include, but is not limited to, FAA acquisition policies, guidance, and practices-unique training; and effective negotiation principles to determine price fair and reasonable when adequate competition does not exist. Technical training on FAA Acquisition data systems will be provided by the Government. This FAA-provided orientation and technical training does not relieve the Contractor from ensuring that Contractor personnel are trained and qualified to perform their assigned tasks when they begin employment under this PWS. If the contract employee requires remedial FAA unique training to effectively perform their duties, the cost will be borne by the contractor, and the hours will not be billable under the contract. When Contractor personnel need off-site, commercially available training, the cost of that training must be borne by the Contractor.

The Contractor must maintain a central point of contact responsible for their employees' training at all times during the life of this contract. This position is responsible for receiving notification of recurring defective services from the CO, and mitigation of any defective services received by AAQ.

5.7.2 Defective Services

Defective services are defined for this contract as services which are not in conformity with the scope specified in 1.5 above, are of poor quality or workmanship, or are otherwise unsatisfactory. For the purpose of this contract, defective services will be identified and communicated to the contractor by the CO by issuance of a *Notice of Defective Service (NDS)* to the contractor-designated training POC required by paragraph 5.6.1 above. The training POC must acknowledge receipt of NDS not later than the next business day. As this is a non-personal services contract, the contractor is required to provide training for their employees sufficiently to perform their assigned roles effectively.

The means, methods, and mitigation measures will be the responsibility of the contractor. It is the FAA's expectation that the contractor resolves recurring defective services within 30 days from receiving an NDS.

- **A defective service includes, but is not limited to the following:**
    - A failure to adhere to approved CDRL A0003 Contractor Quality Control Plan.
    - A contractor employee demonstrates a clear inability to perform the responsibilities of their assigned position described in Section 1.5 or 5.0. Requires assistance from AAQ personnel to complete basic and routine tasks associated with their assigned workload.
    - Errors or non-conformances of a similar nature among multiple employees; demonstrates a collective lack of understanding or training of established policies, procedures, or routine procurement tasks.
    - Contractor employee fails to obtain CO review and approval prior to release solicitation or contract award information at any time.
    - Failure, or risk of failure requiring AAQ personnel intervention, to timely initiate contract option exercise activities for assigned contracts.
    - Contractor fails to timely submit CDRLs.
- **A defective service does NOT include minor or incidental errors from individual employees that are common among comparable Government acquisition positions such as, but not limited to the following:**
    - Minor typos found during CO reviews of written products.

- Individual employee's inadvertent omissions of minor number of required clauses if solicitations or award documents are otherwise mostly correct.
- Corrections related to wordsmithing preferences of supported COs.
- Minor assistance or collaboration conducted with FAA/AAQ personnel for unique, unusual, or otherwise non-routine circumstances.

REPORTING

6.1 Development and Maintenance of Management Plans

The Contractor must provide detailed plans on how they intend to successfully manage the ASC program. The required plans are:

- Project Management Plan
- Staffing Plan
- Quality Control Plan
- Transition-In/Transition-Out Plan

The plans must be maintained by the Contractor and submitted for CO approval as stated in Section 6.3.2.

6.1.1 Project Management Plan (CDRL A0001)

The Project Management Plan must include details of how the Contractor intends to fulfill the AAQ program requirements. At a minimum it should include:

- A program Integrated Master Schedule (IMS) / Work Breakdown Structure (WBS)
- Organization Chart (identifying key personnel)

6.1.2 Staffing Plan (CDRL A0002)

The Contractor must provide a plan on how they intend to successfully staff the ASC contract. This plan must include at a minimum:

- Recruitment and Hiring of Qualified Personnel
- Employee Training
- Employee Retention Plan
- Subcontractor Management Plan

6.1.3 Quality Control Plan (CDRL A0003)

The Contractor must establish and maintain a Quality Control Plan to ensure the requirements of this contract are provided as specified. The Contractor must provide a Quality Control Plan (QCP) describing the inspection system for the requested services listed in this PWS. The Contractor must develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The written QCP must be submitted with the proposal. The quality control program must be executed on the ASC to ensure all of the Performance Objectives are met. The QCP is subject to discussion and negotiation by the CO. The CO will notify the Contractor of acceptance or areas requiring discussion. The QCP must be finalized IAW the discussions and resubmitted not less than 45 days after contract award. The QCP must be updated as changes occur. Each update must be submitted to the CO.

