PERFORMANCE WORK STATEMENT (PWS)

Army Capabilities Integration and Development System (ACIDS) Analysts

25 February 2026

Part 1
General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. The Government shall not exercise any supervision or control over Contractor or Subcontractor employees while performing work under the contract. Such employees shall be accountable solely to the Contractor, not the Government. The Contractor, in turn, shall be accountable to the Government for Contractor or Subcontractor employees.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to provide the comprehensive analysis, development, documentation, integration, coordination, and writing support to the Army Training Support Center, Force on Force Training Division. The Contractor shall provide services, which include equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform ACIDS analysis, architecture support, and requirements document development as defined in this Performance Work Statement (PWS) except for those items specified as Government furnished property and services. The Contractor shall clearly define next-generation Live training Instrumentation and Tactical Engagement Simulation requirements by providing a thorough research, analysis, and production of the deliverables required to complete the formal Army Capabilities Integration and Development System (ACIDS) processes. The result of this effort will provide synergy and focus for the materiel development of the Synthetic Training Environment Live Training System (STE LTS).

1.2 Background: The dynamic Live Training Environment (LTE) requires capabilities that are aligned and integrated with the Virtual, Constructive and Gaming Domain's Training Aids Devices Simulators & Simulations (TADSS) portfolio. This effort will support the Force-on-Force Training Division's (FoFTD) responsibility to develop Live training capabilities that are nested within the Army Training Strategy. The ACIDS process requires the Army to articulate and document a broad range of LTE requirements that drive the development of a dynamic Synthetic Training Environment (STE). This will enable the timely fielding of cost-effective training capabilities that are aligned with the Live Training Transformation (LT2) Strategy and DoD Architectural Framework (DoDAF).

1.3 Scope: The Contractor shall provide non-personal service(s). The Requirements Analysts will work with the Government's Subject Matter Experts (SME), Live Training Specialists, Engineers, and Architects, to define the concept of operations (CONOPS) and codify, in

accordance with the ACIDS process, current and future LTE requirements for TES and IS Systems. The Analysts will describe Tactical Engagement Simulation (TES) and Instrumentation System (IS) requirements for home station, local training areas, deployed training areas, institutions, and maneuver Combat Training Centers (CTC). The Analysts shall have two distinct focus areas:

(a) Instrumentation System (IS) Requirements

(b) Tactical Engagement Simulation (TES) Requirements

1.4 Objectives: The Requirements Analysts will have three primary missions:

(a) Draft and staff STE Live Training System IS and TES Concept of Employment (CONEMP), Capability Development Documents (CDD), and other supporting requirements documents through the Army Transformation and Training Command staffing process and DA approval.

(b) Respond to queries, comments, directed document revisions, and related tasks.

(c) Provide capability and gap analysis, and identify the critical documentation required to initiate, with the materiel developer, the formal development/Milestone processes for IS and TES.

These products will provide synergy and focus in support of current and future Live training using integrated IS and TES systems in an immersive environment.

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which it assures that the work provided complies with the requirements of the contract.

The Contractor’s proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer’s Representative (COR) for review within ten (10) working days after contract start date.

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within five (5) working days. If the Government has provided comments, the Contractor shall then have five (5) working days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer’s acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than ten (10) working days prior to the anticipated change and before implementation by the Contractor. The timeline noted

above will apply for review and acceptance for proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team;

(b) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals);

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses;

(d) How the Contractor will monitor and ensure staff qualifications remain current and valid including Department of Defense (DoD) Contractor Personnel Office (DOCPER) processes/approvals throughout contract performance;

(e) How the Contractor will ensure all keys issued will remain controlled items (Paragraph 1.7 Key Control);

(f) How the Contractor will inventory and track maintenance of all Government Furnished Property / Materials;

(g) How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future; and

(h) How the Contractor will file and save all Quality Control related documents for the life of the contract plus 5 years.

1.5.1.1 An Analysis of Quality Control and Timeliness of Submittals (i.e. deliverables) shall be provided to the COR within thirty (30) calendar days upon completion of each period of perfomance.

1.5.1.2 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 24 clock hours of identifying those issues. Verbal reports shall be followed up by written reports within five (5) working *days.*

1.5.2 <u>Quality Assurance</u>: The Government will ensure compliance of the contractor's performance under this contract IAW the PWS. In addition, the Performance Requirements Summary (PRS) defines how the performance standards will be applied.

1.5.3 <u>Recognized Holidays:</u> The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 U.S. Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st
Presidents Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th
M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.3.2 Host Nation Holidays: If the delivery of services under this contract requires OCONUS travel, work shall be performed on local Host Nation holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer.

1.5.4 Operating Hours: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 Government Facility Office Hours: The Government facility office hours are 0600 to 1700, Monday through Friday, except on U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 Government Facility Operating Hours: The Government facility operating hours occur between the hours of 0600 to 1800, Monday through Friday. The Government facility is closed for operations during the recognized U.S. Holidays identified in paragraph 1.5.3.1 above. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the Contracting Officer's Representative to the Contractor.

