APPENDIX A

Document Summary List (DSL)

1. **Document Summary List (DSL):** The contractor shall comply with all documents listed below as mandatory and referenced in this PWS. Compliance with documents listed as non-mandatory is the contractors' option.

a. Mandatory compliance (list):

DOCUMENT #	NAME/DESCRIPTION	DATE
Data Item Description (DID) Category 1 (CAT 1)		
DI-MGMT-81334D	Contract Work Breakdown Structure	18 MAY 2011
DI-MGMT-81861D	Integrated Program Management Report (IPMR)	12 MAR 2026
DI-MGMT-81468B	Contract Funds Status Report (CFSR)	31 JAN 2025
DI-MGMT-81605	Briefing Material	15 FEB 2001
DI-ADMN-81250C	Conference Minutes/Meeting Minutes	30 JUL 2021
DI-MISC-81616A	Purchase Order (PO)	14 NOV 2019
DI-MGMT-81580	Contractor's Standard Operating Procedures	09 AUG 1999
DI-FNCL-80912A	Performance and Cost Report	12 AUG 2019
DI-MISC-80508B	Technical Report - Study/Services	14 NOV 2006
DI-MGMT-80004A	Management Plan	30 OCT 2006
DI-MGMT-80269	Status of Government Furnished Equipment (GFE) Report	29 DEC 1986
DI-MGMT-80441D	Government Property Inventory Report	09 JUN 2020
DI-PSSS-80727A	Government Furnished Material (GFM) by National Stock Number	16 SEP 2019
Federal Acquisition Regulations (FAR) Category 1 (CAT 1)		
FAR Part 45 - Government Property		
FAR Part 52.245-1 - Government Property		
Defense Federal Acquisition Regulation Supplement (DFARS) Category 1 (CAT 1)		
DFARS Subpart 245.1 Government Property		
Department of War (DoW) Regulations Category 1 (CAT 1) (Currently Under Review, Subject to Change)		
DoD 5220.22-M	National Industrial Security Program Operating Manual	28 FEB 2006 w/change 2, 18 MAY 2016
DoD 8570.01-M	Information Assurance Workforce Improvement Program	19 DEC 2005 w/change 4, 10 NOV 2015
DoDI 5230.24	Distribution Statements on Technical Documents	23 AUG 2012
Army Regulations (AR) Category 1 (CAT 1) (Currently Under Review, Subject to Change)		
AR 25-2	Army Cybersecurity	04 APR 2019
AR 190-13	The Army Physical Security Program	27 JUN 2019
AR 380-5	Army Information Security Program	22 OCT 2019
AR 380-10	Foreign Disclosure and Contacts with Foreign Representatives	14 JUL 2015
AR 380-40	Safeguarding and Controlling Communications Security Material	09 JUL 2012
AR 385-10	The Army Safety Program	24 FEB 2017
AR 525-13	Antiterrorism	17 FEB 2017
AR 530-1	Operations Security (OPSEC)	26 SEP 2014
AR 700-15	Packaging of Materiel	21 JAN 2004
AR 700-138	Army Logistics Readiness and Sustainability	23 APR 2018