6.1.4 Transition-In Plan (CDRL A0004)

To ensure a smooth transition in the change of work effort from the current contract, the Contractor must conduct a Transition-In period as required by the solicitation/contract. The Contractor must use that time to implement those operating procedures under the contract described in the Transition-In Plan. The Contractor will be allowed access to the facilities to familiarize supervisors, key personnel and staff with equipment, reporting, work scheduling and procedures. However, such access will not interfere with the production efforts of current contract personnel. To preclude such interference, arrangements for access to the Government facilities will be made with the CO.

The Transition-In Plan must include:

- A Transition Work Breakdown Structure (WBS)
- Recommendation for work observance accomplished by current employees
- Recommendation for staffing (note: soliciting personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the contracting and personnel offices)
- Schedule for completion of personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date.
- Schedule to initiate security clearances, if required
- Schedule of training requirements and identification of training, if necessary, of Contractor employees
- Schedule detailing completion of the development of necessary work plans/procedures
- Schedule detailing the updates to the quality control plans and procedures and
- Position Title of the personnel available during the Transition-In phase.

6.1.5 Transition-Out Plan (CDRL A0005)

The Transition-Out plan will be used at the end of the period of performance for this contract. The Contractor agrees to cooperate with the FAA and any follow-on Contractor to ensure a smooth transition of the workload to the government or any new contract. During the phase-out familiarization period, the incumbent is fully responsible for all current task order services. In the event a follow-on contract is awarded to a Contractor other than the incumbent, the incumbent Contractor must cooperate to the extent required to permit an orderly change over to the successful Contractor. With regard to the successor Contractor's access to incumbent employees, a recruitment notice may be placed in each facility. At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may be transitioned to a government FTE support or awarded to another Contractor. The Contractor in place must assist in all the transition activities. When follow-on services are not required, the FAA will issue a task identifying closeout requirements. The tasks will be coordinated between the FAA PM, CO and Contract PM. The Contractor must submit a proposal for the close-out effort. The Transition Out will be negotiated by the CO IAW the terms and provisions of the contract.

The Transition-Out Plan must include, at a minimum:

- The Transition-Out team members and contact information
- Access to project artifacts
- Knowledge Transfer

6.2 Project Management Reporting

The Contractor Program Manager must provide reporting to the FAA Program Office/AAQ as identified in the Contract Data Requirements Lists (CDRLs). The reports will track Acquisition performance metrics in support of Acquisition goals and objectives. The Contractor may provide reports that collect baseline data to support metrics, or measures to reflect the quantity, schedule, and quality of work. The following reports will be submitted IAW the applicable CDRL DD FORM 1423.

6.2.1 Performance Measurement Report (CDRL A0006)

The reports will track Acquisition performance metrics in support of AAQ. The Contractor must provide reports to collect baseline data to support metrics, or measures to reflect the quantity, schedule, and quality of work.

6.2.2 Monthly Status/Progress Report (CDRL A0007)

The Contractor must prepare and submit a monthly progress/status report in accordance with CDRL A0006, Monthly Progress Report, for every active requirement, describing the progress achieved during the past month, plans for the forthcoming month, any anticipated problems, and any action required by the Government. These reports must include (services listed in Section 1.5.2 are excluded) monthly and cumulative labor hours, associated labor rates services in, and extended dollar expenditures. The

Contractor is required to submit the monthly progress report on the fifth business day of the following month, allowing customers to review Contractor performance in a timely manner without delaying prompt payment of invoices. An approval of a monthly progress report by the customer agency COR is considered an acceptance of the Contractor's performance, including expenditures, for the month otherwise specified in the COR's response.

6.2.2.1 Closeout and Options

The Monthly Status/Progress Report must include a separate section for Closeouts and Exercise of Options for efforts assigned to the contractor. The PM/SS must maintain a log of all contracts and purchase orders assigned and report status of closeout timeliness and timeliness of providing Notice of Intents to exercise options and execution of the options to include updating Vendor Performance Evaluations in KSN.