1.5.4.3 Contractor Support Hours: The Contractor shall provide support from key personnel between the hours of 0800 to 1600, Monday through Friday, except when the facility is closed for operations during recognized U.S. Holidays identified in paragraph 1.5.3.1 or when the facility is closed during local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall ensure key personnel are present for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.4.3.1 RESERVED:

1.5.5 Training Holidays: The U.S. Army typically grants military personnel training holidays as compensation for time spent training. These are typically combined with regular holiday leave (for example, a training holiday may be granted on first duty day following a recognized holiday). Training holidays do not apply to Army Civilian Professionals or contractors.

1.5.6 Place of Performance: The contractor shall perform tasks under this contract at the Government facility located at 1900 Jackson Avenue, Joint Base Langley-Eustis, VA, 23604. The Contractor shall notify the assigned COR when off-site for Temporary Duty (TDY), and/or not physically located at Army Training Support Center (ATSC). When the government facility is closed due to inclement weather, local emergency, or other administrative reason and only upon approval of the Contracting Officer and/or COR, remote work may be performed via an established telework agreement at an alternate location. Daily contact shall be made with the onsite COR via e-mail or phone call in order to maintain situational awareness.

1.6 Security Requirements: The following information is provided on security related matters.

1.6.1 Security Program: Contractor personnel performing work under this contract must have a Secret security clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are IAW with the DoD Contract Security Classification Specification (DD Form 254), which is currently accessible at the following link: http://www.dtic.mil/whs/directives/forms/eforms/dd0254.pdf

1.6.2 Personnel Security Clearance Requirements: Contractor personnel performing work under this contract must have an active personnel security clearance at the Secret level in the Defense Information System for Security (DISS) at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are IAW the DoD Contract Security Classification Specification DD Form 254. The Contractor shall ensure that Contractor employees and subcontractor employees performing services under this contract comply with FAR 52.204-2 Security Requirements when the employee has access to information classified “Confidential,” “Secret,” or “Top Secret.” The Contractor shall ensure the employee complies with the DoD Security Agreement (DD Form 441), and the NISPOM rule at 32 Code of Federal Regulation (CFR) Part 117, effective 24 Feb 2021. The NISPOM is the National Industrial Security Program Operating Manual to which contractors must implement and comply.

1.6.3 Installation Access: Access to U.S. installations, buildings and controlled areas is limited to personnel who meet security criteria and are authorized access. Failure to submit required information/data and obtain required documentation or clearances will be grounds for denying access to U.S. installations, buildings and controlled areas. The Contractor shall ensure that any subcontractors used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any subcontractor utilized by the Contractor, are made aware of and comply with these requirements. Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this

contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

The Contractor shall be aware of and comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control System (IACS) processing requirements.

The Contractor shall return installation passes to the issuing IACS office when the contract is completed or when a Contractor employee no longer requires access.

1.6.3.1 RESERVED

1.6.3.2 Individual Termination or Expiration of Employment: Individuals no longer employed by the Contractor shall return their Common Access Card used for network and installation access to their assigned Mission Partner Affiliate Sponsor (MPAS) the same day their employment expires or is terminated.

1.6.3.3 Contract Termination or Cancellation: All individuals working under this contract shall return their Common Access Card used for network and installation access to their assigned MPAS the same day their contract is cancelled or terminated.

1.6.3.4 Common Access Cards (CAC) and CAC Log: Contractor shall provide the following information: Last, First and Middle Names, government issued personal identifier (e.g. Social Security Number, Federal Identification Number, or Tax Identification Number), date of birth, primary email address (this email address will be used to contact the individual) and any other necessary information required to obtain a CAC or installation access card, to their assigned MPAS within five (5) working days following contract start date. Installation Security Office will submit all background investigations on prospective contractors requiring CAC and/or network access. The Contractor shall ensure safeguarding of Personally Identifiable Information (PII) and comply with requirements under 1.23.6. Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management. The Contractor shall provide a CAC log within the first 30 calendar days after contract award and within five (5) days after changes have been made (unless circumstances require otherwise and as directed by the Contracting Officer). The COR will provide format and content for the log during the post award meeting. Note - CACs are Government property and must be accounted for.

1.6.4 Background Checks: 733rd Security Force Squadron will conduct background checks on all contractor personnel requiring access to the installation.