AR 710-2	Supply Policy below the National Level	28 MAR 2008
AR 725-50	Requisition, Receipt and Issue System	15 NOV 1995
AR 735-5	Property Accountability Policies	09 NOV 2016
AR 740-26	Physical Inventory Control	23 MAR 2017
AR 750-1	Army Materiel Management Policy	28 OCT 2019
Department of Army Pamphlet (DA PAM) Category 1 (CAT 1) (Currently Under Review, Subject to Change)		
DA PAM 710-2-2	Supply Support Activity Supply System Manual Procedures	30 SEP 1998
DA PAM 746-1	Pallets and Storage Aids for Army Use	29 AUG 2018
US Army Directives Category 1 (CAT 1) (Currently Under Review, Subject to Change)		
2014-05	Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Un-cleared Contractors	07 MAR 2014
Security Classification Guides (SCG) Category 1 (CAT 1)		
MLRS	Multiple Launch Rocket System (MLRS) SCG	08 AUG 2013
MLRS	Multiple Launch Rocket System (MLRS) SCG, Addendum 1	18 JUN 2014
MLRS	Multiple Launch Rocket System (MLRS) SCG, Addendum 2	14 JAN 2016
PATRIOT	PATRIOT Air and Missile Defense System SCG	19 APR 2018
STINGER	STINGER Based System (SBS) SCG	01 SEP 2017
STINGER	STINGER Based Systems (SBS) Operations Security Plan	29 OCT 2012
AN/TYP-2	AH-64 Apache Attack Helicopter SCG	27 JUL 2022

b. Non-Mandatory document (list):

DOCUMENT ID	NAME/DESCRIPTION	DATE
Category 0 (CAT 0)		
None	DoD Dictionary of Military and Associated Terms	01 OCT 2019
SOI	Supply Chain Support Center Warehouse SOI	06 MAY 2026

Definition of Document Categories

1. Category 0 (Cat. 0.) The requirements contained in the directly cited document are non-mandatory and are for guidance and information only.

2. Category 1 (Cat. 1.) The requirements contained in the directly cited document are contractually applicable to the extent specified. All requirements contained in reference and subsequently referenced documents are contractually for guidance and information only, unless otherwise specified in the solicitation, contract, or contract modification.

----------End of Appendix A----------

APPENDIX B

Contract Data Requirements List (CDRL)

1. The contractor shall provide deliverables as described in this PWS. The Government will specify deliverables. Format and delivery schedule for deliverables shall be outlined in Contract Data Requirements List (CDRLs) or other means, TBD. The contractor shall prepare data IAW with the CDRLs. Duplication of effort in the development of data applicable to two or more CDRLs is prohibited.

CDRL	NAME/DESCRIPTION	FREQUENCY
A001	Contract Work Breakdown Structure	SEE BLK 16
A002	Integrated Program Management Report (IPMR)	SEE BLK 16
A003	Contract Funds Status Report (CFSR)	SEE BLK 16
A004	In-Process Reviews and Analysis, Briefing Material	SEE BLK 16
A005	Conference Minutes, Meeting Minutes	SEE BLK 16
A006	Consumable Purchases/Non-Consumable Purchases	AS REQUIRED
A007	Contractor's Standard Operating Procedures	ONE TIME
A008	Performance and Cost Report	MONTHLY
A009	Trend Analysis Report	MONTHLY
A010	Customer Satisfaction	MONTHLY
A011	Quality Control Program (QCP) Plan	SEE BLK 16
A012	Phase-Out Activities Report	ONE TIME
A013	GFE Report	ANNUAL
A014	Government Furnished Property (GFP) and Contractor Acquired Property (CAP) Listing Report	ANNUAL
A015	GFM Report	ANNUAL

----------End of Appendix B----------

APPENDIX C

Labor Category Descriptions - Qualifications

NOTE: This is a Performance-Based Acquisition. While the Government may provide historical workload data, estimated transaction volumes, or a projected Level of Effort (LOE) for informational and planning purposes, these figures do not constitute a guaranteed minimum or maximum requirement. It is the sole responsibility of the Offeror to conduct an independent analysis of the Performance Work Statement (PWS) and determine the optimal labor mix—including specific labor categories, skill levels, and the total Level of Effort (FTEs/Hours)—necessary to successfully execute all contract requirements.

The Offeror's proposed staffing approach must demonstrate a clear, independent technical methodology that ensures all Acceptable Quality Levels (AQLs) detailed in the Performance Requirements Summary (PRS) will be met or exceeded. The Government assumes no liability for Offerors who rely on Government-provided estimates or historical data in lieu of their own comprehensive technical and staffing assessments.