6.2.2.2 SME Monthly Status/ Project Report

The Monthly Status/Progress Report must include a separate section for the SME. The SME is required to maintain a log of all workload projects/activities and submit a monthly progress report to the COR. (Format of the report will be agreed to by the SME and the COR.)

6.2.3 Employee Development Report (CDRL A0008)

The Contractor PM will submit the FAA training attained and corporate enhancements provided for employees (plan, objective, results) on a quarterly basis to the CO and FAA PM. The report must include records of Government training authorized by the FAA and funded via the contract.

6.2.4 Contract Invoicing and Payment Report (CDRL A0009):

All invoices submitted under the resulting contract must be reviewed and approved by the CO and COR for payment. Invoices are to be submitted within 5 calendar days from the last day of the month to be invoiced and should track costs at the CLIN and task level to provide auditable details for payment approval. An invoice report must be submitted by task to the CO, applicable COR and the PM, pursuant to CDRL A0009 (Contract Invoicing and Payment Report).

6.2.5 Labor Distribution Report (LDR) (CDRL A0010)

Contract employees will be required to report time by project and activity within a project in order to capture operational costs in furtherance of AAQ franchise fund operation under the principle of "fee for service", which encourages business-like decisions creating more cost awareness and increased customer focus. The system to be used will be provided by the Contractor. The data from a Contractor provided system must be available in an electronic format that can be electronically input to an Excel Spreadsheet. The system must be provided to the FAA within 15 days of award for approval. The LDR report for each month must be provided to the FAA COR and CO on the 5th business day after the previous month's end.

6.2.6 Monthly Staffing Report (CDRL A0011)

The Contractor must provide a Monthly Staffing report. At a minimum the report will list the current employees, employees who have left that period and given notice that period, information pertaining to the sourcing of employees for slots that are vacant, and relevant trend analysis of turnover within the contract employees. This report will be delivered to both the COR and CO no later than the 5th day after the month has ended.

6.2.7 Bi-Weekly Aging Report (CDRL A0012)

The Contractor will prepare a bi-weekly spreadsheet that provides explanations for all purchase requests assigned that are over 30 days old (according to PRISM) as calculated from the date of PR release. This report will provide in detail each purchase request and a detailed explanation for the reasons it is over 30 days old. The report must contain both an estimate time frame for resolution and a chronological (dated) description of efforts to date to award the aging purchase request. The report must also contain explanations for the root problem for the aged PR (i.e. long vendor lead time, not receiving a complete package, obsolescent parts, etc.). The report must also identify any issue(s) that

requires AAQ assistance to resolve. The report must be delivered to CO, COR, and all AAQ managers by the second and fourth Tuesday of each month.

6.3 CONTRACT DATA REQUIREMENTS LIST (CDRL)

6.3.1 CDRL Deliverables

CDRL deliverables will be ordered by each AAQ organization as needed at the task order level.

All ordered data deliverables must be prepared and delivered in accordance with the corresponding CDRL items specified under the contract. CDRL items pertaining to specific work to be performed under task orders issued hereunder should be identified within the task's individual PWS. Although not normally priced separately, the resources to prepare and submit these data items should be included in the proposed price for said task. While the list below constitutes potential reporting requirements that may apply to the basic contract and/or individual task orders, the Government reserves the right to require additional documentation not specified herein depending on the tasking. All data must be delivered FOB Destination as specified in the CDRL. The Contractor must furnish the CO one copy of the transmittal letter submitting any data requirements to the cognizant task COR and/or PM.