1.6.4.1 U.S. Citizen: The Requiring Activity Manager will determine the extent of background checks required. The Contractor employee may begin performance of the contract after receiving a favorable local background check. The Contractor agrees to replace the employee should results of the background check, if required, be unfavorable as determined by the Requiring Activity Manager. The Contractor's replacement of the employee with the unfavorable background check shall be within a timeframe provided by the Requiring Activity Manager. The Contractor shall also replace employees whose background check, during their tenure of employment, renders them with an unfavorable local or stateside background check, as determined by the Requiring Activity Manager. The Contractor shall forward a copy of each favorable background check to the Contracting Officer via the COR and the Requiring Activity Manager within five (5) working days of receipt by the Contractor, identifying such with the appropriate contract number. The Contractor shall forward a copy of each unfavorable background check to the Contracting Officer via the COR and the Requiring Activity Manager within five (5) working days of receipt by the Contractor, identifying such with the appropriate contract number.

1.6.4.2 Local Nationals and Third Country Nationals: Local national and third country national Contractors that work with or teach youths under the age of 18 years are subject to background checks as determined by the Requiring Activity Manager. As a minimum prior to beginning performance, Contractors employing local national and third country nationals shall furnish the Contracting Officer via the COR and the Requiring Activity Manager current documents required for working on a US installation, no later than five (5) working days following contract start date. Forwarding correspondence from the Contractors shall identify the associated contract number.

1.6.5 Physical Security: The Contractor shall safeguard all Government Furnished Property, information, and equipment provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured IAW the Army Physical Security Program AR 190-13. CUI information provided under this contract shall be managed and safeguarded IAW DoDI 5200.48 and AFI 16-1403.

1.6.6 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to facility security policies and restrictions. The contractor must comply with and participate in any OPSEC requirement/clauses indicated in the contract or set forth on military installations via their OPSEC plan and guidance set forth in AFI 10-701, Operations Security, as supplemented. Contractor personnel shall protect Critical Information (CI) and other sensitive unclassified information and activities, which could compromise the mission or operations or degrade the planning and execution of military operations performed by the contractor in support of the mission. These OPSEC requirements pertain to performance on government installations only. The Contractor shall immediately report suspicious activities to security personnel. Government issued access badges and CACs shall not be worn outside designated facilities where visible to the general public.

1.6.7 IT Security Requirements: Contractor personnel performing under this contract will require access to Classified Military Information (CMI) or systems including the Secret Internet Protocol Router Network (SIPRNET). The contractor shall not access, download or further disseminate any special access data (i.e. intelligence, NATO, COMSEC, etc.) outside the execution of the defined contract requirements and without the guidance and written permission of the contracting officer (KO). The Contractor requires access to areas designated as SECRET to perform his/her duties.

1.7 Key Control: Not Applicable.

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, that they encounter. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. 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 notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.10 Key Personnel: The following personnel are considered key personnel by the Government: Project Manager (PM), Instrumentation System (IS) Requirements Analyst, and

Tactical Enagement Simulation (TES) Requirements Analyst. The Contractor shall provide a Project Manager who shall be responsible for the performance of the work. The Project Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. Key personnel shall be available between the hours, 0800 - 1600 Eastern Standard Time (EST), Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons. Qualifications for on-site key personnel are listed below:

a. IS Requirements Analyst & TES Requirements Analyst: The Contractors shall have knowledge and experience in the development of ACIDS documentation. The analysts shall possess the experience, training, technical, and analytical expertise and other necessary required credentials to develop, staff, and finalize requirements staffing packets IAW regulatory guidance and specified in the ACIDS process. The contractor shall have a working knowledge of the Force Management System web application (FMSWeb) to support requirements analysis. The contractor shall possess the overall knowledge to perform the tasks identified within the PWS; Combat Training Center (CTC) experience is a plus. Analysts shall possess knowledge equivalent to that gained from completing the following Warfighter Acquisition University (WAU) courses:

- RQM 1010, Introduction to the Joint Capabilities Integration & Development System
- RQM 1101, Core Concepts for Requirements Management
- RQM 1510, Analysis of Alternatives
- RQM 2500, Capabilities-Based Assessment
- RQM 2520, Developing Performance Attributes

b. Special Qualifications: All Individuals under this contract must have the experience and knowledge to integrate military doctrine and tactics into ACIDS requirements documents and supporting analyses/appendixes.

1.11 Identification of Contractor Employees: All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.12.1 Contractor workspace (on-site office, desk or cubicle, etc.) shall contain a sign signifying the space is occupied by Contractor employee(s) to ensure that Government employees and the public know that they are not Government employees. The proposed sign shall be submitted to the COR for review and acceptance ten (10) after contract start date. Workspace sign location shall be coordinated with the COR. Contractor employees shall identify themselves by name and company affiliation when answering the telephone, presenting briefings, conducting or attending meetings, and seminars. All Contractor correspondence (written, facsimile, and email display) shall include their company name. Requirements for Contractor vehicles is addressed under Part 4 paragraph 4.4.

1.12.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). The Contractor (to include subcontractors) shall provide each of their employees an easily readable identification badge. The badge must include the employee's name, the contractor's company name, the functional area of assignment, and a recent color photograph of the employee. Companies with U.S. Government contracts will require their employees to wear these badges visibly when performing work at Government workplaces unless this would be impractical because of mission or safety considerations. The Contractor shall collect all ID Badges upon completion of the contract or termination of employee. A listing of issued ID cards shall be furnished to the Contracting Officer prior to the contract performance date and updated as needed to reflect Contractor personnel changes.