The work can be logically divided into distinct labor categories, including mandatory Key Personnel positions. All personnel are required to have or be eligible to obtain and maintain a SECRET security clearance for the duration of the contract.

Labor Category	Status	Description	Education & Experience	Skills & Certifications
Program Manager	Key Personnel	Single POC for the Government (PWS 2.5.5) with full authority. Responsible for overall contract management, performance, quality, safety, and direct oversight of all personnel.	Edu: Bachelor's in Business/Supply Chain. Exp: 10+ years managing gov contracts; 5+ years Army logistics.	Expertise in FAR/DFARS, quality control, leadership, and geographically dispersed workforce management.

Site Operations Managers	Key Personnel	Dedicated oversight for Fort Bliss warehouse and the Huntsville analytical operations (PWS 2.5.6). Direct leadership of site workforce and PWS task execution.	Edu: Bachelor's in relevant field. Exp: 7+ years in physical logistics or leading analytical teams; 3+ years in DoD leadership.	Strong leadership, communication, and problem-solving skills.
Senior Logistics Analyst	Key Personnel	Lead for Logistics Analysis and Process Optimization (PWS 2.5.8.1). Analyzes supply chain performance, identifies improvements, directs junior analysts.	Edu: Bachelor's in Logistics, Business, or related. Exp: 7+ years Army logistics; 3+ years LMP hands-on.	Inventory management, transportation optimization, Army supply regulations.
Senior Data Analyst	Key Personnel	Lead for Data Analytics and Modeling (PWS 2.5.8.2). Oversees descriptive/predictive products and mentors junior data analysts.	Edu: Bachelor's in Data Science, Operations Research, etc. Exp: 7+ years in analytics; 3+ years in supply chain.	Data mining, statistical modeling, machine learning, Tableau/Power BI.
Logistics/Warehouse Specialist	Regular	Hands-on warehouse/supply functions at Fort Bliss (PWS 3.1): receiving, inventory, MRO, packaging, COSIS, property control, MHE operation.	Edu: High School Diploma. Exp: 5+ years Army logistics/warehouse operations.	OSHA MHE/forklift licenses, HAZMAT certs, Army STAMIS (LMP, GCSS-Army).
Program/Data Analyst	Regular	Junior analyst at Redstone Arsenal. Handles data extraction, cleaning, analysis under senior guidance, and reporting (PWS 2.5.7/3.2).	Edu: Bachelor's in relevant field. Exp: 2+ years logistics/data/admin in DoD environment.	MS Office (Excel), specialized logistics software, strong organizational skills.

Part 2: Estimated Annual Level of Effort (LOE)

This staffing estimate is based on the workload data in PWS 3.6.4, the distinct functions required, and the management structure. It represents the estimated number of Full-Time Equivalents (FTEs) required for one year.

Labor Category	Location	Required Tasks	Basis of Estimate (PWS Ref)	Est. FTEs
Program Manager	Redstone Arsenal	Overall contract oversight, Gov't liaison.	Overall complexity & Key Personnel (2.5.5)	1.0
Site Operations Manager	Redstone Arsenal	Direct oversight of all analytical teams.	Leadership of complex analytical effort (2.5.6)	1.0
Site Operations Manager	Fort Bliss	Direct oversight of all warehouse operations.	Management of physical logistics (2.5.6, 3.6.4)	1.0
Senior Logistics Analyst	Redstone Arsenal	Lead for logistics process analysis.	Key Personnel; supply chain analysis (2.5.8.1)	1.0
Senior Data Analyst	Redstone Arsenal	Lead for advanced data analytics.	Key Personnel; predictive modeling (2.5.8.2)	1.0
Logistics/Warehouse Spec.	Fort Bliss	MRO processing, receipts, inventory.	High-volume workload data (3.5.1, 3.6.4)	16.0
Program/Data Analyst	Redstone Arsenal	Junior analysts supporting Logistics & Data.	Supports senior analysts/graphics (2.5.7, 2.5.8)	5.0
Lead Data Sys. Developer	Redstone Arsenal	Custom software development/integration.	Key Personnel; ATO process & design (2.5.8.3)	1.0
Junior Systems Developer	Redstone Arsenal	Support coding, testing, and documentation.	Lifecycle development support (2.5.8.3)	1.0
TOTAL ESTIMATED FTEs				28.0