6.3.2 CDRL Deliverables List

CDRL	PWS Reference	Deliverable Title	Due Date	Acceptance Criteria
A0001	6.1.1	Project Management Plan	At Proposal Submission, with updates submitted upon CO approval	This plan is delivered to the CO. The plan includes: 1) a program Integrated Master Schedule (IMS) / Work Breakdown Structure (WBS) and 2) an Organization Chart (identifying key personnel) CO acceptance.
A0002	6.1.2	Staffing Plan	At Proposal Submission, with updates submitted upon CO approval	This plan delivered to the CO. The plan includes a methodology for: 1) the recruitment and hiring of qualified personnel, 2) Employee Training, 3) Employee Retention Plan, and 4) Subcontractor Management Plan CO acceptance.
A0003	6.1.3	Quality Control Plan	At Proposal Submission, with updates submitted upon CO approval	This plan is delivered to the CO. The QCP includes the inspection system for the requested services listed in the PWS and procedures to identify, prevent, and ensure non-recurrence of defective services. FAA designated Quality Control Officer (QCO) and CO acceptance.
A0004	6.1.4	Transition-in Plan	At Proposal Submission, with updates submitted upon CO approval	This plan is delivered to the CO. This plan includes a Transition WBS, Transition Risks and Mitigation Strategies, staffing strategy and Employee On- Boarding Plan. CO acceptance.
A0005	6.1.5	Transition-out Plan	Ninety (90) days before end of contract.	This plan is delivered to the CO. The plan includes: 1) the Transition-Out team members and their contact information, 2) Location and availability of project artifacts, and 3) Knowledge Transfer. CO acceptance.

A0006	6.2.1	Performance Measurement Report	Monthly; Within 5 business days of the end of the previous month	The report is delivered to the COR and CO. The report includes Acquisition performance metrics in support of Acquisition Targets cited in PWS paragraph 7.5. CO and COR acceptance.
A0007	6.2.2	Monthly Status/Progress Report	Monthly; Within 5 business days of the end of the previous month	The report is delivered to the CO and the COR. This report includes identified risks and risk mitigation strategies, issues encountered, tasks completed, tasks started, tasks planned for the next period, updated WBS, financial reporting for ODCs and labor CLINs and deliverables submitted to the CO during the period. Also, the report must address Contractor goals identified in the CO approved Plans submitted for CDRLs A0001 – A0003. CO Acceptance.
A0008	6.2.3	Employee Development Report	Quarterly, Within 5 business days of the end of the previous quarter	The report is delivered to the CO and FAA PM. The report includes FAA training attained, and corporate enhancements provided for employees (plan, objective, results). Additionally, the report should include records of Government training authorized by the FAA and funded via the contract. CO and COR approval and acceptance.
A0009	6.2.4	Contract Invoicing and Payment Report	Monthly; Within 5 business days of the end of the previous month	The report is delivered to the CO and COR for payment. The report should track costs at the CLIN and task level to provide auditable details for payment approval. CO and COR approval and acceptance.
A0010	6.2.5	Labor Distribution Report (LDR)	Monthly; Within 5 business days of the end of the previous month	The report is delivered to the CO, COR, and AAQ Representative. Contract employees will be required to report time by project and activity within a project in order to capture operational costs in furtherance of AAQ franchise fund operation. CO and COR approval and acceptance.
A0011	6.2.6	Monthly Staffing Report	Monthly; Within 5 business days of the end of the previous month	The report is delivered to the CO and COR. At a minimum the report will list the current employees, employees who have left that period, given notice that period, and information pertaining to the sourcing of employees for slots that are vacant. CO and COR approval and acceptance.
A0012	6.2.7	Bi-Weekly Aging Report	Bi-Weekly; the second and fourth Tuesday of each month.	The report is delivered to the CO and COR. The report will contain spreadsheet that provides explanations for aging purchase requests, resolutions for the aging PRs, and issues that require FAA PMs assistance. CO and COR approval and acceptance.

7.0 SERVICE SUMMARY/PERFORMANCE METRICS

7.1 Purpose

The Services Summary lists performance objectives for the required services the Government will surveil throughout performance of the contract. The absence of any contract requirement from the Services Summary does not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract including the clauses entitled “Inspection of Services”, “Inspection” or “Default”.

7.2 Components

The Services Summary states the performance objective (required service), and threshold (performance standard) in either a qualitative or quantitative fashion for each critical success factor.

7.3 Contracting Officer Representative (COR)

The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notify both the CO and Contractor of any deficiencies; coordinate availability of government provided property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and authority limitations of the COR, especially with regard to changes in contract cost or price, performance, or delivery schedule. The COR is not authorized to change any of the terms and conditions of any binding contract actions.