1.13 Contractor Travel: The Contractor may be required to travel during the performance of this contract to attend meetings, conferences, and events that support the development of deliverables. The Contractor may be authorized travel expenses at rates no higher than the substantive provisions of the Joint Travel Regulation (JTR), IAW FAR Part 31.205-46, and the limitation of funds specified in this contract. The contractor shall notify the COR of specific travel requirement information at least ten (10) days prior to a scheduled trip or when notified if less than ten (10) days. The COR may change a scheduled trip by giving two (2) days written notice (including E-Mail) provided the Contractor has incurred no costs. A Trip Report with total amount of funds used shall be submitted to the COR within three (3) business days upon completion of travel.

1.14 Travel Authorization: All travel requires COR notification and approval prior to departure. Travel authorization requests shall include traveler's name, place of destination, dates, and the justification for travel. The anticipated travel cost is inclusive of any indirect loadings applied by the Contractor and shall be submitted as part of the Contractor's proposal. The Contractor shall not be reimbursed for local travel. Local travel is defined as within fifty (50) mile radius of Contractor permanent work site. Total travel expenditures during period of performance cannot exceed the total cost below:

Tasks	# of Trips	Total Cost
IS Requirements Analyst	6	$9,000.00
TES Requirements Analyst	6	$9,000.00

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

1.16 Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a Government agency, another

Government Contractor, or of such nature that its dissemination or use other than as specified in this work statement would be adverse to the interests of the Government or others. The Contractor and Contractor personnel, shall not divulge or release data or information developed, or obtained under performance of this PWS, except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as specified in this PWS. All documentation showing individual names or other personal information shall be controlled and protected under the provisions of the Privacy Act of 1974, Public Law 93-579, 5 United States Code (U.S.C.) Section 552a.

1.17 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/, the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.18 Non-Disclosure Statements: Not applicable.

1.19 Organizational Conflict of Interest (OCI): 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 OCI as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the Contracting Officer. In the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.20 Phase In /Phase Out Period: Not applicable.

1.21 Safety: The following provides information pertaining to Safety and Accident Prevention:

1.21.1 Safety Laws and Regulations: The Contractor shall comply with FAR 52.236-13, Accident Prevention (November 1991), the references contained therein (e.g. U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)).

The requirements under FAR 52.236-13 and specifically of the EM 385-1-1 include, but are not limited to the following:

(a) Before initiation of work at the job site, an Accident Prevention Plan, written by the Contractor for the specific work and hazards of the contract and implementing in detail the pertinent requirements of EM 385-1-1; will be reviewed for acceptance by designated

Government personnel. Specific requirements for development of the Accident Prevention Plan are found in 01.A and Appendix A of EM 385-1-1. EM 385-1-1 is available online at www.usace.army.mil.

(b) Before beginning each activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform work, activity hazard analysis (AHA) shall be prepared by the Contractor performing the work activity (See paragraph 01.a.09 of EM 385-1-1);

(c) The Contractor shall require subcontractors to submit their plan of operations showing methods they propose to use in accomplishing major phases of work;

(d) The Contractor shall discuss the plans in conferences convened by the Contracting Officer prior to starting work on each major phase of operation. Plans shall include all pertinent information such as layout of haul roads, access roads, storage areas, electrical distribution lines, methods of providing minimum exposure to overhead loads, and methods of access to work areas. The plan for accomplishing the initial work phase shall be submitted within fifteen (15) calendar days after award of the contract. Plans for subsequent major phases of work shall be submitted no later than fifteen (15) calendar days prior to initiation of work on each major phase; and

(e) In all areas where construction, demolition, alteration, building, or similar related activities take place, the Contractor shall have the following minimum personal protective clothing and equipment requirements in place for any person working on or visiting the site:

(i) Short sleeve shirt;

(ii) Long trousers;

(iii) Steel-toed safety boots; and

(iv) Hard hat.

1.21.1.1 In addition to other requirements for accident prevention specified in this contract, the Contractor shall comply with all Federal and State requirements governing safety and health protection on construction sites and other applicable occupational safety codes.

The Contractor shall indicate its plan for compliance considering conditions of the work described by the design, technical proposal, operational activities of the Government or others in the area of the work, identification of the coordinator, and implementation of all other accident prevention provisions of this contract.

1.21.1.2 The Contractor shall complete and provide any applicable safety notifications to on-site employees and will provide documented proof to the Contracting Officer via the COR, no later than ten (10) working days from the date that such notifications were made.