Justification for Staffing Levels:

- Warehouse Team (16 FTEs + 1 Site Manager): Strictly adheres to PWS timelines for thousands of annual transactions. Required to handle daily receiving, processing, and shipping without excessive overtime.
- Analytical Teams (2 Senior, 5 Junior Analysts + 1 Site Manager): Fulfills broad analytical requirements (performance tracking to predictive modeling). Divided into *logistics process analysis* and *data science*.
- Development Team (1 Lead, 1 Junior): Dedicated to complex custom software development, Army system integration, and ATO navigation.

----------End of Appendix C----------

SOURCE SELECTION INFORMATION – SEE FAR 3.104

APPENDIX D

Performance Requirement Summary (PSR)

FINAL W31P4Q-26-R-0031 PERFORMANCE REQUIREMENTS SUMMARY (PRS) 08 May 2026				
Performance Objective	**Performance Standard**	**Acceptable Quality Level (AQL)**	**Monitoring Method**	**Frequency**
High Quality Technical Performance	**Local and Off-Post Materiel Release Order (MRO) Processing**			
	Non-Mission Capable Supply (NMCS)	4 hours	Random Sample	Monthly
	Issue Priority Group (IPG) 1	4 hours	Random Sample	Monthly
	Office of Secretary of Defense (OSD) Joint Chiefs of Staff (JCS)	4 hours	Random Sample	Monthly
	IPG 2 and IPG 3	End of MRO receipt date	Random Sample	Monthly
	Receipt Process Standards			
	Document Identifier Code (DIC) D4 and DIC D6	8 hours	Random Sample	Monthly
	All other DIC	24 hours	Random Sample	Monthly
	Materiel Turn-In			
	Serviceable Processing	4 hours	Random Sample	Monthly
	Unserviceable Processing	8 hours	Random Sample	Monthly
	First In-First Out Warehouse Denials	< 3% of all issues	Random Sample	Monthly
	Proper storage/disposal IAW local HazMat Regulations	100%	Random Sample	Monthly
	Data Process Cycle Time	8 hours	Random Sample	Monthly
	Compliance Rate	> 97% Compliant	Random Sample	Monthly
	Analysis Turnaround Time	> 95% On time	Random Sample	Monthly
	Data Completeness & Accuracy Rate	< 3% Errors	Random Sample	Monthly
	Adoption Rate	> 75% Adoption	Random Sample	Monthly
	Customer Satisfaction			
	Stakeholder Satisfaction Score	> 97.%	User Survey	Monthly
Control of Resources	**Resources**			
	Approval for Other Direct Cost Consumable Materiel and Non-Consumable Materiel Purchases over $2500.00	100%	Random Sample	Monthly
	Contract labor mix is controlled in efficient and effective manner	75% within Wage Determination Categories	Random Sample	Monthly
	Invoices are properly categorized and submitted by CLIN	100%	Random Sample	Monthly
Facilities, Equipment Accountability and Materiel Security	**Warehouse Management**			
	Accountable for all Government Furnished Equipment in Contractor's Possession	100%	Inspection	Yearly
	Contractor is properly caring for facilities and following OSHA/Army housekeeping standards	100%	Inspection	Yearly
	Location, Assets and Property Secured	100%	Inspection	Yearly

----------End of Appendix D----------

APPENDIX E

Quality Assurance Surveillance Plan

Version – 15 May 2026
For
Supply Chain Optimization Support
Contract Number: W31P4Q-26-R-0031
Contract Description: Service Support
Contractor's name: TBD (hereafter referred to as the contractor).