7.4 Services Summary Table

Required Tasks	Performance Standards	Acceptable Quality Levels	Methods of surveillance
Submit a Monthly Progress Report of scheduled, completed, and outstanding tasks. (PWS paragraph 1.5.1)	100% of reports accurately depict current status	= 99%	File reviews, periodic inspections, and random, observations, customer complaints
Administer quality control program including subcontractor management in accordance with QCP. (PWS paragraph 1.5.1)	Contractor is in compliance with QCP 97% of the time	= 95%	File reviews, periodic inspections, and random, observations, customer complaints
Maintaining the appropriate staffing levels to meet the Government’s performance expectations (PWS paragraph 1.5.1)	PM obtaining prior approval from the FAA PM and authorization from the CO before filling vacant positions and notification IAW 1.5.1 when vacancies are not filled 100% of the time.	= 100%	File reviews, periodic inspections, and random, observations, customer complaints
Monitoring to ensure work is completed timely and accurately (PWS paragraph 1.5.1.1, 1.5.3.2 and 7.4)	Executed contracting actions are accurate 95% the first time of execution. If correction is needed, the correcting contracting action is accurate 100% after correction.	= 95% = 95%	File reviews, periodic inspections, and random, observations, customer complaints

	FPDS reports accurate 95% the first time of execution. If correction is needed, the corrected FPDS is 100% accurate and report provided to the COR NLT 5 days after notification of error. Metrics that are listed in PWS 7.5 are met in the percentage and time frame listed.	= 90.3% = 95%	

7.5 Acquisition Targets

- 90% of purchase orders (simplified, commercial) completed in 30 days or less;
- 90% of Delivery Orders/Task Orders awarded within 30 days;
- 90% of actions between $150,000 and $1,000,000 awarded within 120 days;
- 90% of actions above $1,000,000 awarded within 180 days;
- 90% of Contract Closeouts resolved in the following time frames;
  - 180 days from the end of PoP for FFP type contracts;
  - 600 days from the end of PoP for T&M and Labor Hour type contracts;
  - 1080 days from the end of PoP for Cost Reimbursable type contracts.

Any targets that are not met must be addressed and discussed in CDRLs A0007 and A0012

7.6 Performance Metrics

The Federal Aviation Administration (FAA) will submit an electronic record of contractor performance on this contract in the Contractor Performance Assessment Reporting System (CPARS) at www.cpars.gov. Interim and final evaluations will be conducted annually. Addendum past performance evaluations will be conducted as applicable.

Adjectival performance ratings of Excellent, Very Good, Satisfactory, or Unsatisfactory will be used to determine the contractor's ratings for the following three factors of Cost, Performance, and Schedule. Ratings will be assigned to the contractor using the following criteria:

A. COST	
Exceptional	Meets all conditions for rating of 'Satisfactory'. AND Invoiced labor hours are accurate, in accordance with CDRL A0010 (Labor Distribution Report), and 100% of invoices are acceptable as initially received during the rated period.
Very Good	Meets all conditions for rating of 'Satisfactory'. AND Invoiced labor hours are accurate, in accordance with CDRL A0010 (Labor Distribution Report), and at least 90% of invoices are acceptable as initially received during the rated period.
Satisfactory	Does not exceed obligated funding through annual rating period. AND Provides timely notification upon 75% expenditure of Labor Hour funding obligations.

	AND Invoiced labor hours are accurate, in accordance with CDRL A0010 (Labor Distribution Report), and most invoices are acceptable as initially received during the rated period.
Unsatisfactory	Exceeds obligated funding at any point through annual rating period. OR Does not provide timely notification upon 75% expenditure of Labor Hour funding obligations. OR Most invoices are not acceptable as initially received during the rated period.