1.22 Environmental Compliance: The following provides information on Environmental Compliance.

1.22.1 Environmental Compliance Plan and Program: Not applicable.

1.23 Required Training: The following provides information on training requirements.

1.23.1 Anti-Terrorism (AT) Level I Training: All Contractor employees, including subcontractor employees, who are employed under the contract, shall complete AT Level I Training within thirty (30) calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or within thirty (30) calendar days after employment of new personnel. Contractor personnel travelling overseas shall complete area of responsibility (AOR) specific AT awareness training for U.S. based Contractor employees and associated subcontractor employees. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee to the COR within five (5) working days after completion of this training by all employees and subcontractor personnel. AT Level I awareness training is available at https://jkodirect.jten.mil. Contractor personnel shall complete refresher training every twelve (12) months except AOR specific AT Level I training which shall be completed as required by local AT policies

If training cannot be conducted on the website, the Contractor shall coordinate with the COR who will contact the local AT Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the AT Officer. Verification of the training shall be provided to the COR within five (5) working days after completion of the training.

1.23.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete Operations Security (OPSEC) Level 1 training within thirty (30) calendar days of employment under this contract. Verification of the training shall be provided to the COR within five (5) working days after completion of the training. OPSEC Level I training is available at http://www.cdse.edu/catalog/elearning/GS130.html. Contractor personnel must complete refresher training every 12 months. Verification of the training shall be provided to the COR within five (5) working days after completion of the training.

If training cannot be conducted on the website, the Contractor shall coordinate with the COR, who will contact the local OPSEC Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the OPSEC Officer. Verification of the training shall be provided to the COR within five (5) working days after completion of the training.

1.23.3 iWATCH Training: The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within thirty (30) calendar days after the contract is awarded and within thirty (30) calendar days after new employees commence contract performance. Verification of the

training shall be provided to the COR within five (5) working days after completion of the training. Training slides can be found on the Army OneSource we site: http://www.myarmyonesource.com/familyprogramsandservices/iwatchprogram/default.aspx

1.23.4 Information Assurance (IA) Training:

1.23.4.1 All Contractor employees, including subcontractors, requiring access to Government information systems shall complete the DoD IA Cyber Awareness Training. Verification of the training shall be provided to the COR within thirty (30) calendar days after completion of the training. Training is available at: https://cs.signal.army.mil/UserMngmt/CyberAwareness_2026/launch.asp

1.23.4.2 All Contractor employees, including subcontractors, working information technology (IT)/IA functions shall comply with DoD and Army training requirements per Information Assurance Training Certification and Workforce Management DoD Directive (DoDD) 8570.01, Information Assurance Workforce Improvement Program DoD 8570.01-M, and Information Assurance AR 25-2 within thirty (30) calendar days of employment. Information Security Program Training is available at: https://learn.atis.army.mil/.

1.23.5 Counterintelligence Awareness and Reporting (CIAR) Training: In accordance with AR 381-12, Counterintelligence Awareness and Reporting, para 3-2b, 'DA Personnel' (which includes all military, civilian, and contractors) will complete CIAR training within 30 days of assignment or employment to an organization, and every 12 months thereafter pursuant to DoDD 5240.06. Training for the "Counterintelligence Awareness and Reporting for DoD Employees" – CI116.16, is located at: https://www.cdse.edu/Training/eLearning/CI116/.

1.23.6 Personally Identifiable Information (PII): Not applicable.

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: The following list of terms and definitions used throughout this PWS and commonly used in the acquisition field:

Contracting Officer – means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

Contractor – means 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.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable – means anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

Government Furnished Property – As reflected in FAR 52.245-1, Government Furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government Furnished Property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government Furnished property also includes contractor-acquired

property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government Furnished Property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on "what" is to be accomplished; however they are not prescriptive in describing "how" the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Work Day - The number of hours per day the Contractor provides services in accordance with the contract.

Work Week - Monday through Friday, unless otherwise specified.

2.2 <u>Acronyms</u>: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

A-CDD	Abbreviated – Capability Development Document
ACIDS	Army Capabilies Integration and Development System
ACOR	Alternate Contracting Officer's Representative
AROC	Army Resource Oversight Council
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
AOR	Area of Responsibility
AR	Army Regulation
AT	Anti-terrorism
CAC	Common Access Card
CARDS	Catalog of Approved Requirements Documents
CCE	Contracting Center of Excellence
CDD	Capability Development Document
CPD	Capability Production Document
CFE	Conventional Forces Europe
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer’s Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DISS	Defense Information System for Security
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FoFTD	Force on Force Training Division
GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Awareness
IAC	Installation Access Control
IACO	Installation Access Control Office
ICD	Initial Capability Document
ID	Identification
IGCE	Independent Government Cost Estimate
IT	Information Technology
JTR	Joint Travel Regulation
JROC	Joint Resource Oversight Council
KO	Contracting Officer

LTS	Live Training System
MPAS	Mission Partner Affiliation Sponsor
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
PA	Property Administrator
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
RCO	Regional Contracting Office
SIGE	Safety and Health Protection Plan
SIPRNET	Secret Internet Protocol Router Network
SME	Subject Matter Expert
STE	Synthetic Training Environment
TADSS	Training Aids, Devices, Simulators and Simulations
TE	Technical Exhibit
USAG	United States Army Garrison
USAREUR	United States Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT FURNISHED PROPERTY (GFP) AND SERVICES

3. Government Property and Services

3.1 Services: The Government shall provide data network services and internet access to support Government Furnished Property (GFP) and Cloud computing environment.