1.0 Overview

1.1 Purpose. The purpose of this Quality Assurance Surveillance Plan (QASP) is to identify the methods and procedures the Government will use to ensure it receives the services under this contract as identified in the Performance Work Statement (PWS). This QASP provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

- What will be monitored?
- How monitoring will take place.
- Who will conduct the monitoring?
- How monitoring efforts and results will be documented.
- When and how often monitoring will take place.

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance. The QASP should recognize that unforeseen and uncontrollable situations may occur.

1.2 Intent. The intent of this QASP is to: 1) ensure Contractor performance meets or exceeds contract terms, conditions and specifications; 2) hold the Contractor accountable for quality control; and 3) encourage the Contractor to take appropriate steps to control and improve quality. Accordingly, the Government will perform surveillance on the contract in accordance with this QASP but reserves the right to monitor the contract in any manner necessary.

2.0 Description of Services

2.1 Scope of Work. This contract encompasses the full spectrum of supply chain management and logistics support services for the AMCOM ALC SCMD. Key functions include forecasting, demand/supply planning, sourcing, inventory and asset management, warehousing, logistics, distribution, data analytics, risk management, and artificial intelligence (AI) support to ensure optimal supply availability and mission readiness.

2.2 Type of Contract. The contract is a Single-Award, Indefinite Delivery/Indefinite Quantity (IDIQ) hybrid contract, consisting of Firm-Fixed-Price (FFP) line items for labor and services, and Cost-Plus-Fixed-Fee (CPFF)/Cost-Reimbursable line items for travel and materials. Quality requirements are identified in FAR Clause 52.246-4, Inspection of Services—Fixed Price. The contractor is also responsible for recurring reports as specified in the Performance Work Statement and the attached CDRL table.

3.0 Roles and Responsibilities

3.1 Government.

3.1.1 Contracting Officer (KO). The KO is the only person with the authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government.

- Assigned KO: Jill G. Freeman
- Organization or Agency: ACC-RSA
- Email: jill.g.freeman.civ@army.mil

3.1.2 Contracting Officer's Representative (COR). The COR monitors all technical aspects of the contract and assists in contract administration.

- Assigned COR: Buffey L. Balducci
- Organization or Agency: AMCOM Logistics Center (ALC) Supply Chain Management Directorate (SCMD)
- Email: buffey.l.balducci.civ@army.mil

3.1.3 Contracting Specialist. The Contracting Specialist provides administrative support to the KO and COR for the contract.

- Assigned Specialist: Stephanie L. Lambert
- Organization or Agency: ACC-RSA
- Email: stephanie.l.lambert14.civ@army.mil

3.2 Contractor. The PWS identifies Key Personnel including a Program Manager, Site Operations Managers, and Advanced Analytics and Data Systems Support leads who are responsible for the overall management and execution of the work.

4.0 Contract Quality Requirements

4.1 Contractor's Quality Control Program. The Contractor's quality control program (IAW FAR Part 46) is the means by which the Contractor assures that work complies with the requirement of the contract. The contractor is required to deliver a comprehensive Quality Control Program (QCP) Plan IAW CDRL A011.

4.2 Government Quality Assurance. The Government shall evaluate the Contractor's performance under this contract in accordance with this QASP. This plan is focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards of the contract.

5.0 Government Surveillance

5.1 Methods of Surveillance. The following combination of Methods of Surveillance will be utilized in monitoring the Contractor’s performance:

- 5.1.1 100% Inspection. This method will be used for high-risk areas or mission-critical deliverables, such as the processing of Priority 1 (NMCS) requisitions and the inspection of key reports for accuracy and timeliness.
- 5.1.2 Random Sampling. This method will be used for frequently recurring tasks, such as verifying inventory accuracy and reviewing standard material processing transactions against timeliness standards.
- 5.1.3 Customer Feedback/Input (Complaints). This is a valuable supplement to other methods and will be a primary tool for assessing the "Customer Satisfaction" performance objective, using formal surveys and documenting any ad-hoc feedback.