A. PERFORMANCE	
Exceptional	Meets all conditions for rating of 'Satisfactory'. AND Contractor provides resumes of qualified applicants to be hired within 15 days of notification of new positions needed and achieves 98% retention of qualified personnel during the rated period. AND Not more than 2 Notices of Defective Services (NDS) are sent during the rated period.
Very Good	Meets all conditions for rating of 'Satisfactory'. AND Contractor provides resumes of qualified applicants to be hired within 15 days of notification of new positions needed and achieves at least at least 95% retention of qualified personnel during the rated period. AND Not more than 6 Notices of Defective Services (NDS) are sent during the rated period.
Satisfactory	Contractor adheres to the approved CDRL A0003 (Quality Control Plan). AND Contractor support employees demonstrate knowledge and capabilities consistent with assigned labor categories specified in Section 5.0. AND Contractor provides resumes of qualified applicants to be hired within 20 days of notification of new positions needed and achieves at least 95% retention of qualified personnel during the rated period.

	AND Not more than 12 Notices of Defective Services (NDS) are sent during the rated period.
Unsatisfactory	Contractor does not adhere to the approved CDRL A0003 (Quality Control Plan). OR Contractor does not provide resumes of qualified applicants to be hired within 20 days of notification of new positions needed, or does not achieve at least 95% retention of qualified personnel during the rated period. OR Any contractor employees fail to demonstrate the ability to perform the responsibilities of their assigned labor categories in accordance with Section 5.0. OR More than 12 Notices of Defective Services (NDS) are sent during the rated period.

B. SCHEDULE	
Exceptional	Meets all conditions for rating of 'Satisfactory'. AND Assigned workload contains the more complex contract types such as Time and Materials (T&M) and Cost Reimbursable (CR).
Very Good	Meets all conditions for rating of 'Satisfactory'. AND Assigned workload contains more than simplified procurement actions such as FFP purchase orders and contract awards for services/construction requirements.
Satisfactory	Contractor meets all acquisition targets specified in 7.5 over the rated period. AND All contract administration activities and notices of intent to exercise options for responsible contracts are timely sent.
UNSATISFACTORY	Contractor fails to meet all acquisition targets specified in 7.5 over the rated period for assigned workload. OR All contract administration activities and notices of intent to exercise options for responsible contracts are not timely sent.

8.0 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

8.1 Physical Security

Some contract employees may be issued Government keys to facilitate contract performance. The Contractor is responsible for safeguarding all Government property provided for Contractor use or under Contractor control. Whenever a work area is to be unattended for a period of time, Government property totally under the Contractor's control (in- possession, in-travel, etc.) will be totally the Contractor's responsibility.

8.1 Security Investigations

Contractor personnel will be subject to performance duties requiring a security investigation. The type of investigation required will be determined by the position risk level designation for all duties, functions, and/or tasks performed. The scope of the investigation required and the forms to be completed must be determined in accordance with FAA Order 1600.72A, Contractor and Industrial Security Program. The Contractor is responsible for the preparation and submittal of the required forms to the Security Office. The Contractor personnel are not required nor permitted to perform work prior to receipt of the required approval unless a temporary waiver is granted by the appropriate Government official.

8.2 Security Personnel Requirements

The Contractor must take all necessary steps to assure that Contractor or subcontractor personnel who are selected for assignment to the resulting contract are persons of professional and personal integrity and trust, and meet all other requirements stipulated herein. The fact that the Government performs security investigations does not in any manner relieve the contractor of this responsibility.

8.3 Security Reporting Requirements

The Contractor must submit a monthly report providing a listing of the names of all Contractor personnel who had access to an FAA facility, sensitive information and/or resources anytime during the reporting period. Copies must be submitted to the CO, Security Office, COR(s) and PM, pursuant to CDRL A0011 (Monthly Staffing Report). The Contractor must also submit a monthly report of any employment changes made during the reporting period to the CO, Security Office, COR(s), and PM, pursuant to CDRL A0011 (Monthly Staffing Report). Examples of such changes are terminations, new hires, and name changes.

8.4 Key Control

The Contractor must establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government may be duplicated. The Contractor must develop procedures covering key control that are included in the Quality Control Plan. Such procedures must include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor must immediately report any occurrences of lost or duplicate keys/key cards to the CO. In the event keys, other than master keys, are lost or duplicated, the Contractor must, upon direction of the CO, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks will be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system must be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

The Contractor must prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor must prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO.

9.0 ATTACHMENTS

Contract Data Requirements List (CDRL)
Secure Remote/Off-site Checklist – SAMPLE
Self-Certification Checklist – SAMPLE