3.2 Facilities: The Government will provide office space for on-site Contractors in the perform delivery of services under this contract.

3.3 Equipment: The Government will provide on-site contractors with access to telephone, laptop computer, network printers, and facsimile machines in the conduct of this contract. The government will provide each ACIDS Analyst with a security enabled laptop to access the government network while performing onsite duties in accordance with PWS. The use of government furnished laptop computers is authorized to conduct remote work while travelling offsite and to support telework during local emergencies, inclement weather, and other specifically authorized events. Accountability of government issued laptops will be in accordance with AR 710-4 Property Accountability and managed using the Government Furnished Property Accountability Module in the Procurement Integrated Enterprise Environment (PIEE). Contractor's access to automation and telecommunications resources will be bound by policies of the Fort Eustis Network Enterprise Center (NEC), IAW FAR 52.245-19 (Government Property Furnished "As Is").

3.4 Materials: The Government will provide consumable office supplies such as printer paper, binders, and other common office supplies used to produce printed documents.

3.5 Training: The Government will provide links to required online training listed in Part 1.23 of this PWS, to include the following: Anti-terrorism Level 1, OPSEC, Information Assurance (IA), and Cyber Awareness Challenge training.

3.6 Common Access Cards (CAC): The Government will provide each Contractor employee with a Common Access Card (CAC) via the Mission Partner Identity, Credential, and Access Management (MP-ICAM) system (Web site: https://mpartnerregweb.dmdc.osd.mil/mpartnerregweb/app/).

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents, except for those items specified in Part 3 Government Furnished Property and Services.

4.2 Secret Facility Clearance: The Contractor shall possess and maintain a SECRET facility clearance from the Defense Security Service IAW DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) and AR 380-49, Industrial Security Program. Contractor employees performing work in support of this contract shall have a SECRET security clearance granted from the Defense Industrial Security Clearance Office. The Facility Security Clearance must match the highest security clearance required for personnel. The DoD Contract Security Classification Specification (DD 254) is provided as an attachment in the basic contract.

4.3 Background Checks): The Contractor shall provide background checks in accordance with this PWS and as determined by the Government.

PART 5
SPECIFIC TASKS

5.1 <u>Basic Services:</u> The Contractor shall provide services to develop, staff, and finalize ACIDS documents IAW regulatory guidance and specifically the ACIDS process. The ACIDS Requirements Analysts shall work with their assigned program SME to identify, analyze, and documents capability requirements that supports development and fielding of the Synthetic Training Environment Live Training System (STE LTS). Once analysis of capabilities and requirements are completed, then a corresponding ACIDS document shall be written. The analysts shall be capable of developing appropriate ACIDS documents (ICD, A-CDD, CDD) based upon the existing level of development and Army investment decisions. The analysts will support their assigned SME by participating in Integrated Product Teams (IPTs), developing Measures of Suitability, Effectiveness, and Performance standards throughout the lifecycle of the system. This effort is required to meet the mandates set forth by DoD and the Army to provide a comprehensive analysis of emerging, new, and existing capabilities and requirements throughout the lifecycle of the system.

5.2 <u>Tasks consist of the following High Level Objectives (HLO):</u>

5.2.1 <u>HLO 1: Concept of Employment (CONEMP) Development</u>

5.2.1.1 The contractor shall provide analysis expertise to develop and deliver CONEMPs for emerging, new, and existing Live Training Systems as requested by the RA.

(a) STD: Contractor shall deliver requested CONEMP NLT three (3) working days after request from RA.
AQL: 2 defects first month; zero late deliverables

5.2.1.2 The Contractor shall provide analysis expertise to develop and deliver supporting use cases based on established CONEMPs to illustrate the employment Live training systems as requested by the RA. Examples include capability threads trace, relational diagrams, and schematics. Develop Live training vignettes with virtual and constructive considerations to inform the materiel developer, lead architect, and Science and Technology (S&T) community of Live training requirements.

(a) STD: Contractor shall deliver supporting use cases NLT three (3) working days after request.
AQL: 2 defects first month; zero late deliverables

<u>5.2.2 HLO 2: Knowledge Development Plan (KDP)</u>

5.2.2.1 The contractor shall utilize the online Knowledge Development Plan (KDP) application to capture, document, and store data stemming from the analysis of Live training requirements as requested by the RA.