5.2 Performance Requirements Summary (PRS). The PRS (Attachment 15.1) is the list of key performance objectives and standards that must be performed by the contractor. The COR will perform surveillance and inspect the compliance of PWS tasks IAW the COR appointment letter.

6.0 Non-Conforming Performance & Corrective Action Request (CAR)

When unacceptable performance is observed, the Contracting Officer (KO) will notify the Contractor in writing. This formal notification is done through a Corrective Action Request (CAR). A CAR is used to document any non-compliance with the contract requirements. It is generated by the Contracting Officer's Representative (COR), Quality Assurance Specialist (QAS), or the KO, but can only be officially issued by the KO.

The purpose of a CAR is not punitive; it is a tool to formally document a non-conformance, evaluate the contractor's corrective actions, identify the root cause, and verify that timely action has been taken to prevent recurrence. If the number of performance issues exceeds the threshold set in the Performance Requirements Summary (PRS), the Government will investigate the cause. If the contractor disputes the surveillance results, the matter will be referred to the KO for a final resolution.

7.0 Data Analysis

The COR will perform data analysis to identify trends in the contractor's cost, schedule, and performance. The results of this analysis will be documented in the COR Status Report(s). This analysis may be used to justify adjustments to the surveillance schedule, such as increasing or decreasing the frequency of inspections. If negative trends are identified through Government

data and observations, a CAR may be issued. Trends noted using the Contractor's own data will not result in a CAR unless the Contractor fails to address the negative trend itself.

8.0 Acceptance of Services

The COR is responsible for ensuring that all services are performed to an acceptable standard before authorizing payment. When services are deemed acceptable, supported by documented objective quality evidence, the COR will formally accept the services. This is accomplished by approving the Contractor's Receiving Reports in the PIEE - Wide Area Work Flow (WAWF) system, which then authorizes payment.

9.0 COR Status Report (CSR)

No later than the 7th day of each month, the COR will document the contractor's performance for the previous surveillance period by completing a CSR in the PIEE-SPM (Procurement Integrated Enterprise Environment – Surveillance and Performance Monitoring) module. The CSR, along with the corresponding surveillance checklists, provides a summary of the contractor's performance. It includes a synopsis of surveillances performed, any customer feedback or CARs, an analysis of performance trends, and recommended adjustments to surveillance. The CSR is not considered final until it has been reviewed and approved by the KO.

10.0 Service Contract Reporting (SCR)

The Contractor is required to report all labor data for the period of performance during each Government Fiscal Year (October 1 to September 30) at http://www.sam.gov. All data for a fiscal year must be reported no later than October 31. This reporting is a mandatory requirement. The contractor must establish the basic contract record within 15 working days of contract award and notify the COR upon completion.

11.0 Contractor Performance Assessment Reporting System (CPARS)

All documented surveillance data—including CSRs, completed checklists, customer feedback, and CARs—will be used to support the official performance ratings in CPARS. The CPARS report is a critical government record of the contractor's performance. The COR is responsible for documenting that CPARS assessments, if required, have been completed in the PIEE-SPM module.

12.0 Combating Trafficking in Persons (CTIP)

CTIP is a mandatory requirement for all government contracts. The COR must monitor the contractor's performance regarding trafficking in persons as outlined in FAR clause 52.222-50. Any surveillance results will be documented on the CSR and/or surveillance checklists. Any potential issues or validated non-compliance in this area must be brought to the immediate attention of the KO and documented with a CAR. In accordance with government policy, there is a "zero tolerance" for trafficking in persons.

13.0 COR/Quality Assurance Surveillance Files

The official COR/Quality Assurance Surveillance File will be maintained electronically in the PIEE-SPM module. This file serves as the official record of the contract's administration and oversight. At a minimum, the file will contain the contract and all modifications, the current QASP, the COR appointment letter, COR status reports, surveillance checklists, CDRL submissions, and all correspondence related to the contractor's cost, schedule, and performance.

14.0 QASP Changes

This QASP is a living document. It may be changed as needed based on performance trends, contract modifications, or other factors. The COR will send any recommended changes to the KO for approval. The KO must approve all changes to the QASP. Once approved, the COR will upload the newest version into the PIEE-SPM module to ensure it is the official, current document of record.

15.0 Attachments

15.1 Performance Requirements Summary (PRS)

FINAL W31P4Q-26-R-0031 PERFORMANCE REQUIREMENTS SUMMARY (PRS) 08 May 2026				
Performance Objective	**Performance Standard**	**Acceptable Quality Level (AQL)**	**Monitoring Method**	**Frequency**
High Quality Technical Performance	**Local and Off-Post Materiel Release Order (MRO) Processing**			
	Non-Mission Capable Supply (NMCS)	4 hours	Random Sample	Monthly
	Issue Priority Group (IPG) 1	4 hours	Random Sample	Monthly
	Office of Secretary of Defense (OSD) Joint Chiefs of Staff (JCS)	4 hours	Random Sample	Monthly
	IPG 2 and IPG 3	End of MRO receipt date	Random Sample	Monthly
	Receipt Process Standards			
	Document Identifier Code (DIC) D4 and DIC D6	8 hours	Random Sample	Monthly
	All other DIC	24 hours	Random Sample	Monthly
	Materiel Turn-In			
	Serviceable Processing	4 hours	Random Sample	Monthly
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	Data Process Cycle Time	8 hours	Random Sample	Monthly
	Compliance Rate	> 97% Compliant	Random Sample	Monthly
	Analysis Turnaround Time	> 95% On time	Random Sample	Monthly
	Data Completeness & Accuracy Rate	< 3% Errors	Random Sample	Monthly
	Adoption Rate	> 75% Adoption	Random Sample	Monthly
	Customer Satisfaction			
	Stakeholder Satisfaction Score	> 97.%	User Survey	Monthly
Control of Resources	**Resources**			
	Approval for Other Direct Cost Consumable Materiel and Non-Consumable Materiel Purchases over $2500.00	100%	Random Sample	Monthly
	Contract labor mix is controlled in efficient and effective manner	75% within Wage Determination Categories	Random Sample	Monthly
	Invoices are properly categorized and submitted by CLIN	100%	Random Sample	Monthly
Facilities, Equipment Accountability and Materiel Security	**Warehouse Management**			
	Accountable for all Government Furnished Equipment in Contractor's Possession	100%	Inspection	Yearly
	Contractor is properly caring for facilities and following OSHA/Army housekeeping standards	100%	Inspection	Yearly
	Location, Assets and Property Secured	100%	Inspection	Yearly

15.2 Sample Surveillance Schedule

A Quality Assurance Surveillance Schedule (QASS) will be developed to schedule, track, and document surveillance activities. An example is provided below.

Surveillance Schedule

CUI (when completed)

1) Contract #: W31P4Q-26-R-0031	2) Contractor: TBD	3) Functional Area: Supply Chain Management		4) Surveillance Period: [Date Range]	
5) COR/QAE: Buffey L. Balducci					
Planned Date	PWS #3.1.1 (On-Time Delivery)	PWS #3.1.2 (Inv. Accuracy)	PWS #3.5.1 (Reporting)	PWS #3.5.2 (Cust. Sat.)	PWS #2.8 (Asset Acct.)
[Date]	X				X
[Date]		X			X
[Date]			X		X
[Date]				X	X

15.3 Deliverables Table (CDRLs)
The following table outlines key deliverables required under this contract.

Deliverable	CDRL #	Frequency	Medium/Format	Submit To
Contractor's Standard Operating Procedures	A007	Per PWS	Digital	COR
Performance and Cost Report	A008	Monthly	Digital	COR, KO
Quality Control (QC) Plan	A011	Per PWS	Digital	COR, KO
Transition-In Plan	A019	Per PWS	Digital	COR, KO

15.4 Surveillance Checklist
A detailed Surveillance Checklist will be used to document all inspection and surveillance results. This checklist will be maintained by the COR in the PIEE-SPM module.