(a) STD: Contractor shall input data stemming for requirements analysis into online KDP application NLT three (3) working days after request from RA.
AQL: 2 defects first month; zero late deliverables.

5.2.2.2 RESERVED

5.2.3 HLO 3: Live Training Requirements Analysis

5.2.3.1 The Contractor shall provide Live training requirements analytical support to perform: capability gap analysis, capability-based assessments, analysis of alternatives, cost benefit analysis, Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy (DOTMLPF-P) assessments, and similar activities as requested by RA.

(a) STD: Contractor shall document and deliver product(s) stemming from requested analytical support NLT fourteen working days (14) days after request from RA.
AQL: 2 defects first month; zero late deliverables.

5.2.3.2 The Contractor shall review System Training Plans (STRAP) as requested by RA (approximately 12 annually) to determine the impact to Live training and report those impacts their assigned government SME.

(a) STD: Contractor shall document and deliver results stemming from requested STRAP review NLT five (5) working days after request from RA.
AQL: 2 defects first month; zero late deliverables.

5.2.3.3 The Contractor shall place all documents associated with this effort on the designated MS Teams channel to support continuity, requirements traceability, and ensure the Government can locate and access electronic copies of contractor deliverables.

(a) STD: This task shall be competed continually as an ongoing requirement.
AQL: Pass or Fail

5.2.4 HLO 4: ACIDS Document Development Finalize CDD and conduct formal Army staffing process to obtain Army Requirements Oversight Council / Joint Requirements Oversight Council (AROC/JROC) approval and Catalog of Approved Requirements Documents (CARDS) number.

5.2.4.1 The contractor shall develop, staff, and deliver Initial Capability Documents (ICD), Abbreviated – Capability Development Documents (A-CDD), Capability Development Documents (CDD), Capability Production Documents (CPD), System Training Plans (STRAP), and any other ACIDS related documents as requested by RA.

(a) STD: Contractor shall develop, staff, and deliver requested ACIDS document within +/- 5% of the required suspense date provided by RA at time of request. All written ACIDS products shall be in accordance with the applicable document Writers' Guide.
AQL: Pass or Fail

5.2.4.2 The Contractor shall conduct required liaison and coordination within the Transformation and Training Command (T2COM) and other Army Commands (ACOMs), services, Joint Force HQs, and other agencies to successfully complete requirements validation and approval process IAW the ACIDS construct as requested by RA.

(a) STD: This task shall be competed continually as an ongoing requirement.
AQL: Pass or Fail

5.2.4.3 The contractor shall be responsible for adjudicating all comments on the requested ACIDS document with the originator within established gatekeeper time limits.

(a) STD: Contractor shall adjudicate all comments with the originator within +/- 5% of the established gatekeeper time limits.
AQL: Pass or Fail

5.2.4.4 The contractor shall analyze and develop Live training requirements metrics to include: Key Performance Parameters (KPP), Key Performance Attributes (KPA), Key System Attributes (KSA), Additional Performance Attributes (APA) and any other applicable elements of information / documentation required to complete ACIDS documentation.

(a) STD: Contractor shall develop and integrate requirements metrics as needed to complete ACIDS documents within +/- 5% of the required suspense date provided by RA at time of request. All written ACIDS products shall be in accordance with the applicable document Writers' Guide.
AQL: Pass or Fail

5.3 Service Contract Reporting

5.3.1 <u>System for Award Management (SAM) Service Contract Report (SCR):</u> The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Army via a secure data collection site. The Contractor is required to completely fill in all required data fields through the following web address: www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk by clicking "View Assistance for SAM.gov" which is located at the top of the SAM.gov website. From there, you can the select "Contact Our Service Desk" which will allow you to contact SAM.gov directly. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SAM SCR requirement.

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and log in.
2. Select Entity Registrations and then select Service Contract Reporting.

3. SAM displays your entities which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity.
4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report. You are required to enter the following information:
   - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
   - **Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.
7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

Steps for Editing a Submitted Report

1. Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.
2. Select View/Edit. You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

PART 6
APPLICABLE PUBLICATIONS

6. **Applicable Publications (Current Editions):** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.1 Department Of Defense Contract Security Classification Specification (DD Form 254)
6.1.2 Department of Defense Security Agreement (DD Form 441)
6.1.3 National Industrial Security Program Operating Manual (DoD 5220.22-M)
6.1.4 Installation Access Control (AE Reg 190-16)
6.1.5 The Army Physical Security Program (AR 190-13)
6.1.6 Contractor Identification (AE Reg 27-715)
6.1.7 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
6.1.8 Information Assurance Workforce Improvement Program (DoD 8570-M)
6.1.9 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
6.1.10 Information Assurance (AR 25-2)
6.1.11 Property Accountability (AR 710-4)
6.1.12 Army Capabilities Integration and Development System (ACIDS) Process Guide
6.1.13 RESERVED