15.5 COR CTIP Checklist
The COR will utilize a specific checklist to monitor and document the contractor's compliance with Combating Trafficking in Persons (CTIP) requirements.

CTIP CHECKLIST

I. Audit and Contract Details		
Field	Information	
Contract Number:		
Place of Performance:		
Name of Auditor:		
Appointed COR/SME:		
Date of Audit:		
Date of Previous Audit:		
Contractor QA/QC:		
II. Compliance Verification (based on FAR 52.222-50)		
Question	Yes/No	Notes/Concerns
Has the contractor informed employees of the U.S. Government's Zero Tolerance CTIP policy, including actions taken for violations?		
Do employees understand what Trafficking in Persons (TIP) is?		
Does the contractor maintain a CTIP Compliance Plan?		
Does the CTIP Compliance Plan contain all mandatory information as per FAR 52.222-50(h)?		
Are employees charged recruitment fees? (Note: This is prohibited)		
Do employees have and maintain their own identity and immigration documents?		

Does the contractor provide housing that meets host country housing and safety standards? (Check for cleanliness, overcrowding, fire/safety issues).		
Have employees been provided a copy of their employment contract in a language they can understand?		
Has the contractor informed the contracting officer of any information received (including from Host Nation law enforcement) that alleges a contractor employee or subcontractor employee has engaged in conduct violating CTIP policy?		
Does the contractor provide return transportation for employees upon the end of their employment?		

III. General Observations and Indicators of Trafficking in Persons	
Observation Category	Detailed Notes
Physical and Health Indicators:	
Behavioral and Control Indicators:	
Living and Working Conditions:	
Exploitation Indicators:	
Other Concerns:	

IV. Summary of Findings:	
Corrective Actions Required:	
Follow-Up Date:	

Auditor Signature:	
Date:	

PERFORMANCE REPORT

1. CONTRACT NUMBER: W31P4Q-26-R-0031
2. Prepared by**:** Buffey L. Balducci, COR

3. Date and time of observation**:**

4. **Observation:**

Examples of items to include in a report are:
- Method of surveillance.
- How frequently you conducted surveillance.
- Surveillance results.
- Number of observations.

Signature – Contracting Officer's Representative DATE

Signature – Contractor Project Manager or representative DATE

CONTRACT ACTION REPORT (CAR)

1. Contract Number: W31P4Q-26-R-0031

2. TO: (Contractor Project Manager or representative) <insert name>

3. FROM: Buffey L. Balducci, COR

4. Date and time observed **discrepancy:** <mm/dd/yyyy>

5. **DISCREPANCY OR PROBLEM:**

<Describe in detail. Identify any attachments.>

5. Corrective Action Plan (CAP):

A written corrective action plan (is / is not) required.

If a written corrective action plan is required include the following. > The written Corrective Action Plan will be provided to the undersigned not later than < # days after receipt of this CDR.

The COR may initiate a CAR at any time, including whenever the number of monthly recorded defects for a performance standard exceeds the allowable number of defects; anytime unacceptable performance is determined critical in nature and requires formal corrective action; and whenever an unfavorable trend is detected in contractor performance.

Prepared by: Buffey L. Balducci, COR

_____

Signature – Contracting Officer's Representative DATE

Received by:

_____

Signature – Contractor Project Manager or representative DATE

----------End of Appendix E----------