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary

7.2 Technical Exhibit B – Deliverables Schedule

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	INCENTIVES AND DISINCENTIVES
PRS#1: CONEMP Development PWS para (5.2.1.1) The contractor shall provide analysis expertise to develop and deliver CONEMPs for emerging, new, and existing Live Training Systems as requested by the RA.	Contractor shall deliver requested CONEMP NLT three (3) working days after request from RA.	2 defects first month; zero late deliverables.	**EXCEPTIONAL:** Timeliness: Provide Monthly Progress Report within the first 10 workdays of the first of each month. Provide Trip Reports within 3 workdays of completing the trip. Provide SIGACTS by noon Monday for tasks completed the previous week. Quality: Addresses all minimally required areas after rework, which is completed the same day. **VERY GOOD:** Timeliness: Provide Monthly Progress Report within the first 10 workdays of the first of each month. Provide Trip Reports within 5 days of completing the trip. Provide SIGACTS by noon Monday for tasks completed the previous week. Quality: Addresses all minimally required areas after rework, which is completed within 4 workdays.
PRS#2: Knowledge Development Plan PWS para (5.2.2.1) The contractor shall utilize the online Knowledge Development Plan (KDP) application to capture, document, and store data stemming from the analysis of Live training requirements as requested by the RA.	Contractor shall input data stemming for requirements analysis into online KDP application NLT three (3) working days after request from RA.	2 defects first month; zero late deliverables.	
PRS#3: Live Training Requirements Analysis PWS para (5.2.3.1) The Contractor shall provide Live training requirements analytical support to	Contractor shall document and deliver product(s) stemming from requested analytical support NLT fourteen working days (14) days after request from RA.	2 defects first month; zero late deliverables.	

perform: capability gap analysis, capability based assessments, analysis of alternatives, cost benefit analysis, DOTMLPF-P assessments, and any other similar activities as requested by RA.			**SATISFACTORY:** Timeliness: Provide Monthly Progress Report within the first 15 workdays of the first of each month. Provide Trip Reports within 5 days of completing the trip. Provide SIGACTS by noon Monday for tasks completed the previous week. Quality: Reports include all items listed in para 5.1. **MARGINAL:** Timeliness: Provide Monthly Progress Report after 15 workdays of the first of each month. Provide Trip Reports after 5 days of completing the trip. Provide SIGACTS later than noon Monday for tasks completed the previous week. Quality: Addresses all minimally required areas after rework, which is completed within 10 workdays. **UNSATISFACTORY:** Timeliness: Fails to comply with at least the marginal timeliness level of performance. Quality: Fails to comply with at least the marginal quality level of performance.
PRS#4: ACIDS Document Development PWS para (5.2.4.1) The contractor shall develop, staff, and deliver Initial Capability Documents (ICD), Capability Production Documents (CPD), Capability Development Documents (CDD), System Training Plans (STRAP), and any other ACIDS related documents as requested by RA.	Contractor shall develop, staff, and deliver requested ACIDS document within +/- 5% of the required suspense date provided by RA at time of request. All written ACIDS products shall be in accordance with the applicable document Writers' Guide.	Pass or Fail	

TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
1. Quality Control Plan (1.5.1)	Once within 10 working days after contract start date.	One copy	Electronic delivery via email using MS Word	To the Contracting Officer (KO) Via the Contracting Officer's Representative (COR)
2. CAC Log (1.6.3.4)	Once within 30 calendar days after contract start date and within five (5) days after any changes.	One Copy	Electronic delivery via email using MS Word or Power Point	To COR
3. Contractor Cubicle Sign (1.12.1)	Once within ten (10) days after contract start date	One Copy	Electronic delivery via email using MS Word or Power Point	To COR
4. Trip Report (1.13)	Within three (3) working days following return from travel	One Copy	Electronic delivery via email using MS Word	To COR
5. Safety Notifications (1.21.1.2)	No later than ten (10) working days from the date that such notifications were made.	One Copy	Electronic delivery via email using MS Word	To the KO via the COR
6. AT Level 1 Training (1.23.1)	The Contractor shall submit certificates of completion for each employee and subcontractor employee within five (5) working days after completion of this training and annually thereafter.	One Copy	Electronic delivery via email in .pdf format	To COR
7. OPSEC Training (1.23.2)	All Contractor employees, including subcontractors, shall complete Level I OPSEC training within	One Copy	Electronic delivery via email in .pdf format	To COR

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
	thirty (30) calendar days of employment under this contract. Verification of the training shall be provided to the COR within five (5) working days after completion of the training.			
8. Information Assurance (IA) Training (1.23.4.1)	All Contractor employees, including subcontractors, requiring access to Government information systems shall complete the DoD IA Cyber Awareness Training. Verification of the training shall be provided to the COR within thirty (30) calendar days after completion of the training.	One Copy	Electronic delivery via email in .pdf format	To COR
9. Service Contract Reporting (5.3.1)	While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.	One Copy	Electronic delivery via email in .pdf format	To COR